

Minutes
of
Pre-bid Meeting
RFP/UNDP/KW/2018/09_PMO

Venue: UN House, Diplomatic Square, Block 7A, Mishref

Date: 28 October 2018

Time: 16:00 PM to 18:00 PM

Agenda:

1. Introduction
2. Acquaintance with the tender procedures and scope of work
3. Questions and answers

Participants from GSSCPD:

Dr. Khaled Mahdi – SG SCPD Kuwait

Participants from UNDP Kuwait:

Chinara Israilova – Procurement Specialist UNDP, Ex-officio

Mohammad Allahou – Programme Analyst, UNDP

Ali Elmuntaser – Project Liaison Officer, UNDP

Shereen AlSaad – Operations Manager, UNDP

Mohammad Ali Abdullah – NAZAHA Project Manager, UNDP

Yousef Alhaidar – Project Coordinator, UNDP

Representatives of the following companies took part in the pre-bid conference

1. KPMG
2. PwC
3. Oliver Wyman (TICG)
4. Ernst & Young
5. Projacs
6. Protivity

I. Introduction

UNDP Procurement Specialist opened the meeting at 4:00 PM. She then briefed all bidders that the purpose of this meeting is to help them to fully understand the key requirements of the RFP process, both from procurement and scope technical perspective. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on UNDP websites to ensure free access to all bidders. In case bidders will have queries after the pre-bid meeting, they may channel their queries through the procurement contact details indicated in the RFP document. Below are some key notes on preparing and submitting a bid:

1. Bid data sheet and preparing proposal:

Following was explained to the bidders:

- Instruction to bidders were explained in detail stressing the point of “Conflict of Interest” and its disclosure.
- Section 3: Language of proposal is English.

- Proposal validity: 90 days from submission deadline indicated in the RFP document.
- UNDP General Terms and Conditions are not negotiable and must be accepted.
- No advance payments are allowed.
- Please refer to the evaluation criteria in the RFP document regarding UNDP requirements while preparing proposal. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
- Standard templates are included in the RFP document. Bidders must use the standard templates for their proposal submission.
- All sections of returnable forms need to be completed and submitted as per the instructions provided. Bidders to make sure that all submitted documents are stamped and signed by authorized person. Shall the person be representative of the company, "Power of Attorney" must be submitted to confirm his/her authority to sign and act on behalf of company.
- All vendors and their subcontractors must show proof of relevant entity's registration.
- The bidder must provide a bid security in original for a value of 15,000.00 USD (Fifteen Thousand United States Dollars). The bid security might be submitted in form of bank guarantee or cheque in favor of UNDP Kuwait with validity not less than 90 days. Should the Vendor submit Bid security in different currency, the UN exchange rate effective as of closing date should be applied. UN exchange rates are accessible via this link <https://treasury.un.org/operationalrates/default.php> . Original bid security to be sent to UNDP Kuwait, Procurement Unit with mandatory marking of the case reference number "RFP/UNDP/KW/2018/09_PMO". The scanned copy shall be submitted as a part of the electronic bid submission via e-tendering portal. Once evaluation will be completed and contract awarded to successful bidder, all bid securities will be returned to the vendors.
- No liquidated damages are foreseen under this tender, however Performance Security is required. Performance security should be submitted upon notification of contract award and shall be 10% from the total contract value.
- No hard copy or submission via e-mail will be accepted for bidders' proposals. All proposals must be submitted via e-tendering portal. A link to bidding process instructional video was shared via direct invitation e-mail with all bidders. The bidding process instructional video explains in detail the steps required for registration of bidders and how to upload proposals. It is sole responsibility of Supplier to ensure timely and correct submission of proposals.
- Bidders to refer to Section 6 "Check list" to ensure all essential documents are included in the proposal.
- Bidders should make sure to stamp all relevant returnable forms and to get it signed by authorized person.

2. Bid submission:

- Submission deadline: 18 November 2018 8 AM EST (NY time) via e-tendering portal.
- Financial proposal must be in PDF format and protected by a password. The password details should not be shared with Procurement or any other members until official request from Procurement Unit is received.
- During electronic submission on the e-tendering portal, prices should be indicated as (1 USD), as the tendering process is based on two stage evaluation. It means that technical proposals will be evaluated during first stage, only those Suppliers that will pass and obtain minimum score point for technical

proposals evaluation will be requested to share the passwords for Financial proposals. Thus, Financial proposals should be protected for opening by a password. any bidder fails to comply with this requirement will be immediately disqualified.

- No hard copies or electronic submissions via e-mail will be accepted. All offers should be submitted in via e-tendering system.

- Any submission after deadline will be rejected.

3. Evaluation of proposals:

- Eligibility criteria provided in "Section 4" of the RFP document.

- The evaluation weight is distributed as follows: 70% for technical proposal, and 30% for financial proposal.

- The distribution of scoring for technical proposal is provided in "Section 4" of the RFP document.

- Qualification requirements set forth for the bidder and minimum qualification of required team to be engaged under this assignment are provided in detail in "Section 5" of the RFP document.

4. Financial proposals:

- The financial proposal must include professional fees of the core team. If the bidder is proposing additional team members to support in project design or strategic planning on home-based basis, this should be clearly indicated in the financial proposal.

- The training expenses should be provided in detail, excluding the conference hall renting, data show, and catering services. The conference hall and catering will be provided by the GSSCPD. The training expenses shall include: training services itself, development and printing of training materials, flip-charts and stationary

- The professional fees of proposed staff should be provided per day for each member. E.g. 1 Project manager * 100 (USD per day)* (38 weeks*5 working days) = 19,000 USD

- All costing indicated as lump sum must have detailed breakdown explanation of the lump sum indicated.

- Travel costs should be provided per each member, and indicating numbers of trips (if any), as per below example:

Airfare Round trip (NY-Kuwait-NY) Project Manager: 1 travel * price 1000USD = 1000 USD

Living allowance Project Manager: 266 days (38 weeks*7 days) * 100 USD = 26,600 USD.

II. QUESTIONS/ANSWER SESSION

#	Query	Answer
1	How many files could be uploaded into e-tendering system? Can we break down the proposal into several (PDF) files in the submission ?	You can upload as much files as possible, however, you should make sure that each file is not more than 5 MB. Otherwise the system will reject the file.
2	Interpreter position listed in the TOR as part of the team. So, my understanding that this person will provide translation of the official reports, could you clarify?	It is expected that team will have at least two meetings every week per pillar and regular communication with other stakeholders. Majority of the meetings will be held in Arabic and thus, the contractor shall ensure support of qualified interpreter.

		In addition, most of the reports to be reviewed are in Arabic, and the deliverables should be submitted in Arabic after approval of the English version.
3	In case if the proposed staff is bilingual, is it mandatory for the contractor to propose interpreter?	If the proposed staff is bilingual and the company can assure that staff can overcome the language barrier with no harm. Then the proposed position should be filled in with translator to provide translation of the official documentation to be submitted. Working documents could be in English but all final deliverables shall be submitted in Arabic and English.
4	The TOR is indicates limited number of staff, but the company can include additional strategic consultants that are not listed in the TOR?	The TOR is listing core team members, however if the contractor is convinced that more strategic consultants are required to deliver indicated services. Then it shall be properly reflected and supported with methodology and technical proposal. The CVs of the additional qualified consultants to be submitted along with proposal.
5	The venue of the workshops will be in UNDP?	No, GSSCPD will provide venue and catering services, rest of services to be provided by the contractor.
6	The proposed scheme of approach as per TOR is split into Inception and Implementation Phase, is this mandatory to follow? Or the company has liberty in proposing its approach to achieve the final objective?	ToRs is stating the minimum requirements for the approach; however, bidders can propose more details on their proposed approach as long as it is in line with the proposed two phases (an initiation phase and implementation phase) and that ToR considerations and tasks will be followed as a minimum. However, the design of KNDP formulation support project to be implemented by PMO is required.
7	So you are not expecting us as consultants to identify the projects for each entity of the public authority?	The bidders are expected to develop an understanding on the type of initiatives or projects within the development plan that fit under each pillar,. The bidders will be analyzing and suggesting initiatives in collaboration with technical experts from GSSCPD and other entities, and might suggest project ideas, however it is not task of the bidder to generate detailed project. However, The bidder is expected to deliver a Project Design Methodology and Guidelines, to be used by public entities for designing development projects when submitting their proposed projects to be included in the annual Development plan.

8	How many entities in the government?	Roughly 67 entities, however based on GSSCPD assessment 57 are fully engaged, but the number that will be engaged with the company is expected to be around 30 but this is only a rough estimation .
9	The challenges that the company will be having will be related to being in between GSSCPD and all these entities?	KNDP formulation should be based on consensus, and agreed upon on both sides, government entities being beneficiaries and implementing partners, they have to take part in the development of the policy (KNDP), however, the final approval body is the Supreme Council of Planning.
10	P.32 Develop Monitoring and Evaluation mechanism and tools for KNDP 2020-2025, Annual Plans, programmes and projects, in order to facilitate the process of evaluating performance and progress of its implementation. The question is – “Is there a framework or reference to set the targets against?”	Global Competitive Indexes, this is what we are using as a benchmark, also there are set of national KPIs, the main target of Kuwait Vision 2035 is for Kuwait to be among the top 35 countries in all indicator per percentile.
11	So the Global Competitive Indexes will be the baseline?	The current ranking of Kuwait in global competitive Indexes, and other KPIs already identified.
12	Deliverables 4 and 5 p.29 referencing to “Methodology and Detailed Guidelines for formulating Annual Development Plans”, are bidders requested to develop Annual Development Plans?	The reference made not to actual “annual plans” but to methodology and guidelines, the bidder should not propose the projects. The only thing is to be proposed is set of criteria and approach for programs and projects which will need to be part of Annual Plans within the the 5-year KNDP.
13	Other than considering deliverables and tasks to be performed what will make you consider the project delivery to be successful?	if the engagement lead to a clear path for positive impact on Global Competitiveness Index GCI, vision related KPIs, more engagement from private sector and most importantly the job creation for Kuwaitis in private sector.
14	The timeframes indicated in the RFP are strictly to be followed? Or there is flexibility within the phases?	The flexibility is there, however more preference will be given to bidders meeting ToRs timeframe, bidders can propose their own timeframe but overall duration cannot be exceeded.
15	P. 34 “Providing technical guidance and support to the Implementation of KNDP Formulation Roadmap with regard to strategic planning aspects”, given your introduction earlier about the role of consultancy, can you give us more clarity on this?	Through their strategic management consultant, the bidder will provide technical guidance working with the different consultants of the GSSCPD.
16	The evolving of the 5-year plan, how the development and changes will be handled in	After developing the KNDP and during the 5 years, the GSSCPD will develop a yearly

	that 5-year plan? Changes will be applicable during the year?	development plan based on the Methodology and Detailed Guidelines for formulating of Annual Development Plans developed by the bidder.
17	Training period is included in the 38 weeks duration of contract? Workshops 5-day duration?	Yes, it is part of the contract deliverable. Deliverable 6. Yes, please refer to the TOR.
18	If the company is international and registered in UK or US, having an office in Kuwait, which registration certificate shall be submitted?	The registration certificate of the company that is submitting its proposal. If it is the one that based in Kuwait, please submit the relevant one. In case there is a consortium of companies, all registrations must be provided, but only one company should be proposing and signing the contract on behalf of the consortium.
19	So, financials statements to be reviewed for local branch if the proposal is submitted by local company?	The financial statements should be submitted for company that is submitting the proposal. E.g. local branch is planning to submit its proposal and contract eventually to be signed with local branch and not HQ or main office, thus, financial statements shall be submitted for local branch.
20	If any of our subsidiaries have previous experience but not ours, shall we reflect in experience?	If the company that is applying itself doesn't have relevant experience it should be reflected.
21	Given that we are part of global firm sometimes we have contracts on our names and sometimes on behalf of global company, or in another firm as member country? So credential shall be reflected?	If the bidder previously provided its services as part of a global contract or in any other status as reflected in your question, then yes, the bidder has to indicate that in its credentials as a relevant experience, however, details on what kind of involvement the bidder has within the previous assignment should be included.
22	Is it possible to submit a proposal even if the company doesn't have local office?	Yes, companies that are not based in Kuwait are welcome to submit proposals.
23	The audited financial statements shall be submitted for 2015-2016-2017?	The company shall submit latest audited financial statements for past 3 years that are available?
24	Any applicable taxes for international companies?	UNDP is free from VAT taxation.
25	On the credentials of local companies being part of global network, how will be considered?	It will depend on which company is bidding, and the nature and level of involvement of the global network in the assignment.
26	The team deployed credentials will be considered?	The credentials of the team members will be considered as a part of the technical evaluation.

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