

Minutes of Pre-Bid Meeting

Request for Proposal – RFP-049/14 Entering into a Long Term Agreement (LTA) for The Provision of Events Management Services for UNDP-Iraq Office

Date: 25th June 2014
Time: 10:30AM – 12:30AM
Venue: Net Conference.

After having companies introduce themselves, UNDP-Iraq gave a brief presentation on the following:

1. Proposal procedures
2. TORs
3. Contract Modality

After finalizing the presentation, the following questions were raised:

QUESTION NO. 1:

How we will be pricing the fees related to Per Diems, for example sometimes big amounts are paid and sometimes small amounts are paid?

ANSWER NO. 1:

The pricing is related to the services provided in terms of distribution of per diems to participants. The quoted rate is per participant per event “regardless of the number of days of the event”. Please also refer to Answer No. 9. below.

QUESTION NO. 2:

Regarding the given Financial Scenarios, what if the number of participants will change and affect all items pricing accordingly?

ANSWER NO. 2:

The given quotes under the financial scenarios are required merely for the purpose of the financial evaluation. To ensure realism of prices, companies should submit supporting documents justifying the given prices.

QUESTION NO. 3:

What are the documents required to be submitted with the Financial Proposal?

ANSWER NO. 3:

The documents that should be included with the Financial proposal under each sample case scenario are for example the quote obtained from the Hotel or any other party as applicable. Also, any other quotes that shows the origin of the given quoted prices.

QUESTION NO. 4:

If there is subcontracting, what are the required documents from sub contracts?

ANSWER NO. 4:

The registration document, the sub contractor's company profile, including qualifications and previous experience.

QUESTION NO. 5:

On page 20 of the RFP, local Government permission to locate and operate in the current location of office or factory; is this a requirement for example if an event is organized in Istanbul, does the company need to have such permission from Istanbul?

ANSWER NO. 5:

No, the registration of the company is sufficient. However, the company needs to be aware of any applicable conditions related to contracting Hotels that may differ from one Country to another.

QUESTION NO. 6:

Does UNDP-Iraq require a Bank Guarantee to be submitted with this Proposal and is there a requirement for a Performance bond?

ANSWER NO. 6:

No, The Advanced Payment Bank Guarantee is not required at this stage. If an advanced payment is required during the LTA implementation for a certain event, then the bank guarantee needs to be submitted; as for the performance bond, there is no requirement of a performance bond under this LTA.

QUESTION NO. 7:

It is mentioned in the RFP that there are a list of security cleared Hotels, could we obtain the list to familiarize ourselves with these Hotels?

ANSWER NO. 7:

Yes, please find attached.

QUESTION NO. 8:

Are we expected to do events in other areas of high risk such as Afghanistan?

ANSWER NO. 8:

No, the service provider is required to organize events either inside Iraq or outside Iraq that is specifically the Middle East with acceptable security level.

QUESTION NO. 9:

What is the Per Diem rate that will be distributed to participants, we need to know what is the rate to be able to know the total amounts that needs to be liquidated during the LTA implementation?

ANSWER NO. 9:

UNDP-Iraq cannot give a definite fixed rate; depending on the requirement of the event, the amount distributed may be less than the full inclusive Per Diem rate. This is because the event may include lunch that is already provided within the offer and consequently less rate shall be distributed to participants.

Companies can refer to the provided historical data given in the TORs on page 30 of the RFP which gives an idea of the total lump sum per diem amounts distributed to participants throughout the last two years.

QUESTION NO. 10:

How will UNDP-Iraq deal with certain cases where participants do not arrive on time. For example, the Iraqi Airlines are not really credible and many times we had incidents where participants do not show on time due to delays in the Airlines, or for example the event itself gets cancelled. In this case, will UNDP-Iraq bear the risk; if not how such situations will be dealt with and shall it be considered Force Majeure? Who will bear the costs of the cancelled events for any of the above given reasons?

ANSWER NO. 10:

1- Cancellation could occur when there is a Force Majeure: As indicated under Article 14 of the General Terms and Conditions on Force Majeure on page 64 of the RFP document:

“means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force”.

UNDP-Iraq has reviewed several Hotel policies on this. Where Force Majeure is indicated; Hotels refer to cancellation of order and cancellation of total fees. Payments shall be processed only for the part of the services that has been already done.

2- Cancellation could also occur when there are delays in arrival of participants on first day of the event or cancellation of order from UNDP and such similar situations. In this case there should be a clearly stipulated policy in the offers received by the Hotel.

Please note that cancellation policies differ from one Hotel to another. Also note that at the time of Order Request by UNDP, it shall be decided if the offers received are considered acceptable in terms of the indicated conditions or not. No order shall be processed by the awarded bidder before obtaining acceptance from UNDP-Iraq on the given offers and its terms and conditions per each event.

In brief, if cancellation/ no show is due to reasons out of the awarded company's control, *UNDP-Iraq shall follow the written policy indicated in the received offer by the Hotel in terms of due payments*. This policy shall be agreed upon by both parties (UNDP and the Hotel) prior to signing the acceptance of the offer per each event.

QUESTION NO. 11:

While the closing date of the RFP is 15th July 2014, some scenarios were given with dates where the event needs to be organized on 15th July and even after that date for other scenarios? Will these same scenarios be used under other different dates?

ANSWER NO. 11:

The scenarios are provided merely to provide quotes for the purpose of proper financial evaluation. If the same scenario shall be used for a real event, the actual dates will be given later.

QUESTION NO. 12:

In the Financial Proposal you indicate that we need to submit a quote for all items included, however it is not clear to us how shall we calculate the actual rate of the Per Diem under each Scenario, will we be paying the full Per Diem or part of the Per Diem since the Scenarios already mention provision of Breakfast, Lunch and Dinner? We need to know this information as this will affect our pricing in terms of knowing how much liquidity is available to handle such events?

ANSWER NO. 12:

The given scenarios do not include Per Diem, therefore, bidders shall quote their prices on that basis. Item referring to “standard room rate” in the Price Schedule Sheet shall be quoted without including Breakfast rate. Please also refer to Answer No. 9.

QUESTION NO. 13:

Please do explain further what do you mean by other services to be provided for VIPs, a detailed description will assist us in providing the right pricing... the word “etc”.. is not enough for us to be able to give proper pricing?

ANSWER NO. 13:

Specifically VIPs services are about offering either an upgraded room or luxurious room including internet. Please note that none of the provided scenarios under “Section 7: the Financial Proposal” refers to provision of VIP services.

QUESTION NO. 14:

It is understood that the per diem differs in accordance to the level of seniority of participants?

ANSWER NO. 14:

No, the Per Diem rate is one rate for any participant regardless of his/her level.

QUESTION NO. 15:

What do we need to submit in our financial proposal?

ANSWER NO. 15:

You are required to provide your pricings to the relevant LOT for Schedule A. “the services management fees and the per diem handling fees” and Schedule B. “The Sample Case Scenarios” where you need to provide quotes for all mentioned items in the given schedules.

QUESTION NO. 16:

You have mentioned that we should provide justifying documents for the quotes we are providing, what if the company itself is pricing these items and are not getting the prices from a third party. For example, the equipment that shall be required in events shall be provided by us and not a third party; can we submit our own pricing documents?

ANSWER NO. 16:

Yes.