

## PRE-BID MEETING MINUTES

**RFP to provide CBDRM/CBDRA training for 23 communes in Thanh Hoa and Quang Nam province  
(Ref. RFP-N-180504)**

**Time and date:** 10.00 am, 23 May 2018

**Venue:** Bridge meeting room

**Participants:**

Ms. Tran Thi Hong, Head of UNDP Procurement Unit  
Ms. Nguyen Thuy Nga, Procurement Executive  
Mr. Vu Thai Truong, Programme Management Specialist  
Ms. Bui Viet Hien, UNDP Programme Officer  
Bidders' representatives

**I. INTRODUCTION:**

Head of UNDP Procurement Unit 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.

Programme Management Specialist briefed bidders some background information of GCF project and explained the objectives of this bid. He also confirmed that training materials from Vietnam Disaster Management Authority (VNDMA) are available.

Below are some key notes on preparing and submitting bid as per Procurement Unit Head:

**1. Preparing proposal:**

- Proposal validity: 90 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 6 "returnable bidding forms/checklist" to ensure all essential documents are included in the bid.

**2. Bid submission:**

- **Submission deadline: 06 June 2018 (Hanoi time)**
- Mandatory subject of email/envelop: RFP-N-180504- RFP to provide CBDRM/CBDRA training for 23 communes in Thanh Hoa and Quang Nam provinces
- If submission in hard copy, please call one of the following staff to receive hard copy proposal:
  - 1. Ms. Nguyen Thuy Nga, Procurement Executive. Tel: +84-24-38501831,
  - 2. Ms. Quach Thuy Ha, Procurement Assistant. Tel: +84-24-38500143The bidder is requested to sign a bid submission form when delivering proposal.
- For submission by email, PDF/scan, protect all documents by password and submit to [bidding.vn@undp.org](mailto:bidding.vn@undp.org).
- **Password to open soft copy technical proposal** to be sent to [bidding.vn@undp.org](mailto:bidding.vn@undp.org) on **07 June 2018 (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](mailto:procurement.vn@undp.org)
- Mandatory Requirements: Proposal with proposed core personnel of less than three persons will be rejected;

## II. QUESTIONS/ANSWER SESSION

#	Query	Answer
1	Deliverables after this service can be applied for 7 provinces or just Quang Nam and Thanh Hoa?	For Quang Nam and Thanh Hoa only.
2	The current training materials from VNDMA lack information about housing and mangrove components. Who is responsible for providing this missing information?	VNDMA and specialists from Housing component and Forest component
3	Is bidder responsible for developing training materials?	No, the selected bidder is to provide trainings, assessment, recommendations
4	Before contract implementation, is there any meeting between VNDMA/MARD, UNDP and selected bidder?	Yes, an orientation meeting will be held among 3 parties and 07 newly -recruited CBDRM/CBDRA trainers.
5	During contract implementation, does the selected bidder need to update data into mobile apps?	Yes, the bidder should consider this information in proposals.
6	With team of 3 core staff, how come we can complete tasks in TOR? Could we mobilize more local facilitators?	Yes, bidder can mobilize local facilitators named in Decision 1002 and fees for these facilitators should be included in financial proposal.  The list of facilitators in Decision 1002 will be sent to bidders.
7	Could UNDP provide us with name of 07 newly-recruited CBDRM/CBDRA trainers?	Yes, it will be sent to gather with this minutes
8	Could UNDP have any cost norm for trainers?	Yes, UN-EU cost norm 2017 will be sent to bidders
9	Is there any limitation for the number of pages of proposal?	No
10	Submission method are both hard copies and electronic?	No, hard copy OR e-submission
11	On page 21 of RFP, Qualification of Team leader “Master degree in environmental science and/or <b>relevant field</b> ”. What is the related field?	Housing, forestry.
12	On page 23 of RFP, “Organize trainings on CBDRA/M trainings for all 23 technical advisory group members and key commune facilitators using the GCF project customized training packages (At least 1 training in Thanh Hoa and 4 trainings in Quang Nam <b>before June 2018</b> )”	This time frame can be negotiated between UNDP and the selected bidder
13	In financial proposal, should bidders include fees for training participants?	Yes
14	Who will be responsible for VAT refund?	UNDP will apply for VAT refund. Hence, all bidders must include in their financial proposal VAT amount if applicable

15	Does bidders need to include in technical proposal their sub-contracts signed with the consultants to provide the service in the TOR?	No
16	With whom UNDP will sign the contract, the one who submits proposal or the one who implements the proposal?	UNDP will sign contract with the bidder who submits proposals
17	What is "Historical Contract Non-performance" in Section 6, form D, page 31 of RFP?	Contracts that bidders failed to complete
18	What is "Power of Attorney" in Section 6, form B, page 29 of RFP	The person authorized to sign on the submitted proposals