

Pre-Bid Conference

held on Monday 30 July 2018 at 14:00 (Astana time) over Skype

Subject: Request for proposals (RFP) for functional review of oblast level government administrations in the Republic of Kazakhstan (lot 1); and the creation of a comprehensive register of state functions in the Republic of Kazakhstan (lot 2)

Participants:

1. Konstantin Sokulskiy, Programme Analyst/Head of Governance Unit, UNDP Kazakhstan
2. Nurgul Murzagaliyeva, Procurement Associate, UNDP Kazakhstan
3. Panos Liverakos, Chief Technical Advisor, IC UNDP Kazakhstan
4. Dana Oraz, Project Manager, UNDP Kazakhstan
5. Dariga Tokpayeva, PWC
6. Maxim Baranov, PWC
7. Azamat Temirbek, PWC
8. Damir Deminov, Ernst and Young
9. Dastan Bayakenov, Lattanzio Kibs
10. Bek Mendybayev, DASCO
11. Saniya Sabitova, Jupiter Research Centre
12. Kuralay Orynbayeva, Deloitte TCF
13. Ainur Assanova, Deloitte TCF
14. Zhanybek Aigazin, Applied Economics Research Centre
15. Galiya Sultanbekova, Applied Economics Research Centre
16. Rustam Mukhanov, ARG Group Ltd
17. Mereke Ybyrai, ARG Group Ltd
18. Mars Gabbassov, Factor Ltd
19. Evelina Fisher, Factor Ltd

Opening:

The Head of Governance Unit welcomed everyone, and he explained that the objective of this meeting was to familiarise potential bidders with the tender conditions and processes, as well as to respond to any questions regarding the content of the RFP document.

The Chief Technical Advisor then went on to briefly present the two lots and their significance in the development efforts of the Government of Kazakhstan in order to allow for a better understanding by the pre-bid conference participants; as well as what each lot content entailed in terms of the workload involved and the timelines for implementing each lot.

Then, the representatives of the prospective bidders were requested to provide their questions, which were duly replied by the UNDP representatives. The table below contains all the questions posed by the bidders' representatives and the answers that were provided to them, as well as additional explanations aiming to further clarify the answers that were provided verbally.

Questions and Answers:

No	Question	Answer and clarifications
1	Can a bidder invite external experts for this tender and how the duration of their employment will be evaluated? (BDS, item 24, p. 18)	Yes, a bidder can invite external experts for this tender. However, some restrictions exist in the case of the project manager leading the implementation team and the senior experts. A project manager must be employed by the bidding company for at least 2 years, and at least 2 senior

		experts must be employed by the bidding company for at least 1 year prior to the date of bidding for this contract. Other experts, complementing the team are not subject to employment period restrictions and can be presented as part of the implementation team, as the bidder sees fit.
2	Are there any requirements to attach agreements, acts and other documents to ensure experience or is it enough to describe this in detail in the appropriate section of the technical proposal submitted?	No need for a bidder to attach agreements, acts, etc. A bidder should describe the previous relevant experience in the technical proposal, in as much or little detail they wish. However, UNDP may ask the bidder to provide more detailed information, during the technical evaluation of proposals submitted, to ensure that bidder's relevant experience stated is accurate. Significant deviation between what is stated in the technical proposal and the documentation that may be requested could lead to disqualification of the bidder.
3	Should the bank guarantee be provided for the both lots separately in case of bidding for the both lots?	No, a bidder who intends to submit proposals for both lots may provide one bank guarantee for the amount of KZT 4,800,000. However, if a bidder intends to submit a proposal for one lot only may provide a bank guarantee for the amount of KZT 2,400,000 (see also BDS, item 6).
4	Is it correct that performance security is provided by the winner only and bidder should not attach this neither to the technical proposal nor to the financial proposal?	Yes. The performance security must be provided by the winner only, within 15 (fifteen) days of the contract signature (see also section 2, instructions to bidders, item 41 and BDS, item 9).
5	What shall be the language of attached documents (such as contracts, financial statements and etc)?	All attached documents can be provided in the language of origin. However, the technical and the financial proposals must be submitted in English.
6	If translation of document (such as contracts, financial statements, etc) is required, shall it be notarised?	No need to translate any such documents as contracts, financial statements, etc. They can be provided in their original language. Hence, there is no need to notarise them either.
7	Is the Bid security and Proposal security the same document?	Yes, the Bid security and the Proposal security is the same document.
8	Is the UNDP contract subject to change in case of disagreement?	Not desirable. It is extremely difficult for UNDP to make any changes into its standard contract, as it will require prolonged negotiations with the Legal Support Office at Headquarters.
9	Could we show projects completed by the proposed team, but contracted with affiliated companies in other CIS countries? If yes, shall we attach letter regarding affiliates?	Yes, a prospective bidder can indicate this information in the technical proposal. It will be considered an advantage. Yes, a prospective bidder can attach such letters.
10	Are contracts required as demonstration of previous experience? If yes, shall we show the value of the contract? what if the contract value is confidential?	No contracts are required to prove previous experience. A prospective bidder should indicate the previous experience in the appropriate section of the technical proposal (see also RFP, p. 37, previous relevant experience sub-section). There is no need to show the value of a contract, if it is confidential. However, if UNDP deems necessary, it may ask the prospective client's bidder to disclose the budget or details on the complexity of the project implemented.

11	What does the "Statements of Satisfactory Performance" stand for? Could we show Acts of completion as a verification of satisfactory performance?	A prospective bidder may provide any of the following: client references, letters of appreciation, acts of completion, and other documents that demonstrate successful implementation of a previous project (see also RFP, p. 37, previous relevant experience sub-section).
12	Does the financial standing form (on page 37) prove the financial stability required on page 38 (Section 1: 1.1, 1.2)?	Yes, the financial information requested on page 37 can prove the financial stability of the bidder, as the evaluation team will apply a series of formulas in the information provided in the balance sheets, profit and loss accounts and cash flow statements to verify the financial stability of the bidder.
13	What is the mechanism of managing coordination and cooperation among the stakeholders, other than Ministry of National Economy?	The Ministry of National Economy collaborates constantly with regional authorities. MNE will engage Akimats and other state bodies, inform them of the requirements and expectations for this project while the prospective service provider is working on the methodology to be proposed. It is the MNE that will take care of intergovernmental cooperation issues. UNDP will support a prospective service provider from the very beginning of the project implementation and until the final deliverables are approved.
14	Is there any communication plan or Steering Committee	The contractor may be requested to conduct a presentation in support of the deliverables' content.
15	What is an order of cooperation with the oblast administration/Akimats, Ministries and UNDP with the Service provider for analysis (the order of obtaining/acquiring required documents/material for analysis.	The prospective service provider will primarily interact with the MNE and UNDP. It will also interact with Akimats who will be requested by the MNE to cooperate with the prospective service provider in order to receive all required documentation and support.
16	In case of a delay on obtaining/approvals of relevant documents/deliverables from authorities will this delay cause prolongation of the deadline of the assignment?	In principle, delays are unwelcome. However, in case some unforeseen circumstances will take place, or if the National Partner will take longer to provide comments/approve deliverables, the prospective service provider should document such delays, in order to support its case and request prolongation of the original timeline for deliverables. This is also an issue that a prospective bidder should mention in its risk mitigation strategy, which needs to be included in the technical evaluation proposal (see also Form E, section 2, point 2.4, RFP p. 38).
17	Is it required to obtain an approval for each stage of the assignment? If yes, who will approve it (Ministry or UNDP)?	Successful service provider(s) should seek approval from both the MNE and UNDP at each stage of the assignment corresponding with a deliverable.
18	Lot 1 seems to logically precede lot 2. As they are now concurrent, is there to be a working group to ensure early integration and consistent alignment?'	Both lots will be implemented concurrently. The MNE will ensure that there is some adequate cooperation between the service providers, should each lot be awarded to a different provider. In fact, work on both lots will be overseen by the same Ministry Department, as it is responsible for the work under both lots.
19	What is the procedure for engaging subcontractors for this tender?	Subcontractors should be indicated in the technical proposal submitted by a prospective bidder, which plans to

		use subcontractors in the implementation of the project. Furthermore, the prospective bidder should specify the type and volume of work the subcontractor will perform, as well as provide a justification for such a choice. No additional proceedings exist in terms of engaging subcontractors to implement the project.
20	Will a list of functions be provided for monitoring?	The company is expected to create such a list of functions by analysing the existing laws, bylaws as well as other legal documents.
21	Mostly amounts and conditions of contracts are protected by NDA. Will it be acceptable to provide in the proposal a range of amounts of contracts?	The most important thing is the previous experience of a potential service provider related to the topic. The value of contracts is most likely to be very similar. At the same time, UNDP reserves the right to ask the potential provider's clients to provide references indicating the quality of work performed.
22	Would it be acceptable if one firm is applying for one lot as a contractor and for the other lot as partner in a joint venture/consortium? For example, Company A submits a proposal for Lot 1 by itself and it also submits a proposal for Lot 2, as part of a consortium with another company.	It is acceptable, as these will be considered two different entities of bidders. However, in the eventuality a company is awarded a contract for one lot, and the consortium of which this company is a member is awarded a contract for the second lot, then this company will need to demonstrate that it is deploying two different teams of experts in implementing each project (in this context, see also BDS, item 24, point 1).
23	What is a way for a potential contractor to demonstrate its previous experience of 3 years? Should a potential contractor cumulatively indicate its previous relevant experience (summing the durations of relevant implemented projects) or implemented projects must be in 3 different years?	A potential contractor may indicate its previous relevant experience by indicating the relevant projects it has implemented during the past 3 years, or more, if it has implemented other relevant projects in the past. However, there is a pre-selection requirement the potential contractor must adhere to: a bidder must have completed at least 2 relevant projects in the past five years if it submits a proposal for both lots or it must have completed at least 1 relevant project in the past 3 years if it submits a proposal for 1 lot only (see also BDS, item 24, point 4).
24	Should historical financial statements submitted be audited by a certified public accountant? Can this point be clarified? (RFP, Financial Standing sub-section, p.37).	All historical financial statements should be appropriately certified by a public accountant, should this be required depending on the type of incorporation. If there is no such requirement, then historical financial statements should be accompanied by a statement of the legal representative of the company that such financial statements accurately describe the financial standing of the company.
25	Should a bidder submit its financial proposal in local currency or in USD?	A bidder should submit its financial proposal in local currency, Kazakhstani Tenge.
26	Will a bidder be disqualified if a bidder does not have the relevant professional experience?	No, a bidder will not be disqualified per se. it will simply receive a portion of the evaluation points allocated for this criterion. The only exception being, the requirement stipulated in the BDS, item 24, point 4. Failing to fulfil this requirement, the bidder will be automatically disqualified ("Failing to meet these condition(s) will result in the disqualification of the bid(s) submitted").
27	If a company bids for this tender as part of a joint venture or a consortium, how should it meet the	Relevant experience will be counted cumulatively by adding all relevant experience of the entities comprising the joint venture or the consortium.

	requirement related to the relevant experience?	
28	Should a company prepare 2 separate proposals for the 2 different lots?	Yes, a bidder should prepare 2 different and separate proposals for each of the 2 lots, if it plans to bid for both lots.
29	Should a bidder present a risk mitigation strategy?	According to the content of Form E, Section 2, point 2.4 (RFP, p. 38), a bidder must submit a risk mitigation strategy in order to demonstrate how it plans to cope with issues that may arise during implementation, which may impede or delay the timely implementation of the project.
30	Is there a limitation of the budget for this contract(s)?	No limitation exists, but the budget submitted for the implementation of the envisioned activities should be realistic.
31	Should a company use a typical form to present the project team's CVs?	A bidder should use the template for CVs of proposed key personnel, appearing on p. 39 in the RFP.
32	What is meant by the term "minimum average annual turnover"?	The term denotes the average annual turnover of a prospective bidder over the past 3 years. This is calculated by adding the annual turnover of the past three years and dividing this number by 3. The resulting figure represents the average annual turnover. According to the BDS, item 24, point 3, the minimum average annual turnover should be at least KZT 240,000,000, if bidding for both lots, or KZT 120,000,000, if bidding for one lot. Failing to meet this requirement will result in the disqualification of the bid submitted.
33	Is engaging an international partner considered an advantage?	Engaging an international partner in submitting a joint proposal does not constitute an advantage per se.
34	What is meant by the evaluation criterion 1.3: project management controls and quality controls mechanisms in place? (RFP, p. 21 for lot 1 and p. 22 for lot 2)	This criterion will attempt to evaluate the project management mechanisms in place for ensuring that the work performed adheres to the principles of project management and that deliverables are produced in a timely manner. It will also evaluate whether the company has the quality controls in place to evaluate the quality of the deliverables produced. In this case, ISO certifications and practices employed by a prospective bidder will be a plus.

Closure of pre-bid meeting:

The meeting ended at 15:30 hours Astana time.