

## **PRE-PROPOSAL CONFERENCE MINUTES**

**Subject:** Request for proposal, PUDC Feasibility Study in Gambia, Liberia and Sierra Leone.  
(ref. 2019/UNDP/GAM/OPS/108)

**Date, Time and venue:** 16 July 2019 at 10:00 am GMT via video conference on this link below:  
<https://zoom.us/j/823907356?pwd=ZUIlclUrNkJNd2hSZDFPa1NuL1kyQT09>

**Invited participants:** All potential bidders to RFP in above subject and any other stakeholders.

---

The platform for the video conference hosted by Thomas Mugabiyimana, UNDP Gambia, was opened as expected at 10:00 am GMT on July 16<sup>th</sup>, 2019. It was kept open up to 11:15 am.

Two potential bidders joined the video conference platform from different countries. After a brief introduction about the ongoing procurement process by Mr. Thomas Mugabiyimana, the representative of one of the two companies attending the meeting asked the questions below:  
:

**Question 1:** *Is it possible for bidders to bid through a joint venture?*

**Answer to question 1:**

*Yes, bidders can present their offers through joint ventures.*

**Question 2:** *Will the list of key stakeholders to consult/interview be provided to the contractor/retained bidder or Will the key stakeholders list to consult/interview be constituted by the contractor him/herself?*

**Answer to question 2:**

*Regarding the key stakeholders to consult or interview during the feasibility study, the expert firm/contractor hired to conduct the study will get a support to constitute the list of key stakeholders. Each country is expected to hire a national consultant who will have among his/her tasks the collection of data on key stakeholders. He/she will serve as the focal point for any information/interviews the contractor requests.*

**Question 3:** *Is the visit of PUDC ongoing projects in Senegal and Togo mandatory?*

**Answer to question 1:**

*The visit of PUDC ongoing projects is relevant for a successful required feasibility study. Therefore, it is mandatory.*

Another pre-proposal conference was suggested to offer a second opportunity to any other potential bidder who may have failed to connect to the video conference platform for the first meeting. It will be held on Monday July 22<sup>nd</sup>, 2019 at 12:00 p.m. GMT through the following video conference link: <https://zoom.us/j/481463425> . No password is required, should be there any connection problem, query should be immediately addressed to [thomas.mugabiyimana@undp.org](mailto:thomas.mugabiyimana@undp.org) .