

Pre-bid Meeting Site Visit Record

Request for Proposal

RFP/2018/5: Consulting services for Mechanisms Development for operation of the community based Recyclables Receiving Stations

Date: 17th April 2018
Time: 10:15 am to 11:00 pm.
Venue: UNDP Offices - Amman

1 PRESENTATION

After having companies introduce themselves, UNDP-Jordan gave a detailed presentation of the RFP document:

RFP consists of following documents:

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

2 ATTENDANCES

The meeting was attended by the interested entities with UNDP representatives.

3 QUESTIONS AND ANSWERS

During the visit, the following questions were asked by the bidders:

#	Questions raised during meeting	#	Answers
Q1	What is the duty station of the international experts?	A1	This will be Jordan, mainly in Amman with visits to Irbid. The costs of travel stay of the international staff of contractor shall be covered in their price offer.
Q2	What is the reporting mechanism?	A2	The reporting method will be as in RFP documents including bi-weekly report, which will be customized based on project needs and UNDP requirements. also, coordination meetings shall be scheduled during contract as seen needed by UNDP.
Q3	Will there be an extension of the duration of the tender (offers submission period)?	A3	No, however in the case of extending the duration of the tender, it will be announced on UNDP's procurement website.
Q4	Is joint venture allowed, and are international companies allowed to bid?	A4	Yes, joint venture is allowed, where the collective capacity of the joint venture will be looked into to the requirements of bid, however. International companies could apply if they have permit to work in Jordan or through a joint venture with local company.
Q5	Is there any staff required for the assignment other than the 3-main staff mentioned in the ToR?	A5	Yes, there are some details of the backstopping team to support completion of tasks, the adequacy of backstopping/support team in Jordan will be evaluated in the technical offer as per scoring criteria.
Q6	Please Kindly confirm the number of hard copies that should be submitted.	A6	The Financial offer and the technical offer shall be in two separate sealed

#	Questions raised during meeting	#	Answers
	(received by email before distribution of MoM)		envelopes, indicating the title as in the data sheet and type of offer (financial or technical). There should be one original hard copy, one hard copy and one soft copy in each envelope.
Q7	Please kindly specify the expected scope of the activity V “Construct the transfer station facilities based on the developed and approved design and innovative solutions” of the Component 1 and the Activity IV “Construct the facility and contract local CBOs to handle the operation (trainings on marketing the product will be conducted) with ensuring the active involvement of the established community groups” of the component 2. (received by email before distribution of MoM)	A7	This is an overall description of the project’s activities. The duties and responsibilities of the Consultant are stated under bullet #2.1 and 2.2 of the ToRs.

4 CLOSURES

The pre-bid meeting and site visit were adjourned at 11:00 am.

5 PHOTOS

