

Minutes of Pre-Bid Meeting

Request for Proposal – RFP-004/13

Entering into a Long Term Agreement (LTA) for The Provision of Consultancy and Manpower Services to Support the Implementation of UNDP-Iraq Projects in Iraq

Date: 11th April 2013
Time : 14:00 to 15:00
Venue: Net Conference and UNDP-Iraq Office – Amman – Jordan.

1. Present:

From UNDP:

Jan Roodt, Project Manager
Zaynab Rashan, Procurement Analyst
Sherali Toshmurodov, Procurement Analyst

After having companies introduce themselves, UNDP-Iraq gave a brief presentation on the following:

1. Proposal procedures
2. TORs
3. Contract Modality

Question 1:

Will the day of travel where the individual will be travelling will be considered as a working day?

Answer 1:

Yes.

Question 2:

Can the rates be higher than the suggested rates on the TORs

Answer 2:

No, the rates are fixed as provided in the TORs.

Question 3:

What will be the start date for the positions required?

Answer 3:

It depends, some of them are immediately required and some shall be required at later stages.

Question 4:

Should we include in the management fees the fees for the visa and the insurance?

Answer 4:

The fees for the visa itself is considered reimbursable fees and the company should only include the fees for arrangement for the visa. Insurance should be part of the management fees, please see page 3 of the TORs, Clause 5 “Contractor’s Responsibilities”.

Question 5:

For this RFP is three CVs required to be provided or only one is enough for each of the given positions.

Answer 5:

Only one CV is required for each of the indicated positions, however at the time of the actual request under the Long Term Agreement to be placed at least three CVs will be required.

Question 6:

Is it possible to know the financial ceiling of the LTA?

Answer 6:

We cannot provide such information.

Question 7:

Will the consultants be working in Iraq and Jordan and travel to other areas as well?

Answer 7:

It depends on the required tasks given in the related TORs and where the consultant shall be stationed.

Question 8:

Will the bank transfer fees be deducted from the payment transferred by UNDP?

Answer 8:

It could be the case and the company could include this in their management fees.

Question 9:

Is it possible to replace the candidate CV after he/she was selected for the assignment?

Answer 9:

No, it is not acceptable unless there is a certain family or certain unforeseen circumstances.

Question 10:

Will there be only one evaluation committee conducting the evaluation for the whole three LOTs?

Answer 10:

This will depend on the number of received offers, where the evaluation will be also presented to a third committee that give the final approval.

Question 11:

Is there a similar contract going on now?

Answer 11:

Yes.

Question 12:

What is the envisaged number of consultancies required per year?

Answer 12:

We cannot guarantee the number due to the surrounding circumstances, for example having the UNDP-Iraq Office relocated to Iraq by the end of the year and the existing security situation in Iraq which could affect the required number of consultancies.

Question 13:

Under page 10, item 3 “Competencies”, the item refers to requirement of the contracted individuals for the past three years. Do we have to provide the whole list?

Answer 13:

If the company possess a big list of positions, companies can provide the most relevant positions to the ones mentioned in the RFP.

Question 14:

Is there a preferred nationality for International Consultancies?

Answer 14:

No.

Question 15:

Will the Consultancies be required only in Baghdad, Basra and Erbil in Iraq?

Answer 15:

No, it could be required anywhere inside Iraq.

Question 16:

Is there a breakdown for the types of consultancies required under each of the LOTs?

Answer 16:

No, however to give you an idea, UNDP-Iraq Office has currently several ongoing projects. The main projects are related to Governance area development, infrastructure project, local area development projects, MSMEs, and Vocational Trainings projects. Also, UNDP-Iraq would require support services functions.

Question 17:

What is the time frame for selecting the candidate for the specific requirement?

Answer 17:

Please refer to page 7 in the TOR, Clause 12 “Provision of Services Process”.

Question 18:

Can the company provide only the Consultancy part of the Contract?

Answer 18:

This RFP is for the provision of individuals in different areas, therefore, the company should be able to provide the majority of the required categories and quote for the required percentages for reimbursable and security fees as well.

Question 19:

Do we need to submit hard copies or is electronic submissions enough?

Answer 19:

No, companies do not need to submit hard copies.

Question 20:

Could the RFP be extended?

Answer 20:

No, the RFP is clear and companies only need to put their percentage fees. Also, for the type of consultancies required the company should have the required CVs in their database. The deadline for submission shall remain on **April 16, 2013 4:00PM – Amman Time – Jordan**. Any late bids shall be rejected.

Question 21:

Is it possible to know the per diem in each of the possible locations where the individuals will be working?

Answer 21:

Please refer to the following site: *<http://icsc.un.org/rootindex.asp>*

Question 22:

Should the Financial Proposals be password protected?

Answer 22:

No; it is essential to follow the instructions indicated on page 19 under Section G: “Data Sheet” for submission of offers.

Meeting closed at 15:00PM.