

## Minutes of Briefing

Reference:	RFP/012/17 LTA for Event Management Services
Date:	29 September 2017
Location:	UNDP CO Uzbekistan
Venue:	41/3, Mirabad St., Tashkent, 100015, Uzbekistan, UNDP CO Uzbekistan
Participants:	UNDP CO Procurement Unit and bidders' representatives as per attached attendance record sheet

### BACKGROUND TO THE BRIEFING:

UNDP CO Uzbekistan has announced Request for Proposal (RFP/012/17) for Long Term Agreement on event management services. The briefing which was conducted on 29 September 2017 was elaborated to provide detailed instructions on provision and submission of proposals, as well as to give clarifications to the questions and raised issues by potential bidders. It was noted that meeting minutes would be recorded and posted on [www.uz.undp.org](http://www.uz.undp.org) website (in tender announcement).

### MEETING RECORDED MAIN OUTPUTS:

The pre-bid meeting started at 11.00 AM. Azizbek Bustonov opened the meeting by thanking all participants for their interest and attending pre-bid meeting and brief goal of the pre-bid meeting. Overall duration of LTA is 3 years (1 year, renewable for another 2 years upon satisfactory performance) with estimated annual ceiling amount of USD 500,000.

Further Oybek Khayitov provided detailed instructions on the main points of Request for Proposal.

- Section 2 instruction to bidders, which is unchangeable and describes entire process of procurement process (proper preparation and submission of proposals, evaluation methods, contract award). Bidders required reviewing this section carefully in order to comply with the requirements. All these instructions must be followed during preparation and submission of proposals.

- Bid data sheet identifies additional details of instructions. It also contains list of documents required to be submitted along with proposal.

The following points were highlighted:

- There are 2 options for bidders to submit their proposals:
  1. By e-mail which should be divided in 2 separate emails between technical and financial proposals. Maximum capacity per email should not exceed 5MB. Bidders are encouraged to send proposals as early as possible to avoid delay of receiving the email due to internet connection to the address [bids.uz@undp.org](mailto:bids.uz@undp.org). To ensure transparency and fair treatment of each LTA holder, quotations will be received to a secure email address. It was notified that subject line of the email should mention the RFP number and Technical or Financial Proposal. Hence, Financial proposal shall be secured by password and password will be delivered upon written request from UNDP upon completion of technical evaluation.
  2. Bidders can also submit their proposals in two separate sealed envelopes by post for technical proposal and financial proposal, in accordance with the requirement stated in the RFP.
    - Proposals may be prepared either in Russian or in English languages.
    - No details of prices should be mentioned in the technical proposals.
    - Bidders have to submit proposal to the designated address no later than 18:00

Tashkent time October 19, 2017

- Clarification questions after pre-bid meeting can also be applied in written form through e-mail [pu.uz@undp.org](mailto:pu.uz@undp.org) before 14 October 2017. All clarification requests and answers will be shared to all potential bidders without identifying the sources of inquiry through email circulation to bidders and will be uploaded in UN, UNDP and UNGM websites.

- The RFP also includes evaluation criteria, which may be a hint for bidders to provide responsive proposals and also helps companies to identify strengths and weaknesses.

The following was highlighted:

- Evaluation of proposal will be conducted on the lowest evaluated financial proposal of the technically qualified Proposers. The technical evaluation will be conducted first and financial proposals of the bidders will be opened for only bidders who are technically qualified with the score of 70% or more.

- Section 3 consists of Terms of Reference for the LTA. It describes assumed services and provides minimum requirements for the bidders.
- Section 7 is also one of the important parts of the solicitation document, which contains financial submission form. Financial proposal shall consist of financial submission form, price table and documentary evidence of price reality. During evaluation process UN Exchange rate on the date of financial proposals opening will be used for calculations.

- Bidders were informed that all data provided in the proposals shall be true and failure to meet this criterion may lead to disqualification of the bidder from competitive process.
- One of the important features of this RFP is that UNDP does not request bidders to provide fixed prices for a predefined list of services. The lowest price for specific event management services will be obtained by requesting quotations from each LTA holder on case by case basis during secondary competition.

After finalizing the presentation, the following questions were raised:

**Question:** Are new recommendation letters required to participate in this tender?

**Answer:** The recommendation letters should not necessarily be composed for this tender, you may include the copies of the recommendation letters for your company that you already have dated for the last 3 years.

**Question:** Since audit process may take much time, is there a possibility of extension of the deadline in order to be able to provide verified financial reports on time.

**Answer:** if any bidder wants extension of bid submission date, the official request must be sent to UNDP. However, it is very important for us to complete the process of evaluation by November, since the previous LTAs will be expired by that time.

**Question:** Case #1 in Financial proposal form requires 87 double rooms at “Charos” resort, however, “Charos” resort has total of 45 rooms available. How we should be in this case?

**Answer:** In this case, we need to give a consideration for the raised concern. Updates on this issue will be announced soon and will be posted on bid announced web site (uz.undp.org).

**Question:** Will bid-opening process be open publicly?

As per RFP document public bid opening is not allowed.

**Question:** How will payment be arranged?

**Answer:** Payment will be arranged after each accomplished event as per payment terms stipulated in purchase order issued by UNDP for each order.

**Question:** Is it possible to give any hotel related to the venue indicated in financial form, as there are many hotels offering the requested services?

**Answer:** Yes, it is up to you, as long as the offered hotel category responds to the requested category (stars).

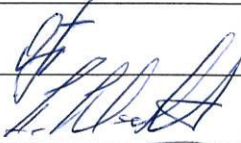



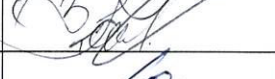
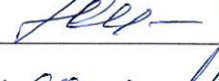


PREPARED BY:

Mahbuba Hamroyeva, UNDP CO Procurement Clerk

ATTACHMENT:

Attendance Record of the meeting

**LIST OF PARTICIPANTS OF PRE-BID CONFERENCE ON EVENT MANAGEMENT LTA (29.09.2017)**

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