

Minutes of Pre-Bid Conference

Request for Proposals for the Production of Multimedia Products on Justice Reform in Support of the Justice Undertaking for Social Transformation (JUST) Project.

CALL TO ORDER

A pre-bid conference for the call for the ‘ **Production of Multimedia Products on Justice Reform in Support of the JUST Project.** ’ was held at the UNDP Meeting Room, 1-3 Lady Musgrave Road, Kingston, Jamaica and Skype on 7 October 2019 at 11:00am.

BACKGROUND

This consultancy is designed to fulfill the immediate outcome of increased equitable access by women, men and youth to legal information, legal advice and support services, and will do so through the development of Multimedia Products.

ATTENDEES

See attached pre-bid conference record.

PROCESS

The attendees were presented with an overview of the project by Mrs. Tania Chambers, Global Affairs Canada, Project Manager. The requirements for the consultancy and the Terms of reference was presented by Mrs. Ava Whyte-Anderson, Programme Analyst, Capacity Development. It was stated that this consultancy would involve the production of the content developed by Panmedia.

Mr. John Burrows from Panmedia also provided clarification on some of the deliverables on the consultancy. The process for submission of the tenders was outlined by Mrs. Kenisha Thom-Iton, Procurement Analyst.

Participants were also reminded of the following guidelines when submitting bids: -

- Deadline to submit proposals: **18 October 2019** at 11:59 am EST/EDT
- Expected start date: November 2019
- Participants must be registered with e-tendering to view and submit Bids in e-tendering.
- All submissions must be done through the E-tendering system using Event ID: **Jam10-11-2019**
- Reminder to Participants to log into UNDP Procurement e-website and check your e-mails regarding changes and clarifications that may arise.
- Assessment of proposals will be done using the Combined scoring method Technical 70% and Financial 30%
- Quality Assurance Procedures/Mechanisms should be clearly defined in the technical proposal

- Financial Proposals must be password protected and must be submitted as a separate document from the technical proposal
- The role and title of all team members must be clearly presented.
- Litigation history must be included
- All Proposal questions / request for clarifications should be sent via e-mail to procurement.jamaica@undp.org and request for clarification should be submitted 5 days before the deadline date, in order to have sufficient time to respond

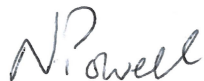
The following questions were raised, and responses provided in the below table

QUESTIONS	ANSWERS
Which publications will be used to produce the newspaper advertisements	The publications to be used are the Gleaner, Observer and the Star Newspaper
Can we get the aspect ratio for the animations and the videos	We are asking that the consultants recommend the best approach
What are the print advertisement sizes for the newspaper	Minimum half page for each publication but recommendations can be made by the consultants
Can the consultant be given timelines for sign offs on deliverables	Timelines will be two (2) weeks for the Animations (deliverable #2) and one (1) week turn-over for all the other deliverables
Would a jingle or stock music be used for the commercial	An original music/composition will be developed by the consultant for the jingle
Can the scripts be fine tuned	The scripts can be fine tuned in a minimal way. Any fine tuning should not substantively change the already approved scripts.
How many iterations will be required for each product	Two (2) iterations will be required before the final version is submitted for approval

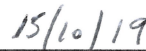
Close of Session

The pre-bid conference ended at approximately 12:30 pm

Minutes Prepared by:



Mrs. Nicole Powell
Procurement & Logistics Coordinator, UNDP



Date

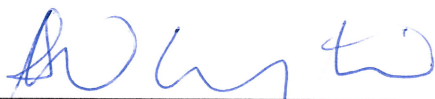
Supported by:



Mrs. Kenisha Thom-Iton
Procurement Analyst, UNDP



Date



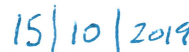
Mrs. Ava Whyte-Anderson
Programme Analyst, Capacity Development, UNDP



Date



Mrs. Tania Chambers
JUST Programme Manager, Global Affairs Canada



Date

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