

Queries Raised by Bidder and Answers

| No. | Questions/Clarifications asked for | Answer/Clarification given as |
|------------|---|--|
| 1 | Please confirm the scope of Long-Term Agreement under this assignment | This Long-Term Agreement covers UNDP CO and UNDP Supported Projects in the line ministries in Cambodia. The requirement is based on the actual request from UNDP CO and projects. UNDP CO and projects will work directly with the selected Offeror. |
| 2 | Who will be interviewed? When the interview of key personnel is be conducted? | Only CEO/Director and Event Manager who are considered as the key personnel for this assignment will be interviewed. The interview will be conducted during technical evaluation stage. |
| 3 | In there any public opening? | There will be no public opening with the submitted Offerors. The evaluation will be done by the evaluation committee. |
| 4 | What kind of documents to proof the qualification and experience of key staffs? | Offerors shall attached copies of education certificates and any other supporting documents (eg. current and past agreements of key staffs with the employers) to proof the experience. |



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Provision of Event Management Services for UNDP CO and UNDP Support Projects in Cambodia

Pre-Bid Meeting on 11 February 2014

UNDP Cambodia

Background



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- UNDP country office (UNDP CO) desires to conclude a Long Term Agreement (LTA) with a successful company for 1-year period and can be extended up to three (3) years for Event Management services. Event management refers to organizing of conferences, workshops, and meetings in respect of its programme implementation;
- An estimated event related services 3 years is around USD 190,000;
- The LTA shall not guarantee an estimate volume of sales and an obligation on the use of LTA by UNDP CO;
- The LTA is used by UNDP CO, and its projects;
- The Event Management services also extend to organize and facilitate event in other cities/provinces aside from Phnom Penh as requested;

Scope of Event Management Services



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- The LTA(s) shall be used as an umbrella where it has unit prices for essential activities/ items proposed by the Contractor during the initial tender. The implementation of it will be on an as needed basis and the Contractor shall be requested to provide quotations for specific requirements using the initially agreed unit prices.



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- The Contractor has to collect and submit for the UNDP CO approval three (3) competitive offers when the amount for a subcontractor's of any required service exceeds 2,500 USD. The selection of quotation will be based on the lowest quoted price.

B.1. Sourcing Subcontractors for Event Management and Meeting Package:



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- Identify suitable conference meeting halls in timely manner
- Arrange meals for participants within maximum amount for a participant per day agreed with the UNDP CO
- Ensure that any other associated facilities and equipment required will be satisfactorily provided and fully functional for event packing
- Venue site visit

B.2. Sourcing Subcontractors for Hotel Accommodation:



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- Identify a suitable hotel accommodations in a timely manner
- Make the requested room reservations when requested by UNDP
- Host and facilitate the accommodation of participants
- Negotiate to the maximum extent possible, discount rates, for hotel accommodations
- Arrange any airport pickup and drop off when required.



B.3. Availability of other Services as maybe Requested:



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- Sourcing Subcontractor to provide catering service for participants
- Sourcing Subcontractor for Layout and Printing of Workshop/meeting materials
- Sourcing Subcontractor for Providing Photocopy including sample review and coordinate with supplier to deliver the copied materials
- Provide vehicle rental and arrangement services from/to the meeting venue
- Arrangement and Distribution of invitations to participants and receiving of participants' confirmation (via email, mail, calls)

B.3. Availability of other Services as maybe Requested:



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- Supporting Staff Services: Provide stand-by administrative and secretarial services during event period at the site as required and requested by UNDP
- Ensure and arrange Photo and Audio/Video documentation and production of the photos and audio/video if required.
- Organize exhibitions that include exhibition management (before, during, and after the event)
- Performers (singers, dancers), note taker with knowledge of relevant subject of the event
- Management of press conference, including invitation to media organizations and registration of attending journalists
- Supplementary services for arranging free time of participants (field trips, excursions, participation on social events) provided if needed

Payment Schedule:



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While LTA will serve as legal umbrella for the contractual relationship, every order for a particular event (based on the approved quotation submitted from Contractor) will be placed through a Purchase Order with the following tentative payment mode:

- First Payment: 40% payment of the Purchase Order amount upon satisfactory arrangement of the event
- Final Payment: 60% payment upon approval and acceptance of complete report of the event

For event arrangement amount less than USD 10,000/per event, a one-time payment applies after the satisfactory arrangement of the event, and upon approval and acceptance of complete report of the event.

Criteria for the Assessment of Proposal:



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- **Stage 1. Mandatory Pass/Fail Criteria**
- **Stage 2. Technical Proposal Evaluation**
- **Stage 3. Financial Proposal**

*Refer to **page 5 – 10** to the Request for Proposal Documents.*

Documents for Submission:



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- **Technical Proposal**: The Offeror shall prepare one original and two copies of the proposal, clearly marking each “Original Proposal” and “Copy of Proposal” as appropriate. In the event of any discrepancy between them, the original shall govern. In addition to the hard copy, if possible please also provide the information on diskette (IBM compatible) along with the technical proposal envelope.
- **Financial Proposal**: One original in separate sealed envelope

Technical Proposal:



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- Following Template Provided in **Annex-2**
- Must be submitted only using the Service Provider's Official Letterhead
- Properly sign by authorized Person with company stamp
- Shall complete and submit all requested documents to proof the qualification of the proposal
- Refer to **page 11-13** of the Request for Proposal document

Financial Proposal:



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- Complete Price Schedule Following Template Provided in **Annex-3**
- Refer to **page 15-17** of the Request for Proposal Document
- Must be submitted only using the Service Provider's Official Letterhead
- Properly sign by authorized Person with company stamp
- Shall complete price for all requested services

Where to submit and when?



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- Proposals, **comprising of technical proposal and financial proposal in separate sealed envelopes**, must be submitted to below address **no later than 24 February 2015 by 11:00 a.m., Local Time**
- Late proposal submission will be rejected unopened



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- Proposal must be submitted to below address:

UNDP Cambodia

Registry Office (located in Building No. 3, Ground Floor)

No. 53, Pasteur Street, PO Box 877, Phnom Penh,
Cambodia

Tel: 023 216 167, Fax: 023 216 257

Attn: Procurement Unit,

E-mail: procurement.kh@undp.org



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THANK YOU!