

MINUTES OF PRE-BID MEETING

I. Tender Title

Request for Proposal for Communication Professional Service Firm for Capacity Building and Advocacy Materials (Ref.: PROCESS-35-20112)

II. Objective

The purpose of the pre-bidding meeting is to provide instruction to interested bidders about the service requirement (e.g. scope of work and expected deliverables/outputs) and how to prepare responsive proposal.

III. Date and Venue

- Date: 29 July 2014 at 09.30 A.M., Phnom Penh Local Time
- Venue: UNDP Cambodia, LAD Conference Room (located in Building No. 5, Ground Floor)

IV. Participants

This pre-bidding meeting was opened to all interested bidders. On the meeting day, the following participants were present:

UNDP:

- Mr. Vannara Chea, Procurement Associate, Procurement Unit, UNDP Cambodia
- Ms. Many Dy, National Management Specialist, PGE Project, UNDP Cambodia

Interested Offeror:

- Australian Broadcasting Corporation (ABC)

V. Pre-Bidding Proceeding

The pre-bidding meeting was divided into 3 main sessions as following:

1. Presentation on scope of service requirement
2. Presentation on instruction to interested bidder and how to prepare the bid/proposal.
3. Questions and Answers

To kick start the pre-bidding, Mr. Vannara Chea welcomed and thanked all participants who attended the pre-bidding, and explained about the purpose of the meeting.

Then Mr. Vannara Chea presented and explained about the scope of service requirement that the contractor is expected carry-out.

After, Mr. Vannara Chea presented to the participants about the instruction on how to prepare the proposal and information related with deadline, place and how to prepare and submit proposal.

Slides presentation is attached.

VI. Queries Raised by Bidder and Answers

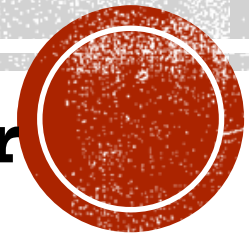
No.	Questions/Clarifications asked for	Ref. in RFP	Answer/Clarification given as
1	What is UNDP budget allocation for this project?	n/a	UNDP can't disclose budget for this project. Interested offerors are advised to understand the Term of References (e.g. scope of work, tasks and required deliverables and outputs) of this project and propose the budget accordingly.
2	Does UNDP allow selected contractor to sub-contract part of this assignment to sub-contractors?	Page 34	Sub-contracting is permissible, but the contractor is required to explain to whom, how much percentage of the work will be sub-contracting, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture in the submitted proposal, of the role of each entity and how everyone will function as a team.

PRE-PROPOSAL CONFERENCE

**Communication Professional Service Firm for
Capacity Building and Advocacy Materials**

29 July 2014

Procurement Unit, UNDP Cambodia



DESCRIPTION OF THE REQUIRED SERVICES

- Project Objective

- To build capacity of MoWA to develop and use communication capacity building and advocacy materials based on the CGA/NR4.
- To develop in collaboration with MoWA a set of communication capacity building and advocacy materials according to the different stakeholders and target group's needs.

- Project Timeframe

- Expected duration of work: Approx. 3 work months (Approx. 60 days)
- Target start date: 1 September 2014
- Latest completion date: 31 December 2014



LIST AND DESCRIPTION OF EXPECTED OUTPUTS TO BE DELIVERED

- Output 1: Communications Plan & Report
- Output 2: Advocacy Materials for High Level Policy Makers
- Output 3: Advocacy Materials for Mid Level Policy Advisors/Technical Officers
- Output 4: Video



INSTITUTIONAL ARRANGEMENT

- Person to Supervise the Work/Performance of the Service Provider: MoWA PGE Programme Director and Manager, and UNDP/PGE National Management Specialist, and ACD/Team Leader of the Governance Cluster
- Frequency of Reporting: The Communication Professional Service Firm will report to PGE Team on a weekly basis as described in the communications plan and inception report
- Location of work: At Contractor's Location
- Travels Expected: Duty station is Phnom Penh-Cambodia with frequent interactions with MoWA. Contract can work outside of MoWA with regular meetings as agreed with the team in the plan



SPECIFIC INSTRUCTIONS / REQUIREMENTS

- Language of the Proposal: English
- Period of Proposal Validity commencing on the submission date: 90 days
- Preferred Currency of Proposal and Method for Currency conversion: United States Dollars (US\$)



SPECIFIC INSTRUCTIONS / REQUIREMENTS

- No. of copies of Proposal that must be submitted:
 - 1 Original and 1 Copy
 - Please also provide technical proposal and its annexures (scanned copies in ONE PDF FILE) in a CD/DVD; and can be kept in the envelope containing hard copy technical proposal.
 - PLEASE NOTE THAT CD/DVD should not contain Financial Proposal
- **Proposal comprising of a Technical and Financial Proposal, in separate sealed envelopes**
- Proposal Submission Address: UNDP Cambodia, Registry Office (Building No. 3), No. 18, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia
- **Deadline of Submission: No later than 05 August 2014 by 15:00 p.m., Phnom Penh Local Time**
- Allowable Manner of Submitting Proposals: Courier/Hand Delivery



TECHNICAL PROPOSAL

- Proposal Structure
 - SECTION 1: EXPERTISE OF FIRM/ ORGANISATION
 - SECTION 2: APPROACH AND IMPLEMENTATION PLAN
 - SECTION 3: PERSONNEL
- The proposal should contain a minimum the following:
 - Context and problem analysis relevant to key elements described in ToR
 - Approaches to address above mentioned key elements described in ToR (audience segmentation and profile, tailored approaches to each target group, etc)
 - Proposed methodology, including use of different media and messages, sub-contracting certain deliverables, etc
 - Expected results
 - Work plan
 - Profile of individual project team members, include updated CVs
 - Company profile and relevant track record
 - Any other useful and relevant information to demonstrate the firm's credibility



FINANCIAL / PRICE PROPOSAL

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				



EVALUATION AND AWARD CRITERIA

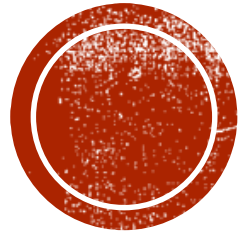
- Stage 1: Preliminary Examination
- Stage 2: Technical Proposal Evaluation
 - Expertise of Firm / Organization (300 points)
 - Proposed Methodology, Approach and Implementation Plan (300 points)
 - Management Structure and Key Personnel (400 points)
- Stage 3: Financial Proposal Evaluation
 - Financial Proposal Rating = $(\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$
- Criteria for Contract Award
 - Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
 - Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
 - One Proposer only



CONTACT DETAILS FOR SUBMITTING CLARIFICATIONS/QUESTIONS

- Focal Person in UNDP: Vannara CHEA (Mr.)
- E-mail address dedicated for this purpose: vannara.chea@undp.org and procurement.kh@undp.org
- UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal





THANK YOU!

Q & A