

Minutes of Pre-Proposal conference

Subject: -Request for Proposal for COMMUNITY POLICING – PeM In Kabul City RFP Ref: UNDP/AFG/RFP/2019/0000003499		
Venue		
Date: 26 March 2018	From: 10:00 AM	To: 11:30 AM

Clarifications Sought by Proposers	UNDP Responses																						
<p>On Activity no. 4 – Targeted outreach activities among the six targeted PDs of Kabul, on the type of advocacy portion which is distribution of 3 notebooks, 1 pen, 1 t-shirt ad 1 cap per student.</p> <p>Please clarify on the proposed design, content and sizes of these materials:</p>	<p>1. <u>Notebooks Specification:</u></p> <table> <tr> <td>Quantity:</td><td>36,000 notebooks</td></tr> <tr> <td>Content</td><td><i>Text / Image / Graphic</i></td></tr> <tr> <td>Paper Size</td><td>A5, One-page double sided</td></tr> <tr> <td>Color</td><td>Colored, based on design (full color) The design of the cover to be provided by the Contractor, 4 colors (pictures and texts on the cover pages).</td></tr> <tr> <td>Language:</td><td>Dari, Pashto</td></tr> <tr> <td>Paper Type/Stock/ Paper weight:</td><td>50 (Pages) of 100 sheets; 68 Gram art paper; each page has a message in the footer (black and white)</td></tr> <tr> <td>Cover type</td><td>Hard card, 300 Gram art paper, full color (depending on illustration), with glossy lamination</td></tr> <tr> <td>Number of Pages</td><td>(50 Pages of 100 sheets)</td></tr> <tr> <td>Artwork</td><td>The materials will be submitted by the Contractor in PDF.</td></tr> <tr> <td>Binding</td><td>Stapled</td></tr> <tr> <td>Proof</td><td>Company is obliged to submit master copy before printing. Once the master copy is approved by the Project Counterpart, the Contractor can initiate the actual printing.</td></tr> </table>	Quantity:	36,000 notebooks	Content	<i>Text / Image / Graphic</i>	Paper Size	A5, One-page double sided	Color	Colored, based on design (full color) The design of the cover to be provided by the Contractor, 4 colors (pictures and texts on the cover pages).	Language:	Dari, Pashto	Paper Type/Stock/ Paper weight:	50 (Pages) of 100 sheets; 68 Gram art paper; each page has a message in the footer (black and white)	Cover type	Hard card, 300 Gram art paper, full color (depending on illustration), with glossy lamination	Number of Pages	(50 Pages of 100 sheets)	Artwork	The materials will be submitted by the Contractor in PDF.	Binding	Stapled	Proof	Company is obliged to submit master copy before printing. Once the master copy is approved by the Project Counterpart, the Contractor can initiate the actual printing.
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2. Pen Specification

Type	Ballpoint pens
Quantity:	12,000 pens
Pen type	Ball point pen- plastic body
Color	Black and Blue
Tip size	Approx. 0.7/1.0MM

3. T-shirt Specification

Job Description	T-Shirt without collar
Content	Text / Image / Graphic/ Logo
Made of	Cotton
Color	White
Language:	English, Dari and Pashto
Size	Small, Medium, Large and Extra Large
Quantity	Small – 2000 pcs
	Medium – 3,000 pcs
	Large Size- 4,000 PCS
	Extra Large – 3,000 pcs.
Design	The text, and Logo in to two languages (Dari and Pashto) shall be provided by MOAI , The proof of design shall be provided to MOAI for approval before printing

4. CAP Specification

Technical Specifications:	
Content	Text / Image / Graphic/ Logo
Quantity	12,000 pcs.
Made	Cotton
Size	Free size
Color	White
Language:	English, Dari and Pashto
Design	The design, Text and Logo shall be provided by MOAI.

Note: The technically qualified bidders shall be required to submit samples of the materials to be supplied for the purpose of quality assurance.

<p><u>On the type of advocacy portion:</u></p> <p>- organizing inter-school competitions for collective of 100 persons. Prize type and certificate contents are not specified in the requirement. Please clarify</p>	<p>The prize is stationery package containing the following: (for the specifications, please refer to above):</p> <ol style="list-style-type: none"> 1. 5 notebooks (60 pages each) 2. 2 regular pens 3. Certificate of appreciation to be jointly issued by school management and PD police station 4. 110 Plastic Carrying Bag for note books and pens shall be included. 																						
<p>- Posting of posters around 100 public places including the public access area of the police station in each PD.</p> <p>What are the sizes (height/weight) of the posters? This information is very vital for providing accurate price rates.</p>	<p><u>Poster specification:</u></p> <table border="1"> <tr> <td>Job Description</td><td>Printing of Posters</td></tr> <tr> <td>Quantity:</td><td>3,000 pcs. There shall be 5 different design and text and Picture to be provided by MOAI.</td></tr> <tr> <td>Content</td><td><i>Text / Image / Graphic of police messages</i></td></tr> <tr> <td>Paper Size</td><td>1A</td></tr> <tr> <td>Color</td><td>Colored, based on design (4 colors)</td></tr> <tr> <td>Language:</td><td>Dari, Pashto</td></tr> <tr> <td>Paper Type/Stock/ Paper weight:</td><td>Tick stock paper, full color (depending on illustration), with glossy lamination</td></tr> <tr> <td>Cover type</td><td>NA</td></tr> <tr> <td>Number of Pages</td><td>One-page</td></tr> <tr> <td>Artwork</td><td>PDF, Corle Draw, JPG, Word</td></tr> <tr> <td>Binding</td><td>NA</td></tr> </table>	Job Description	Printing of Posters	Quantity:	3,000 pcs. There shall be 5 different design and text and Picture to be provided by MOAI.	Content	<i>Text / Image / Graphic of police messages</i>	Paper Size	1A	Color	Colored, based on design (4 colors)	Language:	Dari, Pashto	Paper Type/Stock/ Paper weight:	Tick stock paper, full color (depending on illustration), with glossy lamination	Cover type	NA	Number of Pages	One-page	Artwork	PDF, Corle Draw, JPG, Word	Binding	NA
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<ul style="list-style-type: none"> - On billboard specification: - If there is a specific locations to put the billboards and how long do you require the billboards to be posted 	<p><u>Billboard specification:</u></p> <table border="1"> <tr> <td data-bbox="716 262 1015 373">Quantity:</td><td data-bbox="1015 262 1528 373">30 pcs. There shall be 5 different design and text and Picture to be provided by MOAI.</td></tr> <tr> <td data-bbox="716 373 1015 919">Materials</td><td data-bbox="1015 373 1528 919"> <p>Flex material should be of high-quality, water and wind resistant</p> <p><u>UV protection</u> One vision flex, regular cutting and special dye-cuts, 280 gsm LG Korean Flex and/or c) Matt and Glossy Finish</p> <p><u>Lamination and inks</u> In order to protect exposed printouts from UV sunrays and to avoid colors fading, printers must use lamination and ore duration and UV resistible inks.</p> </td></tr> <tr> <td data-bbox="716 919 1015 1031">Content</td><td data-bbox="1015 919 1528 1031"> <p><i>Text / Image / Graphic of police messages</i></p> <p>4 color pictures and police messages</p> </td></tr> <tr> <td data-bbox="716 1031 1015 1073">Billboard size</td><td data-bbox="1015 1031 1528 1073">3m x 6 m</td></tr> <tr> <td data-bbox="716 1073 1015 1514">Installation</td><td data-bbox="1015 1073 1528 1514"> <p>The surface of the billboards must be even and smooth with no wrinkles.</p> <p>To be up for 4 full months.</p> <p>Locations to be identified by the PD police management in consultation with PeM council and UNDP focal point.</p> <p>This the billboard must be installed by bidder in selected and approved location provided by MOAI.</p> </td></tr> </table>	Quantity:	30 pcs. There shall be 5 different design and text and Picture to be provided by MOAI.	Materials	<p>Flex material should be of high-quality, water and wind resistant</p> <p><u>UV protection</u> One vision flex, regular cutting and special dye-cuts, 280 gsm LG Korean Flex and/or c) Matt and Glossy Finish</p> <p><u>Lamination and inks</u> In order to protect exposed printouts from UV sunrays and to avoid colors fading, printers must use lamination and ore duration and UV resistible inks.</p>	Content	<p><i>Text / Image / Graphic of police messages</i></p> <p>4 color pictures and police messages</p>	Billboard size	3m x 6 m	Installation	<p>The surface of the billboards must be even and smooth with no wrinkles.</p> <p>To be up for 4 full months.</p> <p>Locations to be identified by the PD police management in consultation with PeM council and UNDP focal point.</p> <p>This the billboard must be installed by bidder in selected and approved location provided by MOAI.</p>
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<ul style="list-style-type: none"> - On print and visual media, please explain: <ul style="list-style-type: none"> - What exactly do you mean by radio spots/discussion? Recommended timing? - What exactly do you demand by 3 visual medium programs (advertisement, awareness, debate), kindly be specific about 	<p>Two types of radio programs to raise public awareness on the legal roles and responsibilities of police towards citizens are desired:</p> <p>A. To raise public awareness on the legal roles and responsibilities of police towards citizens</p> <table border="1"> <tr> <td data-bbox="716 1808 1015 1879">Duration</td><td data-bbox="1015 1808 1528 1879">1-minute presentation (short slogans/messages)</td></tr> </table>	Duration	1-minute presentation (short slogans/messages)								
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<p>broadcasting hours and repetition periods/gaps</p> <p>- Could you please explain your qualified print media and number of prints per PD?</p>	Type of Spot	Golden or primetimes (between 7-9 pm)
	Preferred Radio Programme	Either a Government or a Private FM Radio. Please provide a separate quote for each.
	Broadcasting frequency	23 times during the project's life time
	<p>B. Round table discussions amongst identified police officers and community leaders)</p>	
	Duration	30 minutes presentation
	Type of Spot	Golden or primetimes (between 7-9 pm)
	Preferred Radio Programme	Either a Government or a Private FM Radio. Please provide a separate quote for each.
	Broadcasting frequency	12 times during the project's life time
- On social media and website. We would like to know that should we provide/establish new website/facebook or update our information in the existing social media paths of UNDP/PeM?	<p>The Contractor will only provide the information that will be uploaded in the Facebook, PeM website. The MOAI will be responsible in uploading the documents. The Contractor will not be given access to the website.</p>	
- On street arts and community drama, we wonder if UNDP consider its own premises or provide us a list of permitted/not restricted places usually for street art drawing the municipality permission letter will be required.	<p>Implementing agency to identify the approved locations and the police will provide all the paper works for implementation. UNDP will play a coordination role</p>	
<p>How far is UNDPs managing/controlling the Project?</p> <p>Is the Ministry of Education also involved in the Project?</p>	<p>The contractor must work together with MOIA and UNDP to ensure that the required agreement is made with the ministry of education and the necessary permissions are secured for timely and effective implementation of the planned activity.</p> <p>UNDP reserves the right to perform unscheduled on-site inspections and verification of any documents and activities being undertaken</p>	
Are there any ready materials available?	<p>All MOI/UNDP available drafted materials for proper implementation of planned trainings and outreach activities will be shared with the contractor. The contractor takes the lead and</p>	

	together with MOIA designated officer/s, PeM councils and UNDP focal points will further develop and finalize them. Materials both for training and outreach activities must be formally approved by MoIA PeM and other relevant directorates before they are used.
Will there be any remuneration to be given to participants attending meetings, i.e. transportation costs, etc.	Attendance to meetings/trainings is voluntary. However, meals will be provided by UNDP LTA holder. Venue to be hosted by MOIA.
Possibility of project expanding other provinces	This is a pilot project covering 6 police districts. Depending on the availability of funds and success of the pilot project, this might expand to other districts.
Proposal evaluation	The following criteria will be used as basis for the evaluation the proposal, i.e. <ol style="list-style-type: none"> 1. First Stage – Technical evaluation. This evaluation is weighted 70% of the overall evaluation. All technical proposals that score more than 70% will be included in the second stage of evaluation. 2. Second Stage – Financial Evaluation. This evaluation is weighted 30%. Only technical proposals that pass the technical evaluation will be assessed for financial best offer and value for money basis. The financial proposal should be password protected. Procurement will request the password of those Proposers passing the technical evaluation.
Bid Security/Proposal Security	Not required for this RFP
Submission of valid Certificate of Registration. In case of NGO's the bidder shall provide confirmation letter from authorized agency confirming that the NGO's is currently operational.	In the absence of confirmation letter from authorized agency for NGOs, NGO status (Operational or not operational) can be validated through the website of the Ministry of Economy

Financial standing of the Proposer	<p>Financial standing of the proposer should mee the required minimum annual average turnover should be US\$100,000 during last three years.</p> <p>or</p> <p>in the absence of an audited financial statement, the Proposers shall be able to demonstrate, by a statement from its bank availability or access to liquid assets, lines of credit or other financial means sufficient to meet the works cash flow for the contract of not less than US\$50,000 or equivalent, for a reasonable time frame, in addition to the Proposer's commitments for other contracts</p> <p>or</p> <p>current Bank Statement having a balance of minimum US\$50,000 in past six months to undertake the proposed contract.</p>
Reporting: Monthly Narrative and Financial Reporting. What do you mean on Financial Reporting.	<p>Financial reporting is not required as the Contract is a lump sum contract and payments under the contract shall be made on submission and acceptance of deliverables.</p> <p><i>Please disregard the paragraph "Cost Reimbursement <u>contract</u>" at <u>page 39</u>.</i></p>
No. of CVs required	<p>Please provide the required number of CVs indicated in the RFP. Non-compliance to the required number of CVs will definitely affect the Company's score on this particular criteria.</p>
Bid submission form and all returnable forms.	<p>All returnable forms (Section 6) should be signed and filled accordingly. Non-submission of the required documents, ie. Bid submission form, if this is not submission in the original submission, this may affect the bidder's passing the eligibility and qualification requirements.</p>
Deadline of submission	<p>As per indicated in the eTendering system, deadline of submission is on 07/04/2019 12:30AM EDT, New York time.</p> <p>We advise that you try to submit your proposals a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minutes, UNDP may not be able to assist.</p>
Should we submit the proposal in hard copy or through the online?	<p>All proposals should be submitted through the "UNDP Atlas E-Tendering system" (https://etendering.partneragencies.org)</p> <p>No hard copy or email submissions shall be accepted by UNDP.</p>
We are in receipt of your captioned request for proposal (RFP) for 'Community Policing – PeM In Kabul City', and have reviewed the terms and conditions of the	<p>Yes, the bidder can as JV/ Consortium</p>

assignment. The document is very comprehensive and well prepared.

We however, have a query on the eligibility criteria of the bidders. Point-14 of Section-2 "Instruction to Bidders" at Page 8 mentions that the bidders can form an association for the proposal. However, in Section-4 'Evaluation Criteria' at Page 21 of the RFP document, it is mentioned that 'the bidder shall be based in Kabul, Afghanistan'. In view of this, we request you to please clarify whether an Indian consulting firm is eligible to bid for the assignment in association with an Afghan firm registered in Kabul.