

## **MINUTES OF PRE-BID CONFERENCE**

### **REQUEST FOR PROPOSAL**

#### **National communications firm to design and deliver communication trainings and products Process No: 9292**

#### **I. Background**

The United Nations Development Programme (UNDP), EGR project, is selecting a service provider (National Communications Firm) to design and deliver communication trainings and products. Considering the complexity of this procurement, the pre-bid meeting was conducted by inviting all interested bidders to join this meeting.

#### **II. Objective**

The purpose of the Pre-Bid Conference is to provide instruction to interested bidders on the requirements, how to prepare responsive proposal and opportunity for bidders to ask for clarifications.

#### **III. Date and Venue**

- Date: 25 September 2018 at 10:00 am., Phnom Penh Local Time
- Venue: UNDP Cambodia, Small meeting room (located in Building No. 2, Ground Floor)

#### **IV. Presentation**

To make this pre-bid conference more beneficial to all interested bidders, the Procurement Unit prepared slide presentation which covered the following contents:

##### *1. Invitation to Bid Document*

- ❖ Instruction to Bidders
- ❖ Required Documents for Submission
- ❖ Criteria for the Award and Evaluation of Bid

##### *2. Brief on the Term of Reference*

##### *3. Questions & Answers*

To begin the presentation, Procurement focal point welcomed and thanked all participants who attended this pre-bid meeting and explained about the purpose of the conference. Procurement focal point also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Procurement focal point went through each slide, presented and explained all the contents of the Request for Proposal document as well as the required documents to be submitted to UNDP.

The brief on the term of reference was presented by Mr. Nathan Leibel, EGR Project Manager. The pre-bid meeting was ended at 11:00 am.

For any request for clarifications, bidders are required to send the queries in writing to Ms. Sereyvattana Chan at email: [sereyvattana.chan@undp.org](mailto:sereyvattana.chan@undp.org) and cc [procurement.kh@undp.org](mailto:procurement.kh@undp.org) . UNDP will issue the clarifications to queries received by posting on the website and share with all bidders.

Please see the detail information in attached slide presentation of pre-bid meeting.

#### **V. Queries Raised by Bidders and Answers**

At the end of this presentation, there were some questions from participants and these were clarified as below:

<b>Nº</b>	<b>Questions/Clarifications asked for</b>	<b>Answer/Clarification given as</b>
1	Can the submission deadline be extended? There would be more time required for preparing the proposal document.	UNDP agreed to extend the submission deadline to <b>16 October 2018 at 12:00 pm, Cambodia time.</b>
2	Should the bidder declare team member whom engage from outside of bidder staff member?	No need to declare. The proposed team member is combination bidder's staff and outside expert in order to response to requirement in the TOR. However, the deliveries have to be accountable by bidder's firm.
3	Does the education of key personnel can be flexible?	Should follow requirement in the TOR.
4	The experience of National "illustrator, layout and designer" requires 5 years is a bit high, can it be reduced?	Due to the required education is not high, experience is very important in order to design and develop website.
5	Do design and layout of booklets really need both English and Khmer	Yes, it is.