**Pre-Bid Meeting Minutes**

**RFP for Block chain technology for seed producers “Conservation and sustainable use of globally important agro-biodiversity” Project**

**Reference N: RFP/ABD/03/21**

Date: 16 September 2021

Time: 17:00-18:00 Baku Time

Participant:

United Nations Development Programme

Fikret Khankishiyev – Procurement Associate

Farid Abbasov-EU4Lankaran/Agrobio Project Manager

Sona Abdullayeva- EU4Lankaran Project Officer

Bidders participated in the pre-bid meeting:

Anar Lachinov – Consulting and Senior Manager at Ernst & Young Baku Office

Nargiz Kerimova- Leader of Consulting at Ernst & Young Baku Office

Giuseppe Perrone – Block chain technologies leader at Ernst & Young Italy Office

Gerardo Gabriela Walpole - Ernst & Young Italy Office

Fuad Mayilov – “Technofusion” Company

Pre-bid meeting started with introduction of bidders and UNDP Team Members followed by detailed presentation of RFP requirements from UNDP staff.

The questions raised by bidders and UNDP responses are as follows:

Question 1:

Structure of the proposal should be as it is shown in Annex 2 or can be in PowerPoint?

Answer 1:

It was answered that it cannot be a simple PowerPoint presentation and should be exactly how it was mentioned in the RFP, but presentation can be added as an annex.

Question 2:

In RFP it is recommended that the platform is created based on the following technologies : Node.js; Postgres; Hyperledger Iroha blockchain; RabbitMQ. Usage of another type can affect our score?

Answer 2:

It was mentioned that this question must be answered by the expert. All the specifications which are developed under this RFP were made with participation and consultation with our main partner beneficiary. It was asked to write this question by e-mail to clarify that with experts.

Question 3:

“Provide an opportunity for reflecting the result of seed product batches certification process based on the results of analysis conducted on samples from seed batches “ is mentioned as one of the goals of applying the platform. What means “reflecting” and who will insert data about analyses?

Answer 3:

It was replied that the data will come from our beneficiary agency, Agrarian Services Agency. They will proceed with all analyses. They will provide the data and the winner company will add it to the final product.

Question 4:

“Provide an opportunity for obtaining data regarding the features such as assortment purity and its relation to a certain assortment over a seed product” is the same as previous question? There will be an agency that insert data and we must redirect data from each producer or how it works?

Answer 4:

It was answered that it is the same. This is the responsibility of the Agency to provide this information.

Question 5:

“Maintain and ensure regulation of data regarding current seed producers, plant varieties they produce, assortments, and seed reproduction within a single database”. What is the “ensure regulation of data”? We have to create a business logic based on legal requirement that you will provide us to see if all the batches comply and create a notification if it doesn’t comply? Or how it works?

Answer 5:

It was answered that this will be double checked with the expert.

Question 6:

When we talk about creating and maintaining actual registry, creating requests, processing the labels can we send you a table by e-mail and you can confirm us who should do all this acts?

Answer 6:

It was answered that they can send us a table and we will clarify it.

Question 7:

How many days we have to develop this blockchain platform? We will be provided by all business requirements and all data before October 27 to can start the assessment?

Answer 7:

It was answered that the October 27 is the target start date of contract signature. Completion of the activities, delivery of all the contracted items date is November 27. The start date can be 2-3 later or early depending on process, however total given time for the contract will stay the same as mentioned in RFP: 30 days.

Question 8:

Deadline for submission of proposal is September 22. Is there any chance to extension?

Answer 8:

It was answered that we have no reasons for extension for now. But if we will not get the sufficient number of proposals, then we will extend it. In that case it will appear on our websites.

Question 9:

Is there any expected budget for this project?

Answer 9:

Based on our Rules and Regulations do not put estimated budget under this tender.