

PRE-BID MEETING MINUTES

ITB for Two Event Organizers for the United Nations System in Viet Nam (Ref. 2-190301)

Time and date: 2.30 pm, 9 May 2019

Venue: Meeting room C1, Ground floor, GOUNH, 304 Kim Ma, Hanoi

Participants:

Ms. Tran Thi Hong, UNDP Head of Procurement Unit
Ms. Luu Ngoc Diep, UNDP Procurement Associate
Bidders' representatives

I. INTRODUCTION:

UNDP Head of Procurement Unit 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 ITB. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on UNDP website, so all bidders can download. In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the ITB. Below are some key notes on this bid preparing and submission:

1. Preparing proposal:

- Bidders are advised to read the ITB carefully and strictly follow the detailed annexes and templates which have been attached to the ITB, especially the provided excel sheet for the financial proposal.
- The Bid Data Sheet (BDS) in the ITB is very useful for proposal preparation. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
- Financial proposal must follow the financial proposal templates (E-1, E-2, E-3) which include all cost break-down details with formula. **The ceiling rates provided in the financial proposal should be the maximum rates.** For each event when required, the UN will send requests to both selected vendors for exact quotations to get the better offer/quotation. In any case, the rates provided in the quotations **cannot be higher** than the ceiling rates in the signed contracts. Therefore, the bidders should consider carefully when providing the ceiling rates.
- Bidders are advised to follow very strictly on each criteria in Section 4 – Evaluation Criteria since the bids will be evaluated on a **Pass/Fail basis**. If any bid cannot meet only one of those criteria, it will be not technically qualified and will not be evaluated on financial aspect.
- Bidders are advised to check carefully the list of all required documents in Section 6 – Returnable Bidding Forms / Checklist to make sure that no documents are missing from the submission.
- Bidders can send additional queries to UNDP after this meeting. We will answer these queries and post on UNDP website so that all bidders can have access to such information.
- The UN will sign the Long-term Agreements (LTAs) with two technically qualified bids offering the lowest prices. When required, UN Agencies will contact the two UN Event LTA holders for obtaining the best quotes meeting UN requirements. The two LTA holders **MUST** provide the service from any hotel identified by the UN **with available rooms** at the UN event dates. If the LTA holders refuse to provide the service when the rooms are available, the LTAs shall be terminated.
- The LTAs will be signed for initial period of 1 year and may be renewed and extended on a yearly basis for the maximum of 3 years subject to satisfactory performance of the contractors and UN's requirements;

- These minutes of meeting will be posted on the UNDP website so that all bidders can access and have the same information.

2. Bid submission:

- **Submission deadline: 16 May 2019 (Hanoi time).**
- Submission of password to open electronic proposals: **17 May 2019**
- Proposal validity: 120 days from submission deadline. The expected date for contract signing is 1 July 2019.
- Submission could be done either by email or hardcopy. Please refer to the Bid Data Sheet for further details.
- If submission by email, please sign, PDF/scan, protect all documents by password and submit to bidding.vn@undp.org. It is important to note the maximum size per transmission of **30 MB** and split the proposal if needed.
- Subject of email/envelop: *(Name of bidder) (2-190301) ITB for event organizing service (Envelop...of...# envelopes)*
- If submission in hard copy, please submit 1 original + 3 copies + CD ROM or USB containing all contents corresponding to hardcopy in PDF format.
- For the financial proposal, bidders should also send the excel file in addition to the pdf file for our cross-check the price calculation.
- After submission, please send notification email **(without attachment)** to: procurement.vn@undp.org

II. QUESTIONS/ANSWER SESSION

#	Query	Answer
1	Are tax financial statements in Vietnamese acceptable or they should be audited and translated into English?	As indicated in the ITB, the financial reports can be either audited or tax statements and in either English or Vietnamese.
2	Can Statements of Satisfactory Performance be achieved from clients in Vietnam?	The Statements of Satisfactory Performance should be achieved from top 5 international clients . The clients' offices in Vietnam can issue the statements, however, they should be international organizations / companies.
3	Is it correct that the LTA holders will only provide service at hotels which are listed in their proposals?	No, the hotels listed in bidders' proposals are only for references. LTA holders will provide service at any venue which UN identify for each actual event according to its requirements.
4	Bidders need more time for their proposal preparation because it takes time for them to update hotels' quotations.	It has finally been agreed that the deadline for proposal submission to this ITB would be extended to 3 June 2019 and submission of password to open electronic proposals will be on 4 June 2019 .

The meeting ends at 4.00 pm on 9 May 2019. This meeting minutes will be posted on UNDP website for all bidders' references.