



## Pre-bid conference minutes

Invitation to Bid: RFP/UNDP/KW/2017/11\_Media campaign  
Project number and title: PADA / 00096747

Date of Proposal issue:	01 August, 2017	Deadline for submission of Bid:	24 August, 2017, NY time 08:00
Pre-bid conference date:	15 August, 2017 11:00 PM	Place:	UN House, Diplomatic Square, Block 7A, Mishref, Ground Floor, Conference room

### Questions and Answers

**Question 1: Designs of the media products are to be submitted with the methodology?**

Response: During the proposal submission stage no specific designs/products are required. However, the company should give a general and clear idea how it will approach the phase of designing: e.g. focusing on how should the community provide equal opportunity to people with disabilities considering diversity of human nature, human rights aspects.

**Question 2: 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 3: What is evaluation criteria?**

The evaluation criteria is combined scoring method, when 70% of the scores are allocated for technical proposal evaluation and 30% for financial. Only those companies that will pass technical evaluation will be requested to share passwords for financial proposals submitted. It should be noted that all financial proposals should be encrypted with password and during submission the company should indicate 1USD for price in system. The company that obtained highest combined score will be awarded with contract. The overall proposal structure should be built considering efficiency of high technical capacities and financial proposal.

**Question 4: How technical evaluation is conducted?**

Every proposal submitted will be evaluated against criteria set in tendering documents, please refer to pages 20 and 21 of the bidding documents for details of scoring and requirements. Technical evaluation will be combination of company experience/expertise, proposed team expertise and methodology presented. It should be noted that prior to technical evaluation, preliminary evaluation will be conducted. Preliminary evaluation will be focused on papers submitted and it validate correctness of submission.

**Question 5: ISO certification is must? What if the company doesn't have any.**

The ISO certification is not must, it should be submitted if any available. If you don't have any, please provide letter on letter head informing that company doesn't have any ISO certificate, attach this letter, while replying to the Bid factor questions.

**Question 6: Should company also provide dissemination services within indicated TOR?**

TOR is very clear and it is covering only design stage.

**Question 7: Is it possible to shift deadline of submission of proposals given complexity of papers to be collected and submitted?**

PADA Project Manager confirmed that deadline could be shifted till 31<sup>st</sup> August, 2017.

**The tender documents are available on following links**

- [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=39735](http://procurement-notices.undp.org/view_notice.cfm?notice_id=39735)
- <https://www.ungm.org/Public/Notice/60162>

**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/>

Attendees	Chinara Israilova	Procurement Specialist	UNDP
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