

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

### **REQUEST FOR PROPOSAL Provision of Micro Assessment ( Assessment of the Financial Management Capacity) of Implementing Partners under LTA Process No: 9750**

#### **I. Background**

The United Nations Development Programme (UNDP) would like to invite bidders to submit proposal for the above service.

#### **II. Objective**

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

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

- Date: 26 October 2018 at 2:00 pm., Phnom Penh Local Time
- Venue: UNDP Cambodia, LAD Conference Room (located in Building No. 5, Ground Floor)

#### **IV. Presentation**

To make this pre-proposal 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 Terms of Reference
3. *Questions & Answers*

To begin the presentation, Procurement focal point welcomed and thanked all participants who attended this pre-bid conference, 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 Invitation to Bid document. Then, the bidders are allowed to see the sample of critical material for renovation work.

The pre-bid meeting was ended at 3: 00 pm and the office site was started after the pre-bid meeting is finished.

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 participates and these were clarified as below:

<b>N°</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>08 November 2018 at 12:00 pm, Cambodia time.</b>
2	Regarding the annex I of ToR, what does it means "Other partners - to be identified".	The maximum number of IP to be assessed under this contract would be 7 IPs. The bidders are required to submit price per IP and the payment will be made based on the actual number of IP to be assessed.
3	Does the selected contractor requires to follow up pending tasks of previous assessment?	No. The selected contractor require to assess the selected IPs against the list of questionnaire provided in the RFP document.  The excel version of questionnaire is uploaded on the procurement notice website.
4	Do you require any evidence to support the finding.	Yes, we need key documents.
5	According to the team composition, could you confirm if Task manager requires fully attend during field work?	The task manager does not requires fully attend during the field work. However, they are require to attend the important meetings with selected IPs.  Beside this, the assigned team members require fully attend during field work. ( one team member for one IP)