

Date: 10th October 2019

Minutes of pre- proposal meeting

1. RFP/UNDP/NGA/2019/019 Support to Sustainable Waste Management and Environmental Protection (Cash for Work) in Bama, Borno State.
2. RFP/UNDP/NGA/2019/020 Support to Sustainable Waste Management and Environmental Protection (Cash for Work) in Biu, Borno State.
3. RFP/UNDP/NGA/2019/021 Support to Sustainable Waste Management and Environmental Protection (Cash for Work) in Maiduguri, Borno State.

Venue:

1. Abuja – UNDP, UN House, 617/618 Diplomatic Drive, Central Business District, Abuja
2. Maiduguri – UNDP Sub-Office, 6 Magaram Road, Old GRA, Maiduguri, Borno State

Both Venues were linked through video conferencing:

The Pre-bid meeting was organized by UNDP for the 3 RFPs on the same date as provided for in the solicitation document, with the following members representing UNDP Nigeria:

1. Bogere Lasu-Iobanja, Procurement Specialist, UNDP sub-office Maiduguri.
2. Michael Owoicho, Procurement Engineer, UNDP - Country Office Abuja.
3. Lancelot Ayo Lake, Waste Management Expert, UNDP Sub Office Maiduguri.

Representatives from several firms participated in the pre-bid meeting through Maiduguri office and the head Office in Abuja, copies of attendance sheets are attached.

During the pre-proposal meeting the following major Questions were raised by bidders and clarification provided by UNDP as shown below.

Question#01: Whether a bidder can submit hard copies?

Answer: No, all submission must be made directly to the e-tendering platform.

Question#02: Whether advance payment is allowed and if not, how long it takes to complete the first deliverable?

Answer: No advance payment. The first deliverable, inception report is deliverable within 2 weeks upon contract signature and payment made against that deliverable.

Question#03: What is the contract duration?

Answer: 4 Months per LOT.

Question#04: Challenges in uploading files to e-tendering?

Answer: The maximum file size must not exceed 50mb and the file name should not have special characters.

Question#05: How to structure bid submissions? Whether to submit the proposal as one file or each form separately.

Answer: Prepare each returnable form and supporting documents as one file, then zip all the files to create the technical proposal. Financial proposal file must be separate, and password protected.

Question#07 Whether the NGN 60, 000, 000 requirement can be split amongst joint consortium firms.

Answer: Yes – for the average annual turnover. The contract copy requirement is a one-off contract.

Question#08 Some communities don't have banking Institutions, how is payment going to be made in such cases?

Answer: UNDP shall identify a financial institution in those locations and share contact with the selected service provider.

Question#09 In the past there were issues with some financial institutions effecting payments, what risk mitigation measures have been put in place to mitigate the risk?

Answer: UNDP shall ensure selection of such financial institutions is done with appropriate risk mitigation, in view of lessons learned during implementation of the pilot cash for work projects.

Question#10 Are the staffing requirements per LOT?

Answer: Yes

Question#11 Does community engagement for clean up schedule require involvement of BOSEPA?

Answer: Yes. It must be done in consultation with BOSEPA

Question#12 Does the validated list provided by UNDP include biometrics of the beneficiaries?

Answer: No. It shall be done by the service provider through the redrose platform and UNDP will provide training for service provider.

Question#13 Who pays the beneficiaries?

Answer: UNDP does the payment through a financial institution.

Question#14 What is the role of the service provider on payment of beneficiaries given UNDP does the payment?

Answer: Verification of validated list, biometric recording, assist beneficiaries to open accounts and provide guidance on bank usage.

Question#15 Who meets the cost of training on point 2 of the TOR?

Answer: Service provider and the cost should be included under other costs in the financial proposal form.

Question#16 At what point shall the cost of materials be paid?

Answer: To be negotiated after inception report

Question#17 At what point shall compliance documents be shared with the service provider?

Answer: Shall be shared with the successful service provider only.

Question#18 Where is the branding information/logos?

Answer: To be shared along the minutes of the prebid meeting.

Question#19 How come the staffing table does not include the staff of the NGO?

Answer: The staffing is based on experience and deemed sufficient, however, the service provider can propose all additional costs under Other cost, giving a clear breakdown.

Question#20 Whether the proposed pickups serve as disposal truck?

Answer: No.

Question#21 Whether the minutes of these meeting shall be shared?

Answer: Yes. Through etendering, UNDP and UNGM websites.

Question#22 What about the disposal truck requirements for the waste?

Answer: To be determined at the point of collection given the waste is not quantifiable at this stage.

UNDP Representative

Bogere Lasu-Lobanja - Procurement Specialist

UNDP - Sub-Office, Maiduguri