

PRE-BID MEETING MINUTES

RFP for Strengthen monitoring capacity of labs under MONRE/DONREs (Ref. 2-171101)

Time and date: 10.00 am, 1 December 2017

Venue: Meeting room M1.1

Participants:

Ms. Nguyen Thi Hoang Yen, UNDP Procurement Associate
Ms. Bui Hoa Binh, UNDP Programme Officer
Ms. Pham Thi Bich Ngoc, Project manager
Bidders' representatives

I. INTRODUCTION:

UNDP Procurement Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on UNDP website so all bidders can download. In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFP. Below are some key notes on preparing and submitting bid:

1. Preparing proposal:

- Proposal validity: 120 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
- Templates are included. Bidders should follow templates.
- Please refer to Section 9 "Submission check list" to ensure all essential documents are included in the bid.

2. Bid submission:

- **Submission deadline: 14 December 2017 (Hanoi time)**
- Subject of email/envelop: (Ref. 2-171101) RFP for Strengthen monitoring capacity of labs under MONRE/DONREs (Email/envelop ... of ... emails/envelops)
- If submission in hard copy, please submit 1 original + 2 copies + CD ROM containing all contents corresponding to hardcopy in PDF format.
- For submission by email, please sign, PDF/scan, protect all documents by password and submit to bidding.vn@undp.org.
- **Password to open soft copy proposals** to be sent to bidding.vn@undp.org on **15 December 2017 (Hanoi time)**
- Maximum size per email: 7 MB. Bidders can send several emails.
- After submission, please send notification email (**without attachment**) to: procurement.vn@undp.org

II. QUESTIONS/ANSWER SESSION

#	Query	Answer
1	Is it possible to form a joint venture with another organization to prepare proposal? Do we need to register with UNDP in advance for this joint venture?	As per Point 19 of the Request for proposal, bidder can form a joint venture with another entity. Please refer to this point for further detailed requirements. It is not required for bidder to notify UNDP of the joint vendor in advance.
2	Is the duration for service implementation 8 months?	No, the duration for the service implementation is 12 months, to the end of 2018
3	Is it correct that the contractor only need to strengthen the capacity of the technical staffs in the laboratories? Does contractor need to provide equipment?	The contractor is only required to strengthen the capacity of the technical staffs in the laboratories. But the contractor needs to have equipment for the capacity building purpose.
4	Are assessments of laboratories available? Can they be shared with bidders for using?	This task is being implemented. The result will be shared with the awarded bidder at a later stage when the report is available.
5	Is it correct that the RFP requires 3 trainings (each training course is 3 days)?	This is the minimum that must be provided by the contractor. The quantity and duration of each training shall be determined after need assessment. Bidders can propose their ideas after need assessment.
6	Are costs for accommodation, meals, travel... for training participants included in the proposal?	The costs for accommodation, meals, travel... for training participants as well as costs for organizing trainings (venue, coffee break...) shall be borne by the project. Other costs such as activities in laboratories or sample taking... shall be borne by bidder.
7	Is it possible to have information of the laboratories which are benefited from this service?	Currently the information on laboratories which are benefited from this service is not available. The laboratories are located in the north, central and south of Vietnam. It is estimated that at least 40 technical staff shall be trained.
8	Can bidder form joint venture with a beneficiary laboratory?	No. If bidder need to form a joint venture with a laboratory, it should be a laboratory that is not benefited from this contract.
9	Are the chemicals included both POP and PTS?	Yes. The main chemicals are in POP list of Stockholm Convention and mercury. During trainings, different laboratories may be trained with different chemicals as per their requirements.