



Minutes of Pre-Bid Conference

Request for Proposals

Integrating Gender Considerations in Justice Reform Through Public Education & Social Context Sensitization

Date held: 17 December 2018

Start Time: - 10:30 am (JA time)

Background:

Pre-bid conference for UNDP/JUST-2018/05 -Consultation for Integrating Gender Considerations in Justice Reform Through Public Education & Social Context Sensitization. The RFP was advertised on UNDP Procurement Website and shared with the Procurement Working Group Network on 2nd & 9th December 2018.

The Pre-bid meeting was held on 17th December 2018 in accordance with the provision in Section 3 Bid Data Sheet of the RFP. The meeting was held in UNDP Conference Room for local firms in Jamaica and via Skype for International Firms. It was Chaired by the Procurement Analyst and attended by seven (7) participants from Six (6) companies in Jamaica and by two (2) participants from one (1) International Company.

Introduction was done by Kenisha Thom Procurement Analyst, UNDP and Tania Chambers JUST Programme Manager, Global Affairs Canada did the background to the Project.

Minutes of the Meeting:

A review of the bidding document from Section 1 to Section 6 of the RFP was provided to the participants.

Key Points from the Overview:

1. Financial proposals should primarily be limited to costing the services to be provided as well as costs (if any) incidental to service provision. The costs of training or consultation events and activities (venue, refreshments, printing etc.) will be directly procured by UNDP.
2. The approach to gender analysis should take into account Canada's GBA+ methodology and Feminist International Assistance Policy. However, all analysis should remain relevant to the Jamaican society's peculiar experiences and issues of gender, equity, equality, diversion and inclusion.
3. Bidders are asked to ensure that each position named in the TOR is filled by a clearly identified member of your team. Please ensure that those persons are available for the implementation of the project.

4. To critically review and assess for gender equality, relevance and responsiveness a broad array of knowledge-based communication materials, informational products, protocols, manuals, policy proposals, training modules, papers and other products developed by other implementing partners under the Social Order component.
5. To design, modify or develop ***Social Context and Justice*** gender-sensitive informational and educational materials, and deliver broad-based, island-wide sensitisation awareness forums to diverse groups
6. While the consultancy does not require exclusivity, submission timelines are to be observed.
7. Payments will be made in keeping with the payment schedule.

The following questions were raised, and responses provided in the below table

S/N	QUESTIONS	ANSWERS
1	Regarding the Three (3) key personnel on the project, if we wish to include more persons, what is the best approach?	Other Persons required would fall under the personnel section. Consultants must Justify the need for these additional persons and cost them appropriately in your proposals.
2	Regarding costs, is there a Parameter or Maximum that you are looking for?	The Budget is an Internal Estimate and that consultants are to cost based on their assessment of the cost for the services.
3	I have a Question about availability, re we supposed to be exclusive on the project?	No this is not required as long as you are able to meet the requirements of the Project. We have an end date that can't be moved March 2020. All deliverables must be received before that date.
4	Are consultants paid in increments?	Consultants are paid by deliverables completed. Each deliverable is costed.

In addition to the above responses and clarification, the bidders were advised to prepare their bidding document in-line with instruction in the following Sections of the RFP

Section 1: Letter of Invitation

Section 2. Instruction to bidders

Section 3. Bid Data Sheet

Section 4. Evaluation Criteria

- Part 1. Preliminary evaluation criteria
- Part 2. Technical evaluation criteria
- Part 3. Financial evaluation criteria

Section 5a. Schedule of Requirement/Terms of Reference

Section 5b. Other Related Requirements

Section 6. Returnable bidding Forms/Check list

- Form A. Bid submission form
- Form B. Bidder information form
- Form C. Joint venture/Consortium/Association Information form
- Form D. Qualification form
- Form E. Format of Technical Bid/Bill of quantities
- Form F. Price Schedule form

Participants were also reminded of the following guidelines when submitting bids: -

- Deadline to submit proposals: 31 December 2018 at 10:00 am EST/EDT
- Expected start date: January 2019
- Period of assignment/services: Thirteen (13) months
- Participants must be registered with e-tendering to view and submit Bids in e-tendering.
- All submissions must be done through the E-tendering system using Event id: **JAM10-46-2018**
- Within the RFP the Key Guidelines must be followed
- Minimum period of Bid Validity is 90 days
- USD currency should be used in the proposal
- Reminder to Participants to log into UNDP Procurement e-website and check your e-mails regarding changes and clarifications that may arise.
- Request for Clarification should be submitted 5 days before the deadline date, in order to have sufficient time to respond.
- Assessment of proposals will be done using the Combined scoring method Technical 70% and Financial 30%
- Quality Assurance Procedures/Mechanisms should be clearly defined in the technical proposal
- Financial Proposals must be password protected and must be submitted as a separated document from the technical proposal
- The role and title of all Team Members must be clearly presented.
- Litigation history must be included
- In the event participants will not be submitting a bid, an e-mail should be sent, informing UNDP of this decision and where possible, reasons for same.
- All Proposal questions / request for clarifications should be sent via e-mail to procurement.jamaica@undp.org

Close of Session

The pre-bid conference ended at approximately 11:30 am

Minutes Prepared by:

N Powell

Mrs Nicole Powell

Procurement and Logistics Coordinator, JUST Programme

28/12/18

Date

Agreed by:

Kenisha Thom-Iton

Mrs. Kenisha Thom-Iton

Procurement Analyst, UNDP

Tania Chambers

Mrs. Tania Chambers

Programme Manager, Global Affairs Canada

31/12/2018

Date

21/12/2018

Date

Ava Whyte-Anderson

Mrs. Ava Whyte-Anderson

Programme Analyst, Capacity Development, UNDP

December 28, 2018

Date