



Minutes of Pre-Bid Meeting

Request for Proposal for provision of Security Services for UN premises in Yangon and Field offices in Myanmar on Long Term Agreement Basis

Reference no.: 2018/PROC/UNDP-MMR/PN/048

Date: 9 August 2018 13:30

Venue: U Thant Conference Room, UNDP

The pre-bid meeting was attended by the following

1. Ms. Saw Ohnmar Khin, UNDP
2. Mr. Min Min Thein, UNDP

Representatives from the Firms/Organizations

1. Mr. Edward Blakeney, IDG Security Co., Ltd.
2. Mr. Yan Myo Aung, Atalian Co., Ltd.
3. Mr. Toe Wai Lin, Atalian Co., Ltd.
4. Mr. Myint Win, Myanmar Best Security
5. Mr. Thein Than Htike, Myanmar Best Security
6. Mr. Soe Thet Maung, Myanmar Best Security
7. Sai Htet Yan Oo, Exera Security Service

The pre-proposal meeting started at 13:00 hour with the introduction of participants. Following that, Mr. Min Min Thein, UNDP thanked all of the participants for their involvement in the conference. Ms. Saw Ohnmar Khin, UNDP explained there are 6 geographical areas to provide the Security Services for UN premises in Yangon and Field offices in Myanmar on Long Term Agreement Basis. She shared the scope of works. There are total six offices clearly mentioned and she hopes all the participants have reviewed well on the RFP and related documents. She invited the questions if the participants have to ask about the contents under scope of work as well as procurement related issues. And everybody here can send their written questions to Mr. Min Min Thein also after this meeting till 5 days before bid closing date so that everybody can receive the relevant answers consistently.

Mr. Min Min Thein, UNDP emphasized the following:

- All of the information in the RFP were carefully explained in the meeting in order to make the participants clear of the requirements.
- Clarification question about RFP to UNDP until 5 days prior to the deadline of proposal submission.
- Proposal validity is 120 days starting date from the submission of proposal
- Currency of the offer must be Myanmar "Kyats"
- The supplier needs to prepare sealed envelope for technical proposal and financial proposal separately, and then put those two sealed envelopes into one and submit to the address stated in the Data Sheet#22 on Page #18 of RFP.
- The bidder has to submit the SIGNED complete forms which are attached to the RFP documents.

The bidders asked below questions and respond answer by UNDP. (please see the attachments)