



Pre-bid conference minutes

Invitation to Bid: ITB/UNDP/KW/2017/01_Catering services
Project number and title: UNDP CO and its projects

Date of Bid issue:	24 July, 2017	Deadline for submission of Bid:	24 August, 2017, NY time 08:00
Pre-bid conference date:	31 July, 2017 11:00 PM	Place:	UN House, Diplomatic Square, Block 7A, Mishref, Ground Floor, Conference room
No. of Bidders participated:	25 (Twenty five), please see registry from mailing list. Advertisements were placed on www.kw.undp.org , procurement notices and www.ungm.org websites		

Questions and Answers

Question 1: Deadline for submission of Bids?

Response: The deadline for submission of Bids is 24 August, 2017. 8:00 am NY Time, 3:00 pm Kuwait time. After that time you will not be able to submit/revise already submitted bids. You are strongly recommended to submit Bids before the deadline in order to have time for revisions and reviews.

Question 2: In case if company doesn't have any litigation history, how it should be confirmed?

It will be enough if the company will submit on official letter head information that the company doesn't have outstanding or ongoing litigation cases, properly sign and stamp it.

Question 3: For each sub Lots under one Lot do you require to submit detailed menu?

No, there is no need to submit detailed menu, menus required as samples and confirmation that company can provide requested services. For example under Lot 1, we have several services (menus) listed e.g. VIP breakfast (branch), there is generic description of what should be included into menu with no definition of names of dishes itself. Detailed menu will be subject to approval and discussion upon request when UNDP will announce call off among awarded Contractors.

Question 4: Is there will be dedicated Purchase Order issued for each event? Does it mean that once PO issued it will serve as guarantee of payment.

Yes, UNDP will issue PO every time when event will take place with awarded Contractor using umbrella of LTA, it will serve as confirmation that the order is placed with company and the money are booked in the system for payment of provided services. And yes, issued PO means that UNDP will meet its obligations and conduct payment for provided services within 30 days from date of final invoice submission.

Question 5: The unit prices indicated will be for the specific menu, so the prices will depend on the it, it means that we will not be able to change menu at later stage once contract will be signed.

We don't have specific menu set up, if you look to the table in Section 3a, you will see list of services requested where generic list of required dishes listed, e.g. 5 types of salad, 6 main courses: lamb, beef, fish, chicken, vegetarian plate and so on. Based on these requirements companies are proposed to provide with sample menus and prices proposed.

Question 6: All the submission will be done online?

Yes, all documents and submission of proposal should be done online via etendering system, no paper based and email submissions will be accepted.

Question 7: How is financial evaluation is done?

The financial proposal will be evaluated on LOT base, unit prices per person will be considered.

Question 8: Is the price factor will be the main evaluation criteria or there will be another factors considered?

The evaluation will be conducted in three stages: preliminary evaluation when, Suppliers will be evaluated against minimum required documentation, like registration license, tax registration certificate, etc. the next level would be technical evaluation, where the technical part of the proposal will be evaluated, only those suppliers who will be found technically compliant will be considered at financial evaluation.

Question 9: Very sensitive information will be shared with UNDP while submission of the Bid like financial statements, income and balance sheet reports, who will access to this information?

The information will be available only for the Evaluation Committee members who are bind by Declaration of Confidentiality and Impartiality, all files will be confidential and no one except committee members will have access to this information.

Question 10: If we are representing more than one entity that is providing catering services, how we should submit our Bid?

If both entities are operating under one Business registration certificate and managed by one team but considered to be two different departments providing for example catering services for in door events and outdoor events separately then it should be one Bid submission on behalf of two departments. If it is completely different companies with different legal statuses and registration papers, then submission should be done for each company separately.

Question 11: Where will be venues of the planned events?

The venues are to be communicated at time of order placement.

Question 12: When tender results will be announced?

We expect to finalize evaluation in 3 weeks time. Planned contracts commencement date is 30th of September, 2017.



The tender documents are available on following links

- http://procurement-notices.undp.org/view_notice.cfm?notice_id=39493
- <https://www.ungm.org/Public/Notice/59815>

The video on submission of proposal and registration of Vendors available on following link

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

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