

MINUTES OF PRE-BID MEETING

RFP/2017/7: Long Term Agreement for Printing and Design Services for UNDP Jordan

Date: 7th May 2017
Venue: UNDP Jordan
Time: 12:00pm

1 PRESENTATION

UNDP-Jordan welcomed the companies and provided important notes on the RFP as follows:

- Submission of proposal should be in one outer envelope with tender reference "RFP #UNDP/2017/7 Long Term Agreement for Printing and Design Services for UNDP Jordan comprising of technical proposal and financial proposal, in separate sealed envelopes with marking as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL"
- Deadline for submission is 24 May 2017 at 12pm
- Copies of proposal should be One original, two copies and one on USB Flash
- The contract will be awarded to 2-3 companies who will obtain high scores
- All companies should make sure to provide all needed information.

Questions by Companies

1) Will UNDP order all the Promotional Items listed in the agreement?

Not necessarily; UNDP has listed all the important items that might be requested during this year.

2) Order Timing: UNDP will not request IEC items and materials in a short time notice unless they were easy simple items like roll ups, invitation cards, business cards, etc.

3) Price inflation: As the companies raised their concern regarding the price inflations of the row material; UNDP advised all companies to do their own calculations & add the expected price increase to the final price offered in their submitted price quotations, as prices will not be changed afterwards and each company should stick to the prices they add in the offer.

4) Design & Print fees: As it was stated in the RFP document; a separate line for the design fees should always be stated for IEC Materials.



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- 5) **Imported & Local items:** when completing the pricing table; all companies can write the below two scenarios for the promotional items:
 - Prices of the local items
 - Prices of the imported items
- 6) **Samples:** It is indicated in the LTA document that the companies should provide UNDP with some samples when submitting their proposals.
- 7) **Total Price:** UNDP asked the companies to submit their financial offers in excel format and to add a total price line for all the items in both IEC and promotional materials.
- 8) **Paper quality & other specifications:** Companies can add a separate line for any further recommendations | suggestions for quality of paper used or other extra specifications.
- 9) **Partnerships & sub-contracting:** companies asked if they need to send UNDP a statement of their sub-contractors and other suppliers. In case of sub-contracting or joint venture, company should provide all eligibility documents for sub-contract/joint venture company, in addition to the signed agreements and if this will affect the load and effectiveness of work.
- 10) **Posters:** UNDP needs to get prices of 10, 50, 100 and 200 posters.