

Pre-Bid Meeting Minutes

GCF funded Project on "Climate Resilient Integrated Water Management Project"

Implementing Partner:

Ministry of Mahaweli Development and Environment

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| Pre-bid Meeting Minutes of 'Training Needs Assessment, Training Modules & Materials Development, and Conducting Training Programmes - (RFP/UNDP/GCF/2018/30) | |
| Date & Time: | 10 th October 2018 (1000 to 1100hrs) |
| Location: | FAO Conference Hall No. 200 Baudhaloka Mawatha Colombo 7 |
| Subject: | To explain the Solicitation document, clarify bid requirements to prospective bidders |
| Attendees: | <p><u>Officials from UNDP Procurement Division:</u></p> <p>1. Ms. Nilmini Jayatilake, Procurement Associate – UNDP Procurement</p> <p><u>Officials from the UNDP GCF Project:</u></p> <p>1. Dr. Buddika Hapuarachchi, Technical Advisor 2. Mr. Sujeewa Ratnayake, Procurement Associate - GCF</p> |
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Introduction

Ms. Nilmini Jayatilake explained the scope of the currently offered work and requested the bidders to come up with the clarifications /Questions with regard to advertised LOTs.

- Description of Requirements in the solicitation document was briefed specially on Qualifications of the Service Provider, Bid validity period, documents required to be attached for the proposal and preparation of technical proposal addressing all the criteria in the Technical evaluation.
- Participants were informed and requested to go through the General Terms and Conditions (GTC) mentioned in the solicitation document. It was noted that these GTC are mandatory and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
- Bidders were reminded to submit proposals separately for lots if interested to bid for more than one LOT. Further, it was informed that partial bidding within a LOT is not allowed.

- In response to a concern raised regarding Joint Venture, Ms. Nilmini stated that it is permissible under the RFP solicitation process subject to the following conditions;

- ❖ If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- ❖ After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
- ❖ The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 (Documents Establishing the Eligibility and Qualifications of the Bidder) herein in respect of submitting only one proposal.
- ❖ The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
- ❖ A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
 - Those that were undertaken together by the JV, Consortium or Association; and
 - Those that were undertaken by the individual entities of the JV, Consortium or Association.
 - Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- ❖ JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

- Further, it was informed that any service provider can bring International experts if required however they have to be mindful about the impact on financial proposal which has 30% of the weightage in the overall evaluation.

- The latest contract completion date needs to be corrected as 31st October 2019.
- It was emphasized that all service providers are to be closely guided by the Training Programme details given in the Annex 5 when computing the financial proposal especially the reimbursement cost.
- The bid closing date and time will remain as 22nd October 2018, 1400hrs. The proposals s may be submitted on or before the deadline and via courier mail or Hand Delivery to UNDP Procurement Section.
- Selected bidder needs to liaise with CSO's and nominated officers from UNDP, PMU and responsible parties (government) when preparing training materials/ training arrangement.

Dr. Buddika Hapuarachchi briefed all the aspect of the TOR and briefed on the key requirement needs to be addressed when developing the methodology, which is clearly stated in the TOR. In response to a question raised, it was informed that innovative approaches are promoted when the methodologies are developed and bidders should also consider the environmental, youth and gender sensitivities in the overall process and those should be reflected in the technical proposal.

In response to a question raised it was informed that the impact of the training programmes will be assessed by the Project, while the bidders are required to ensure pre and post training evaluations are done at the site.

- The selected supplier will be responsible to Technical Advisor(DRR) of the UNDP Technical Team or their nominated representatives for the supply and timely delivery. The collected supplier shall provide a delivery program within one week after the award of contract.



Sujeewa Ratnayake

Procurement Associate, UNDP-GCF Project