

Addendum 1 - Pre-proposal meeting minutes

RPF Empirical Study to Measure Justice based on Citizen's Experience in Viet Nam ('Justice Index')

Time and date: 10.00 am, 20 November 2014

Venue: Lotus meeting room, UNDP

Participants:

Representatives from UNDP Procurement Unit
UNDP Programme Officer in charge of the project (via Skype)
Bidders' representatives

I. Introduction:

UNDP Procurement Officer welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the requirements in the RFP. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be shared with all bidders whether or not they attend this meeting. She also reminded bidders of the following important notes on this RFP:

1. Sufficiency of document:

Bidders should use the "Check List of Documents submitted by bidders" to ensure that they include all the required documents in the proposal.

2. Submission method:

Bidders can submit proposal either by soft copy or hard copy.

In case of hard copy submission, bidder must submit 1 original proposal plus 2 copies of proposal.

In case of soft copy submission, proposal must be password protected. The maximum email size is 07 MB per email.

3. Submission deadline:

Hard copy proposal must reach UNDP office by 8 December 2014.

Soft copy proposal must reach bidding.vn@undp.org on 8 December 2014. Password to open the proposal must reach bidding.vn@undp.org within 9 December 2014.

Right after submitting proposals, bidders **must** send a separate email to notify UNDP that they have submitted proposal and submission method (soft or hard copy).

Detailed information can be found in Datasheet # 16 to 23 of the RFP.

4. Joint venture, consortium or association

In case the bidder submits a joint proposal with another entity, the bidder must submit an agreement between the 2 entities indicating the leading entity who will sign contract and

take overall responsibility and work distribution amongst the entities. (Ref. Point 19 – Section 2, Instruction to Proposers)

5. Proposal template:

The proposal templates are provided and bidders should use these forms to prepare their proposal (Annex 4,5,6,7,11 – Word version).

6. Technical requirements:

All requirements are indicated in the Terms of Reference (TOR) and Evaluation criteria. Bidders should provide in their proposal relevant information, proof/evidence they have for each criterion.

7. Key personnel:

The TOR and evaluation criteria require specific number of core team of experts. Proposal will be disqualified if it does not propose sufficient number of core team members (ref. mandatory requirement in page 23 of RFP).

8. Performance security:

If selected, the Contractor is required to submit a performance security of 10% of total contract value. The template for Performance security cannot be changed.

9. Contract General terms and conditions:

Bidder should note that the General terms and conditions attached to contract cannot be modified.

10. Clarifications

During the proposal preparation period (min. 5 work days before submission deadline), bidders can submit queries to UNDP. All answers to queries or changes to RFP will be reflected in addendum and posted on UNDP website. Bidders should check UNDP website before submitting proposals:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=19364

II. Questions/Answer Session

No.	Query	Answer
1	In RFP it is required that bidder need to submit 3 reference letters. However, the “Check List of Documents submitted by bidders” does not include this requirement. Do we have to submit these papers?	Yes. Bidder needs to include 3 reference letters in their proposal.
2	Where reference letter should be from? Must they be from UNDP or UNDP projects?	Bidders can submit reference letters from any clients including UNDP.
3	Can we use past letter of recommendation?	Yes you can.
4	Please clarify the TOR articulation on	Contractor to complement and work in team with

	‘methodology to be improved’ or “strengthen the justice index constructed in 2012”.	an international expert on quantitative methodology and a national legal expert on construction of the index and development of the questionnaire but not leading the process.
5	How sampling and questionnaire may affect the bidder’s proposal if these works are carried out by other experts? How to build these elements in the bidder/ firm’s technical and financial proposal?	<ul style="list-style-type: none"> - Sampling: two options: 1st clear as of 2012 survey, 2nd option is up to the bidder to propose but basically can be seen as change in number of respondents to participate in the survey, not in the design of the index and construction of the indicators and dimensions. - Questionnaire to be time bound, no more than 45’ as in previous round. Time indication can be taken into consideration in building the proposal, not the substantive content of the questionnaire.
6	What is preferred sampling method? Paper-based or new technology-based?	UNDP is open to all options but be mindful with cost.
7	If the sampling to be changed, how to ensure the results are comparative to track change in justice performance?	Change in sampling in principle does not affect the design of the index and combination of indicators/dimension. Size and scale of the sampling may be adjusted to yield greater participation; at the same time there is no anticipation to change the set of existing dimensions and indicators.
8	Bidder is requested to submit sample publication. What kind of sample publication do you require? Public domain or internal report, noting that there are reports written for other clients and are not available on public domain.	<p>It should be fine either in public domain or an internal report (with note on why it has not been published). However, just submitting a title of report would not be sufficient.</p> <p>UNDP prefers to have sample publication/report that at least the author is member of the proposed core team.</p>
9	Can UNDP share the questionnaires and methodology of the previous survey?	<p>Bidders can read the 2013 report on to have information on used methodology and sampling.</p> <p>Questionnaires have been uploaded on website:</p> <p>http://procurement-notices.undp.org/view_notice.cfm?notice_id=19314</p>