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22 Aug 2019

**Pre-Bid Meeting: Minutes of Meeting**  
**Request for Proposal (RFP)**  
**‘Engagement of an Organization for Stabilization through Inclusive Livelihoods in the Tribal**  
**Districts (Kurram) of Khyber Pakhtunkhwa (KP), Pakistan’**  
**Ref: UNDP-RFP-2019-339**  
**Held on: 22<sup>nd</sup> Aug 2019 at 11 AM**  
**Venue: UNDP Country Office Islamabad**

The Pre-Submission Workshops were organized by UNDP for the subject Request for Proposal, Following members presented UNDP in the Pre-Proposal meeting:

1. Mr. Salman Ahmed Khan/Enterprises Development Specialist.
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:**

**It is mentioned in the minimum eligibility criteria for qualification – Clause Financial Standing “Minimum Average annual turnover of USD 1.2 million for the last 3 years? Bidders requested to reduce this figure or increase the number of years as most of the NGOs don’t have that much annual turnover.**

**Answer:** The Limit of Annual Turnover has been increased from 3 years to 5 years

**Question#02: Performance Security should be submitted with the proposal? Or it is not mandatory at the proposal stage?**

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

**Question#03: 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#04: In form C: (Not Applicable) Joint Venture/Consortium/Association information form? JV is allowed or not allowed?**

**Answer:** Joint Venture is not allowed.

**Question#05: In the staffing portion, only important / key positions are mentioned. Is it allowed to add more positions in the proposals?**

**Answer:** All the positions, mentioned in the staffing portion of RFP is the minimum requirement of UNDP and UNDP will mark the proposals on this minimum criterion. NGOs are free to add more positions in their proposals as per the need of the programmatic activities.

**Question#06. Please clarify the duration of the project?**

**Answer:** The project duration will be for 15 months starting from 1<sup>st</sup> October and end date will be December 2020. Start date will initiate once the agreement is signed with the NGO.

**Question#7. Are only the community physical infrastructure schemes and female stipend on reimbursable mode or the whole project?**

**Answer:** This is a professional procurement contract where UNDP will pay **AFTER** the satisfactory completion / submission of deliverables mentioned in the RFP. For example, 20% of the total contract value will be paid by UNDP after the submission of Inception report with an implementation methodology and workplan, which is deliverable 1. Only difference is that for community physical infrastructure, an amount of Rs. 1.5 million is already mentioned in the RFP budget that will be reimbursed once those schemes are completed and endorsed by relevant authorities. Female stipend will also be reimbursed as per the amount mentioned in the RFP.

**Question#8. Is it possible to provide tehsil level information for both Kurram, where the NGOs will implement the activities as this will have a direct impact on implementation of planned activities and the budget?**

**Answer:** The NGO will be required to work in Central Kurram tehsil in Kurram district.

**Question#9. Bidders requested for budget wise allocation of sports events**

**Answer:** Budget details cannot be provided for these events in the RFP. Explanation of sports events is given in the Scope of Work section of RFP document. Cricket, Volley Ball and Football are some of the events that can be held in the region and its budget can be prepared accordingly.

**Question#10 Can bidders provide their own template for financial bid**

**Answer:** Bidders must use the template provided in the RFP and cannot use their own format.

**Question#11. Bidders requested to explain the e-tendering session in detail.**

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

**Note: - Revised RFP**

The Revised RFP with updated Payment Schedule has been uploaded. Proposers are requested to apply against 2<sup>nd</sup> version in e-tendering.

**UNDP Representative:**



**Muhammad Tahir ul Islam**  
Procurement Officer  
UNDP-Country Office



**Salman Ahmed**  
Enterprise Development Specialist  
UNDP-Sub Office

Islamabad

Peshawar