

Pre-Proposal Minutes of the Meeting
Among: UNDP and Service Providers



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| United Nations Development Programmed (UNDP) | | |
| Subject: UNDP/AFG/RFP/2019/0000003483 - Consulting Company to Draft the Local Administration Law for Independent Directorate of Local Governance – Afghanistan (IDLG) | | |
| Venue: | UNDP Conference Room | |
| Date: 24 March 2019 | From: 10:00 AM | To: 11:00 AM |

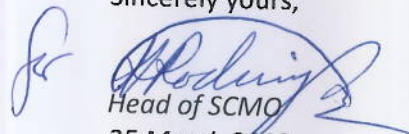
The detailed information and instructions were shared with the Vendors regarding the Proposals data sheet, e-tendering submission procedure, proposals submission requirement, UNDP rules and regulations, etc.

The following queries were raised by the participating representatives and the following respective responses were provided:

| | Queries | Responses |
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| 1 | No. of National Research Analyst required | As stated in the RFP, two National Research Analysts are required |
| 2 | Audited Financial Statement – RFP page 43 | Recommended to submit, but not mandatory. If later UNDP deems necessary, UNDP may ask Audited Financial statement or other legal/certified financial document to verify provided financial information by the proposers. The bidders must be able to provide such document if requested. |
| 3 | Is there an indicated no. of days for the International Experts services | There is no definite number of days suggested by UNDP. It is dependent on how the Company will develop its proposal in response to the requirements. |
| 4 | International Experts; is it required, or can it be an Afghan national who can meet the minimum educational qualifications and experience | As per the TOR, International Experts are required. However, Afghans with dual citizenship may be proposed as an international expert as long as they are meeting the minimum qualifications requirement. |
| 5 | For Joint Ventures: -meeting the requirements -can Lead partner can be local? | Experience of both JVs shall be considered cumulatively, or the lead partner should be meeting the requirement. Please follow the guideline in section 14 of Instruction to Bidders of the RFP document. International or national as lead partner does not matter, if they are qualified and meeting the expertise and requirements. |

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| 6 | Evaluation of eligibility and technical proposals | UNDP will evaluate documents received as per eligibility and technical requirements criteria mentioned in Section 4 of the RFP. UNDP may ask the bidders to submit historical data if not found available in the submission. However, for non-historical data, i.e. business registration, etc., if these are not submitted in the original submission, this may affect the bidder's passing the eligibility and qualifications requirements. |
| 7 | Possibility of extending the deadline of submission | UNDP will reconsider extending the deadline if UNDP will receive email request for extension from multiple bidders. Last date of receiving queries/clarifications/requests is on 26 March 2019. |

Sincerely yours,


Head of SCMO
25 March 2019