

**Minutes of the Pre-Proposal Meeting**

Project Title: Provision of Executive and Middle Management Training, Myanmar Parliament  
Type of solicitation: Request for Proposal  
Reference: No. 2017/PROC/UNDP-MMR/055  
Date: 14 June 2017  
Venue: Documentation Room, UNDP Myanmar Office

**Attendees:**

The pre-bid meeting was attended by the following

1. Mr. Tom Crick, Programme Specialist, UNDP Myanmar
2. Moungh Kee Aung, Procurement Analyst, UNDP Myanmar
3. Warren Cahill, Chief Technical Advisor, UNDP Myanmar
4. Andrea Mary Flew, Outreach/Learning, UNDP Myanmar

**Representatives from the Firms/Organizations**

1. Nan Woe Swan, Finance Manager, MDF Asia
2. Susanne Van Lieshout, Director, Trainer & Consultant, MDF Asia
3. Mr. Shishant Paliwal, Agent for Asia, Crown Agent

**Representatives from the firms/Organization**

1. Wu Ye-Her, Executive Director (Executive Education), Lee Kuan Yew School of Public Policy, National University of Singapore (Skype)
2. Pattama Chaiyapan, Asst. IT Officer, (facilitating on behalf of delegates of AIT) AIT Extension (Skype)
1. Mr Will Beukes, Thinking Dimensions Asia Pacific ( Thailand ) (Skype)

The pre-proposal meeting started at 11:25am. U Moungh Kee Aung, Procurement Analyst of UNDP Myanmar welcomed participants and apologized for the delay in starting the meeting, due to problems with internet connectivity. Following this introduction, Mr. Tom Crick Programme Specialist UNDP thanked all participants for their interest and attendance at this pre-bid meeting. The participants introduced themselves to one another.

U Moungh Kee Aung briefly explained how to submit proposals in response to the Request for Proposal (RFP). He drew the attention of participants to the instructions to bidders: including bid data sheet highlighting the requisite documents against which preliminary evaluation of completeness of documentation would be conducted.

He explained the evaluation criteria for proposals, and he reiterated that the deadline for submission of proposals is 5:00 PM Yangon time on 26 June 2017. He stated that bids will be checked against the eligibility criteria first as preliminary examination on completeness of documentation received. Secondly, the evaluation panel will evaluate proposals against evaluation criteria specified in the RFP. Only technically qualified tenders will be considered for financial evaluation.

He also emphasized the following:

- All of the information in the data sheets of the RFP was clarified at the meeting.

- Clarification questions about the RFP can be forwarded to UNDP up to 7 days prior to the deadline of proposal submission .
- Proposal validity is 120 days starting from the date of submission of proposals
- Alternative proposals are not allowed
- Currency of the tenders must be specified in United States Dollars or the Local currency Myanmar "Kyats"
- Bid security and Performance security do not apply for this RFP.
- Bids will be received either via Courier/Hand Delivery or by electronic submission (according to guidelines specified)
- For Courier/Hand Delivery, the tenderer needs to prepare sealed envelopes to submit proposals separately: one for the technical proposal and another for the financial proposal. Both envelopes are to be sealed, then placed within one envelope which is to be submitted to the address as specified on Bid Data Sheet#20 on Page#21 of the RFP. The reason for submission of sealed technical and financial proposals is that UNDP will evaluate technical proposals first, and only proposals that meet technical standards will be assessed financially.
- For Electronic submissions, as stated in Bid Data Sheet#20 on Page#21 of RFP, technical and financial proposals are to be sent in separate emails. The financial proposal must be forwarded with a password protected file. Passwords must not be provided to UNDP until the date and time of Bid Opening as indicated on Bid Data No. 24 Page#21.
- Before the technical evaluation, UNDP will conduct the preliminary assessment of your proposal based on the document requirements as stated on Bid Data Sheet#26 on Page# 22. Failure to submit all requisite documentation will result in rejection of tenders at this preliminary stage.
- Bidders must submit SIGNED completed forms which are attached to the RFP doc. as section-4, 5, 6, 8. Section-7 is for the financial proposal and Section-9 is used upon award of contract.
- The validity of the proposal must be 120 days.

Below is the table of Bidder enquiries received to date by UNDP and UNDP's responses to these and questions posed during the teleconference held 14 June 2017:

No.	Source	Queries about the RFP	Response from UNDP
1	Instructions to Proposers, Data Sheet, DS No. 28	<p>a. Editable version of forms</p> <p>i. Editable versions of the forms. Preferably they should be in .doc/.docx format or other compatible format to Microsoft Word. Please let us know if this is not possible.</p>	Available on line in word format

2	Instructions to Proposers, Data Sheet, Technical Proposal Evaluation, Form 3	<p>b. 3.3 Qualifications of Training Team members (3 persons maximum)</p> <p>i. Is the Contractor restricted to involve only 3 training members for the programmes or does this refer to the 3 main/core training members?</p>	<p>2. b &amp; i</p> <p>RFP does not restrict number of Trainers.</p> <p>A maximum 3 CVs for core trainers are to be submitted according to Data Sheet Form 3.3 for technical proposal evaluation.</p>
3	Section 3: Terms of Reference, Point 4.4 Stages of inputs by the contractor	<p>a. Face to face training in Myanmar</p> <p>i. Up to 80 middle managers is expected to attend the training. Given that the ration of trainer to participant is 1:80, kindly advise if facilitators will be present to assist.</p> <p>ii. In the case where interpretation is required, will this be done simultaneously or consecutively?</p> <p>b. Online Consultation</p> <p>i. Is this intended only for the Executive managers? From our understanding, this would enable the Executive Managers to develop skills in delegating and monitoring plans implemented by their middle managers.</p> <p>ii. Implementation Plan: Will the Middle Managers be assigned with</p>	<p>i. UNDP expects Contractor to decide trainer/participant ratio for their program design.</p> <p>UNDP will mobilize facilitators according to number of Trainers proposed.</p> <p>ii Considering the nature of the concepts involved and the importance of accurate messages, consecutive interpreting is proposed.</p> <p>b.</p> <p>i. 2 consultations are expected with Exec Managers to focus on developing their capacity to monitor/mentor progress of implementation of work plans by middle managers.</p> <p>ii. Topics for work plans will be agreed with Executive Managers prior to training.</p> <p>Contractors will provide training to middle managers so that they can plan and deliver results to achieve the strategic plan.</p> <p>iii As per page 31 diagram, Contractors will provide 2 consultations with Executive Managers at Union Parliament; one in October and one in November.</p> <p>It is expected that each of the consultations will be held with the Executive Managers of each of the 3 House administrations of Union Parliament. i.e. 3</p>

		<p>the plans or is the Contractor required to facilitate the identification of these plans?</p> <p>iii. 2 sets of dates: Is this intended as 2 consultation for 2 separate phases of the implementation of plan OR 35 consultations spread across the 10 days.</p> <p>c. Workshop in Myanmar</p> <p>i. The Contractor is expected to facilitate clusters of to 30 Middle managers. Since up to 80 middle managers are expected to attend the training, is the arrangement expected to be:</p> <p>Morning - Clusters of 30 + 30 + 20, facilitated by at least one facilitator each</p> <p>Afternoon - Clusters are joined by the Executive Manager</p> <p>ii. Will UNDP be providing the facilitators? If the facilitators are provided by the Contractor, will this be included in the maximum of 3 training team members (Pt 3.3. of Technical Proposal Evaluation)?</p> <p>iii. If UNDP is providing facilitators, will</p>	<p>groups online via skype for 2-3 hours.</p> <p>i The Contractor is expected to facilitate one group of middle managers (approximately 27 per group) on the morning of day 1; a second group in the afternoon of day 1 and a third group on the morning of day 2. Executive Managers will join the whole group in the afternoon of day 2 for final evaluation</p> <p>ii UNDP will provide facilitators for each group.</p> <p>iii Contractors are expected to conduct briefings with interpreters, trainers and facilitators before training commences, and reviewed daily.</p>
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		there be train-the-trainers session for the training team to brief the facilitators?	
4	Instructions to Proposers, Data Sheet, DS No. 7	<p>a. Pre-proposal Conference</p> <p>i. Kindly provide the details of the teleconference and please let us know how we can assist to make this arrangement.</p>	<p>4.a.i.</p> <p>Provided by UNDP to enquirers upon registration.</p>
Questions asked during teleconference 14 June 2017			
1	MDF	Will the Parliamentary Specialist be available during design phase?	Parliamentary Specialist will be available from late July to align with the design phase.
2	Crown Agents	Does demonstrated evidence of clientele need to be specific to training?	It is recommended to provide demonstrated evidence in response to RFP requirements.
3	Crown Agents	What batch size is recommended for training groups?	The Contractor is responsible for designing sessions. A ratio of 1:80 is only anticipated in Plenary sessions which may be part of the programme designed by the contractor. The Contractor is expected to design and deliver an interactive training program that enables participants to gain knowledge, contribute experience, develop practical skills to fulfil working role and responsibilities.
4	Crown Agents	What should the financial proposal look like?	The financial proposal should match the requirements specified in the RFP.
5	Crown Agents	Is section 12, referred to on pg 22 of the Data Sheet at pt 28 C.15 (only if different from the provision of section 12) required to be attached to the RFP?	Section 12 is not applicable to this RFP.
6	MDF	What is the likely gender balance in the cohort of middle managers?	It is anticipated that females participants may exceed 50% in this cohort.
7	MDF	How many facilitators and interpreters will be	Facilitators and interpreters will be mobilized according to the number of groups organized.

		mobilized?	
8	LKYSPP	Will online consultations be carried out 1:1 or in small groups?	It is anticipated to mobilize small groups from each of the three Houses to undertake on-line consultations together. Given Executive Managers at Union Hluttaw number approximately 15, it is suggested that groups of five may be appropriate. If 1:1 consultations can be arranged, either via email or via skype, this medium is also encouraged.
9	LKYSPP	Is accreditation required?	Certificates of Accreditation/Participation/Completion/Attendance will be expected by participants. It is understood that the type of certificates will be governed by the rules of the contracting institution.
10	Thinking Dimensions/ Crown Agents	Is the Contractor limited to a training ratio of 1:80?	No the Contractor is expected to design the program to be interactive and the training team to deliver to the cohort. There is a training room at Parliament sufficient to accommodate 80 participants and there are 4 breakout rooms adjoining that room however further rooms are available if required by the design.
11	Crown Agents	Given limited time available could priorities be specified?	An integrated program is expected to be provided by the Contractor, that address the learning results detailed in Chapter 4 "Approach"

Meeting minutes will be uploaded on [http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=38223](http://procurement-notice.undp.org/view_notice.cfm?notice_id=38223)

On conclusion of questions from Bidders, the meeting was closed at 12:30 PM. Closing remarks and thanks for attendance were offered by U Mounk Kee Aung, Procurement Analyst. The invitation to ask additional questions via email to ([moung.kee.aung@undp.org](mailto:moung.kee.aung@undp.org)) was issued in accordance with the RFP which specifies questions may be lodged up to 7 days prior to submission deadline.

Prepared by

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