



## **MINUTES OF THE PREBID CONFERENCE**

### **PROVISION OF GSM VOICE, DATA SERVICES**

### **& INTERNET SERVICES FOR THE UNITED NATIONS FUNDS, PROGRAMMES AND AGENCIES IN LIBERIA ON A LONG-TERM AGREEMENT BASIS**

**Procurement Reference No.: RFP/UNDP/LBR/ADMIN/011/2017**

**Published (Posted on): October 13, 2017**

**Submission Deadline: October 27, 2016 by 12:00 AM**

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The Pre-proposal meeting convened at 2:00 PM on Thursday, October 20, 2017 at the UNDP Conference 7<sup>th</sup> Floor Conference Room with representatives from both, Lonestar MTN and Orange in attendance (attached) as well as the below Representatives from UNDP:

- Tobie Djokoto- Ayite-Procurement Specialist
- Miriam Clark-Harris- Administrative Associate
- Moses Cassell- Procurement Associate
- Robert Hill-Procurement Assistant
- Kaman Weah- ICT Manager
- Angeline Somah-Procurement Assistant

After interaction and introduction of both teams, the RFP was presented by PowerPoint with critical highlights for the adherence of bidders Contents of the presentation are:

- Mandatory documents
- Submission of proposals and deadline
- Technical proposal template
- Financial proposal template
- Proposals evaluation
- Award of contract
- Documentation check list

After presentation of the RFP and in-depth highlights on the bid data sheet as well as technical and financial criteria with specific relevance on the check list and required documentation the forum was opened for questions and answers as shown below:

*Q: kindly explain, Official Letter of Appointment as local representative*

*A : In the case where a company submitting offer is outside Liberia but has a local representative in Liberia*

*Q : With regards to the financial package : Voice package, you have 10,000, please explain*

*A : 10,000 is just an estimated number taking into consideration the number of staff which is only an indication. It could be more or less. The unit price will be taken into account*

*Q : Is it possible to have the bid document in Word to ease the process of Drawings up our proposal ?*

*A : Yes*

*Q : Do you need 1 copy in original and 2 copies for both the technical and financial*

*A : YES*

*In conclusion it was observed that no line was included in the financial table to include monthly CUG charges , hence an amendment is to be prepared relative to the financial template to include a line for CUG cost and circulated again with all service providers concerned.*

*In addition Companies requested in Microsoft Word Document the template of the financial proposal so they could submit in same format.*

*Meeting adjourned at 3 :15 p.m. local time.*