

## PRE-BID MEETING MINUTES

### RFP for A national consultancy firm for Study on legal knowledge and legal needs and Capacity assessment of legal communicators and disseminators in six provinces of Viet Nam

(Ref. 2-190504)

**Time and date:** 10.00 am, 23 May 2019

**Venue:** Meeting room M2, Ground floor, GOUNH, 304 Kim Ma, Hanoi

#### **Participants:**

Ms. Luu Ngoc Diep, UNDP Procurement Associate  
Ms. Dao Thi Thu An, UNDP Project Manager  
Ms. Tran Thi Minh Nguyet, UNDP Gender Officer  
Bidders' representatives

#### **I. INTRODUCTION:**

UNDP Procurement Associate 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 both on technical and financial aspects in the RFP. Bidders can raise queries through Questions and Answers session as well as during their proposal preparation. **Minutes of this meeting will be posted on UNDP website, so all bidders can have the same information and understanding.** 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 points on preparing and submitting bid:

##### **1. Preparing proposal:**

- Attention should be paid to the first page of the Request for Proposal (RFP) for proposals submission.
- Evaluation method is important and is mentioned clearly in the RFP: **Combined Scoring Method** will be used with 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%. Only technically qualified proposals are considered for financial evaluation.
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposal's relevant information, proof/evidence they have for each criterion.
- Templates are included in the word format. Bidders should use the provided templates.
- Financial proposal must provide detailed cost break-down. Financial proposal must be provided as a lump-sum and once the contract is signed, there will be no additional costs which UNDP will pay for the service/deliverables mentioned in the RFP.

##### **2. Details on Bid submission:**

- **Submission deadline: 31 May 2019 (Hanoi time). However, potential bidders can request for extending the deadline in case they need more time for high qualified proposals.**
- Subject of email/envelop: (Ref. 2-190504) RFP for Study on legal knowledge and legal needs and Capacity assessment of legal communicators and disseminators in six provinces of Viet Nam (Email/envelop ... of ... emails/envelops)
- Separate emails for technical and financial proposals

- If submission in hard copy, please submit 1 original + 3 copies + CD ROM/USB containing all contents corresponding to hardcopy in PDF format.
- Maximum size per email: **30 MB**. Bidders can send several emails.
- After submission, please send notification email (**without attachment**) to: [procurement.vn@undp.org](mailto:procurement.vn@undp.org)

## II. QUESTIONS/ANSWER SESSION

Ms. Dao Thu An quickly briefed about the background of the service before the Q&A session. Below is the session summary:

| #   | Query                                                                                                                                                                | Answer                                                                                                                                                                                                                                  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Should sample selection be based on household registration?                                                                                                          | It should be based on household registration list provided by local authorities                                                                                                                                                         |
| 2.  | How many samples would be considered suitable for study and capacity needs assessment? Is sample selection method of study different from capacity needs assessment? | Sample selection for the study and capacity needs assessment are different and was mentioned in the TOR. The following link is a very good reference for the study: <a href="http://papi.org.vn/hoi-dap">http://papi.org.vn/hoi-dap</a> |
| 3.  | Is there any guideline for ratio of sample for each vulnerable group?                                                                                                | Bidders can propose suitable ratios of each vulnerable group and provide arguments to explain for that selection                                                                                                                        |
| 4.  | Can UNDP share the available capacity needs assessment tool for bidders?                                                                                             | The available capacity needs assessment tool will be shared with the successful bidder as the tool, but it is not necessary for preparing the proposal.                                                                                 |
| 5.  | Should financial proposal include budget for the four mentioned workshops?                                                                                           | 4 consultation workshops will be organized by UNDP and MOJ, successful bidder is only required to present questionnaires and drafts at the workshops                                                                                    |
| 6.  | Does national team need to participate in 4 workshops?                                                                                                               | Successful bidder is required to present questionnaires and draft reports at all 4 workshops and revised the questionnaire, draft reports based on comments of the participants, UNDP, MOJ and international consultant.                |
| 7.  | Will final products of study and capacity assessment be English or Vietnamese?                                                                                       | Final products will be <b>both</b> in English and Vietnamese                                                                                                                                                                            |
| 8.  | How about the assignment progress if deadline for proposal submitting is extended?                                                                                   | Deadline extension for proposal submission is only 5 days, so progress of this assignment is still expected as it was planned                                                                                                           |
| 9.  | Is number of team members limited?                                                                                                                                   | No, it depends on internal personnel arrangement of bidders                                                                                                                                                                             |
| 10. | Will successful bidder have to provide tax invoice for payments?                                                                                                     | Yes, successful bidder must provide tax invoice for the service payment.                                                                                                                                                                |
| 11. | Can bidders invite researchers to be the team leader/team member(s)                                                                                                  | This is the internal personnel arrangement of bidders                                                                                                                                                                                   |

|     |                                                                                                   |                                                           |
|-----|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 12. | Can the proposal submission deadline be extended for allowing more time for proposal preparation? | The deadline will be extended to 4 June 2019 (Hanoi time) |
|-----|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|

The meeting ends at 11.00 am on 23 May 2019. These minutes will be posted on UNDP website for all bidders' access.