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## **Minutes of Pre-Proposal Conference**

Request for Proposals for the Web Development, Hosting and Maintenance of a Website for the Jamaican Bar Association in support of the Justice Undertaking for Social Transformation (JUST) Project.

### **CALL TO ORDER**

A pre-bid conference for the call for the ‘ **Web Development, Hosting and Maintenance of a Website for the Jamaican Bar Association in Support of the JUST Project.**’ was held in the UNDP Conference Room at 1-3 Lady Musgrave Road, Kingston, Jamaica on 28 November 2019 at 10:00am. Participants were also allowed to join via skype.

### **BACKGROUND**

This consultancy falls under the Social Order Component of the JUST project. One of the key outputs of this component is to strengthen programmes and resources of Local Bar associations. In order to facilitate the fulfilment of this objective, UNDP on behalf of Global Affairs Canada, is seeking the services of a Web Development Company to develop a website and mobile application for the Jamaica Bar Association including hosting and maintenance.

### **ATTENDEES**

See attached pre-bid conference record.

### **PROCESS**

The attendees were presented with an overview of the project and the objectives of the assignment by Mrs. Tania Chambers, Global Affairs Canada, Project Manager.

The process for submission of tenders was outlined by Mrs. Kenisha Thom-Iton, Procurement Analyst, UNDP.

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

- Deadline to submit proposals: **9 December 2019** at 11:59 am EST/EDT
- Expected start date of the consultancy: December 2019
- Latest completion date is March 2020

### **E-TENDERING REQUIREMENTS**

- Participants must be registered on the e-tendering platform to view and submit proposals and also log in during the process to check your e-mails regarding changes and clarifications that may arise.
- All submissions must be done through the E-tendering system using Event ID: **Jam10-19-2019**

## SUBMISSION OF PROPOSALS

- In your Company Profile, describe the nature of business, field of expertise, licenses, certifications, accreditations and also include business Licenses such as registration Papers, Tax Payment Certifications.
- Quality Assurance Procedures/Mechanisms should be clearly defined in the technical proposal
- Financial Proposals must be password protected and must submitted as a separate document from the technical proposal
- The role and title of all team members must be clearly presented in your proposals and also indicate cost per day in US Dollars per team member and the duration of their work. Please note that once the firm is selected all payments will be made in Jamaican Dollars.
- An Implementation schedule is required in your technical proposal and a work plan should also be included
- Proposals should have 90 days period of validity at minimum
- Litigation history must be included in your proposals.
- Written Self-Declaration that the company is not in the UN Security Council List, UN Procurement Division List or Other UN Ineligibility List.
- The title of documents on the system should be saved with a short number of characters
- All requests for clarifications should be sent via e-mail to [procurement.jamaica@undp.org](mailto: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

## ASSESSMENT OF PROPOSALS

- Assessment of proposals will be done using the combined scoring method Technical 70% and Financial 30%

## Close of Session

The pre-bid conference ended at approximately 11:00 am

## Minutes Prepared by:

N. Powell


Mrs. Nicole Powell

Procurement & Logistics Coordinator, UNDP

03/12/19

Date

Supported by:

  
\_\_\_\_\_  
Mrs. Kenisha Thom-Iton  
Procurement Analyst, UNDP

04/12/2019  
\_\_\_\_\_  
Date

  
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Ms. Kimberley Wilson  
Programme Analyst, Monitoring and Evaluation, UNDP

4/12/2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mrs. Tania Chambers  
JUST Programme Manager, Global Affairs Canada

03/12/2019  
\_\_\_\_\_  
Date