

**United Nations Development Programme (UNDP)**  
**Pre-Bid Meeting on RFP 16817 “Improving Citizens’ Participation in Gender Responsive Planning in Northern Uganda” 18<sup>th</sup> July, 2014 from 10:00am-11:30am**  
Held in the UNDP Boardroom  
**Meeting Minutes**

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**Agenda**

1. Communication from UNDP
2. Brief about the assignment
3. Presentation on the proposed requirement
4. Matters arising / request for clarifications from bidders
5. Any Other Business

**MINUTE EXTRACT**

**1) Introductions and communication from UNDP**

Mrs. Justine Viola Naiga-Bagonza, the Head of Procurement unit welcomed participants to the pre bid meeting and requested each participant to register in the attendance list that was passed around.

**2) Brief about the assignment**

Justine provided a brief over view of the assignment following the publication of RFP 16817 “Improving Citizens’ Participation in Gender Responsive Planning in Northern Uganda” posted on the procurement Notices Website, UNGM and National dailies.

**Informed participants:**

- a) That validity of proposal security and performance of security were not required.
- b) Reminded the participants that the deadline for submitting proposals was on 25<sup>th</sup> July 2014 at 11:00am.
- c) That only bidders who obtained the minimum passing score of 70% and above from the technical assessment of the proposals would proceed to the Financial Evaluation stage.
- d) That bidders should separate the Technical and Financial proposals while submitting their bids.

**3) Presentation on the proposed requirements**

The Northern Uganda Programme Manager presented the technical part of the assignment to the participants that the bidders should follow:-

- a) That the assignment is for three months and it was part of what UNDP was already doing in Northern Uganda (Acholi, Lango and Karamoja).

- b) That the assignment was scheduled to commence in August 2014.
- c) That the successful bidder would need to collaborate with other partners in six districts of focus and UNDP field offices in Gulu, Lira and Moroto districts.

#### **4) Matters arising / request for clarifications from bidders**

##### **Questions from participants:**

- a) Can an Organization bid for all the three sub regions?  
**Yes**
- b) Can you clarify on the expenses for production?  
These may include, but were not limited to: the cost for stationary, documentation and other related items wherever applicable.
- c) Is it possible to provide a hint on the budget allocation for the activity?  
No, UNDP does not disclose its budgets to bidders.
- d) Is there provision for joint submission of proposal from two Organizations?  
Yes there is no restriction on how an organization would like to bid in collaboration with another partner.
- e) Can a consultancy firm also apply?  
Yes, please also refer to the instructions listed in our RFP document.
- f) Will the fund disbursement be as outlined in the call for proposal?  
Yes, payments are all milestone based and no advance payments will be made.
- g) UNDP should provide timely feedback to the bidders.  
Yes, and bidders were reminded to keep checking for regular updates on the UNDP website.

#### **5.0 Any Other Business**

There being no other business, the meeting was closed at 11:30am.