

Minutes of the pre-bidding conference RFP/UNDP/KW/2018/22_HIES (re-tender)

Place: UN House, Diplomatic Square, Block 7A, Mishref (opposite to Gust University)

Date: 7 January, 2019

Time: 01:00 PM to 2:00 PM

Participants:

Edward Christow – UNDP RR a.i.

Chinara Israilova – Procurement Specialist UNDP

Abdulrahman Alramadhan – Project Procurement Officer UNDP

Bashar Marafie – Programme Associate UNDP

Faisal Alruwaished – Project Coordinator UNDP

Mohammed Allahou – Programme Analyst

I. Introduction

UNDP Procurement Specialist welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on UNDP websites, so all bidders can download. <http://www.kw.undp.org/content/kuwait/en/home/operations/procurement.html> In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFP. Below are some key notes on preparing and submitting bid:

1. Preparing proposal:

- Proposal validity: 90 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
- The proposal should be submitted in the templates provided in Section 6. Bidders should follow templates.
- Bid security should be submitted in format provided in Section 6. Printed in letter head of the bank, signed and confirmed by it. The originals should be submitted prior deadline, and copy uploaded with proposal in the system.
- No advance payments are allowed.
- Liquidated damages applicable in case of delay while the contract implementation.
- Performance security issued once the company awarded with the contract. However, the company should confirm acceptance of the performance security conditions in the proposal submission.
- Currency of the proposal is US Dollars, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link: <https://treasury.un.org/operationalrates/OperationalRates.php>
- Please refer to Section 6 “Check list” to ensure all essential documents are included in the bid.
- Failure to accept UNDP General Terms will lead to disqualification of the company.

2. Bid submission:

- Submission deadline: 20 January 2019, 8:00AM EDT (NY time) via e-tendering system.

- No hard copies or electronic submissions via e-mail will be accepted. All offers should be submitted in via e-tendering system. Video link were shared via direct invitation e-mail sent out to all potential candidates. The detailed video on registration of bidders and upload of proposals is presented below. Please note that no paper-based proposals will be accepted. It is sole responsibility of Supplier to ensure timely and correct submission of proposals.
- Financial proposal should be protected by password. The password details shall not be shared with Procurement or any other members until official request from Procurement Unit is received.
- During electronic submission prices should be indicated 1 USD, as tendering process is based on two stage evaluation. It means that technical proposals will be evaluated at the first stage, only those Suppliers that will pass and obtain minimum score point for technical evaluation of proposals will be requested to share passwords for Financial proposals. Thus, Financial proposals should be encrypted. Suppliers which fail to comply with this requirement will be immediately disqualified.
- The submission after deadline and over e-mail in hard copy will be rejected.
- The submission should be supported with additional documents confirming qualification of the company, please refer for details to Section 6 checklist.
- All Forms should be properly signed and stamped by authorized person.
- Joint Venture Agreement should be shared if the company is submitting proposal as JV.

3. Evaluation of proposals:

- Eligibility criteria provided in Section 4.
- The evaluation weight is distributed 70% for technical proposal and 30% for financial.
- The distribution of scoring for technical proposal is provided in "Section 4" p.23.
- The proposals that will obtain minimum 70% out of 1000 points will be considered for financial evaluation.
- **Qualification requirements** set forth for the company and **minimum required qualified** staff to be engaged under this assignment are provided in detail "Section 5".

4. Financial proposals:

- The number of indicated enumerators and supervisors in the financial proposal table is illustrative, the actual number of the offered staff might vary. However, the number of core team members is fixed.
- The IT expenses: tabs, servers and etc proposed by company should be supported with detailed technical specification description for each separate item proposed.
- The financial proposal shall include professional fee of the core team. If some of the members is providing services from overseas, indicate that it will be from home country.
- The training expenses: shall be provided excluding the conference hall renting. The space will be provided by the CSB. The training expenses shall include: training services itself, development of training materials, catering. As there will be large number of enumerators to be trained, it is expected that Supplier will split the total number of trainees into smaller groups and conduct trainings on data entry, data collection and etc.
- The salary of enumerators and supervisors shall be identified per month per each and indicating total number of personnel required. E.g. 100 (enumerators) * 200 (KWD per month per person) = 20,000 KWD per month for 100 enumerators * 10 months (duration of the engagement) = 200,000 KWD
- Catering services shall include: price per person and duration multiplied by number of participants.

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

II. QUESTIONS/ANSWER SESSION

#	Query	Answer
1	<p>Deliverables 3 “Design report criteria for Pilot Survey”</p> <p>Piloting is different way of angling, piloting is sampling, piloting is survey design. It should be in the middle of the survey.</p> <p>Is this sampling piloting?</p>	<p>When the Household survey starts it should start with Pilot phase that should be integrated within the methodology, as first stage and needs to explain how could you use the lessons learn from Pilot survey to be amending of the actual survey. Second, the procedures how it could be feed into IT services, data collection methodologies, result that you are looking for. Pilot survey is the same as HS considered as simulation for the actual survey. It should be included into methodology and should be explained how the Pilot survey could be used technique and results to be included into actual survey.</p> <p>No, the piloting is conducted at very beginning of the survey after 2 months.</p> <p>It is not about sampling, it is about the tool itself. For example, when you are developing the survey questionnaire, it will be developed based on previous survey and CSB data, because major changes could not made. It will disconnect the series of information that you are collecting or CSB is collecting for comparison reason. What is required actually is to bring Household survey from CSB to review survey and discuss with CSB management if they have anything to change, and during the piloting you need to identify 3 - 4 5 households only and make a trial, to ensure if the questions are clear, if households are able to answer the questions. Is it possible to make sure that the way of answering the questions will feed into result that you are intending to collect, is there any ambiguity. The trial required to review actual issues that will allow you to find a solution while conducting actual Household survey.</p>

2	<p>Deliverable 8 “This report will require the Research Agency to include a section on specific data collection issues encountered in the field and during the analysis, incorporate verbatim quotes when and where appropriate, and provide interpretations of the findings in the discussion and implications sections”. How far does this analysis it should go?</p> <p>“Submission of all raw data to UNDP, as well submission of data entered in SPSS or any data analysis software to UNDP”. What is meant by raw data?</p>	<p>This is about lessons learn from the company while conducting the survey. It is expected that company will present list of problems that it encountered, e.g. the enumerators will provide the supervisors with the feedback on some questions that they were not fully collected, sometimes it is considered that this survey could be a tool for the improvement of living standards, a promise for access more social services and benefits, lack of responsiveness of households, some of the questions were not very clear, some questions were not appropriate, etc. All these issues should be collected by the company and by end of the project once they will submit final report with analysis result, the company should include a section, not full analysis but rather giving an information that while implementation of the survey following information was collected and problems encountered and for example, indicating that “this issue is affecting the credibility or reliability or validity of the information that we are collecting”, by this it will allow us with CSB to ensure in the upcoming future Household surveys to avoid the same problems.</p> <p>Raw data collected by means of IT (tab, laptops) will be transferred to server, the server will contain all the raw information without analysis, CSB requires raw data as well, besides analysis, because it is required for the further analysis or validation of the analysis provided by the company. And also for the any future analysis that the Government will ask for. Once information will be collected from the field it will be transferred to the server in CSB, the raw data will be already in the CSB, but again this information will be transferred for the company for the analysis, it will be transferred without IDs and names, due to confidentiality issues related to the CSB and the Kuwait Government requirements. Thus, once the company will complete the analysis, the raw data should be returned to CSB again.</p>
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3	Sample size is it 4000 households or interviews?	Based on previous experience the average sampling was around 4000, sometimes less sometimes more. This figure should not be considered as actual figure, we can't decide that this is final sampling figure being not experts in the sampling. Once you will be working in the field, referring to master sample (census) available in the CSB, sampling expert will be able to decide on actual sampling unit (household unit) so it might be 4000, 3800, 4450. Thus, exact sampling figure cannot be expected to be provided now. Unless, you go to master sample which is census of CSB, that is updated, and where sampling criteria will be applied than the company will be able to know the actual figure of the sampling needed for this survey. What we mean by sampling is household and in Kuwait we have two levels of sampling: private household and collective households. There are a lot of technicalities that needs to be discussed internally with CSB, e.g. Kuwaiti households, non – Kuwaiti households that will determine households to be used for survey. By now we are giving number of 4000 just as rough estimate for your financial calculations.
4	Is there any kind of awareness campaign or the company is supposed to carry on this?	The company can propose the campaign and criteria, Ministry of Information will be responsible for the campaign implementation, however, the plan for awareness campaign should be proposed by the company.
5	Supporting documents for the technical proposal, could be submitted as one file?	Yes, all Annexes supporting technical proposal could be submitted either together with Technical proposal, just remember that maximum size of the file that could be uploaded into the system is 8MB. Size of single file should not exceed 8 MB, but multiple files could be submitted.
6	Language requirements: Is it necessary to have experts speaking Arabic or it will be fine to have English?	As per TOR the core team members it is not mandatory to know Arabic, however, given the country context and work nature Arabic speaker will be definitely an advantage. The interviewers and supervisors (National field staff) are required to know Arabic language as they will be collecting data from local households.

7	Are all experts indicated in core team are required to work full time? And to be based in Kuwait?	Please refer to the TOR. where indicative duration of involving outlined per each expert. However, the duration is indicative, thus company has right to propose different approach depending on the methodology proposed. The position of the project manager/ coordinator is full time and in country mandatory.
8	The professional fees should be submitted as net? What about taxes?	UNDP is free from VAT taxes. All other taxes should be included into the financial proposal and reflected properly.

Useful information/links:

<https://treasury.un.org/operationalrates/OperationalRates.php>

<https://icsc.un.org/>

Most direct and most economic flights will be covered, if the company representatives wish to travel business the price difference should be covered by the company

Terminal expenses will be covered, parking expenses of personal cars will not be covered

Visa expenses should be taken from official sources