



Empowered lives.
Resilient nations.

Pre-Bid Meeting: Minutes of Meeting
Request for Proposal (RFP)
Engagement of Organisation/Firm to provide Business/Enterprise incubation services in Islamabad
and/or KhyberPakhtunkhwa
Request for Proposal (UNDP-RFP-2019-236)
Held on: 10th June 2019
Venue: UNDP Country Office Islamabad

The Pre-Proposal meeting was organized by UNDP for the subject Request for Proposal, Following members presented UNDP in the Pre-Bid meeting:

1. Mr. Sadia Hasan/Policy Analyst.
2. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office.

During Pre-Proposal meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

Question#01:

Intended Proposers raised query that will UNDP pay the Taxes and duties in payment against Financial Quote inclusive of Taxes and Duties.

Answer: Participants were intimated that UNDP is Tax Exempted. UNDP will not pay any amount for Tax and duties.

Question#02: Can bidder apply for both LOTs OR at a time they will apply for only One LOT?

Answer: it was described to participants that Bidders may apply for both LOT's however, award of one package will be according to award criteria mentioned in the RFP.

Question#03: Performance Security should be submitted with the proposal? Or it is not mandatory at the proposal stage?

Answer: Performance security will be submitted by vendor who will be selected in this procurement process.

Question#04: Registration at UNGM is mandatory? If an NGO is not registered at UNGM? Is it eligible to apply?

Answer: UNDP uses UNGM platform only to advertise the solicitation documents. Bidders will have to register in e-tendering system for submission of Proposals against subject RFP.

Question#06: In form C: IS Joint Venture is allowed or not allowed?

Answer: Joint Venture is allowed in this RFP.

Question#07: Can Proposal submission date be extended or not?

Answer: NO, the Proposal submission date is fixed and there will not be any extension in Proposal submission date.

Question#08. Can percentage of Liquidated Damages be change or not during contract signing?

Answer: The LD charges are fixed and standardized. There may not be any change.

Question#09. Can bidders submit their proposals in hard file if e-tendering is not working at their end.

Answer: Only proposals through e-tendering are acceptable. E-tendering is working very well on high speed internet.

Question#10. Which format will be recommended during submission?

Answer: Only Pdf Files will be recommended.

Question#10. Will Presentation be part of Proposal.

Answer: it's up to proposer if they already prepare the Presentation and if they can upload but it's not necessary.

Question#11. On Page 25 of RFP Evaluation Criteria "Increase in Revenue" has been mentioned in USD. As per Proposer's understanding it should be in PKR not in USD.

Answer: USD has been replaced with PKR.

Question#12. Will Performance Security be valid for 14 months or 12 months?

Answer: Performance Security will be valid for 14 months.

Question#13. Bidders requested to Revise the e-tendering session in detail.

Answer: A detailed presentation was delivered on e-tendering and problems were discussed about e-tendering usage.

Question#14. Participants intended to change the Months Column of Financial Table as per their own requirements.

Answer: It was recommended not to change the Table and its attributes. The same Table will be used for Financial Comparison.

Question#15. ALL Preliminary documents are required or not?

Answer: it is mandatory to complete provision of all preliminary documents.

Question#16. Is Logistics Cost mentioned in the Financial Table for One round Trip or for 2 Round Trips?

Answer: This is for 2 round Trips as mentioned in Foot Notes on page 49.

Question#17. Will Performance Security be issued from Bank?

Answer: Performance Security will not be issued from Bank rather it will be issued from A rated insurance company.

Question#18. Will Performance Security be issued from Bank?

Answer: Performance Security will not be issued from Bank rather it will be issued from A rated insurance company.

Question#19. Can bidders add extra column in financial Table in remarks?

Answer: The main Table and its contents will remain same. Proposers can't change the contents of the Financial Table. However' they can give remarks separately for any explanation but contents of Table will remain same.

UNDP Representative:



Muhammad Tahir ul Islam
Procurement Officer
UNDP-Country Office
Islamabad

