

## **Minutes of the Pre-Proposal Conference**

### **RFP for Provision of Security Services for UN Premises in Yangon and UNDP Field Offices on long terms basis**

Date: 29 April 2015

Time: 10:00 -11:00 hours

Venue: U Thant Conference Room, UNDP Myanmar

1. The pre-proposal conference was attended by the following:

#### **UNDP**

- **Security Unit**
  - i. U Ye Aung Toe, Security Associate
- **Procurement Unit**
  - ii. Daw Ei Cho Nyunt, Procurement Analyst
  - iii. Daw Kay Khine, Procurement Associate

#### **Representatives from the Bidders**

- **IDG**
  - iv. Mr. Nigel Wells, Director
- **Genric**
  - v. Mr. Stephen Lee, Representative for Genric
- **Leo Exera**
  - vi. Mr. Geoffrey Hamilton, CEO
  - vii. Mr. Johnathan Singh, General Manager
  - viii. Mr. Andrew Higdon, Manager
  - ix. Mr. Robert Urner, Operations
- **Aspect Management**
  - x. Naw Thulay Wah, Admin Manager
  - xi. U Ye Pyae Phyo, Human Resources Manager

2. The pre-bid conference started at 10:00 hours
3. Daw Ei Cho Nyunt thanked bidders for their participation in the conference before briefly explaining how to submit the proposals in response to Request for Proposal for provision security guard services for UN Premises and UNDP Field Offices in Myanmar on Long Term Agreement basis. She mentioned that RFP process involved two- envelopes method evaluating proposals against technical criteria required by the ToR. She added that requisite documents for submission of proposal were provided in the RFP. She invited bidders' attention to DS No. 21 deadline for submission of proposal which is 12:00 Noon of 21 May 2015 and. DS No. 26 on page 20-21- Required Documents to be submitted. She also

highlighted that proposals will be checked against the eligibility criteria first, as preliminary examination on completeness of documents submitted. Secondly, evaluation panel will evaluate the proposals against evaluation criteria mentioned on page 22-24 of RFP. Since this is the cumulative method giving weightage of 70:30 on technical and financial scores, financial proposals of bidders whose proposals had earned minimum 70% of technical scores will be considered as technically qualified and financial proposals of those technically qualified bidders will be opened. Also, the lowest bidder will get 30% of financial and other bidders will get respective rating in accordance with their proposed budget. The bidder who had earned the highest cumulative score will be selected as successful bidder. She further explained that considering that some firms might not have ready recruits of security guards, bidders are may submit the CVs of Security Guard Supervisors only. She also explained that after the selection process, post qualification check will be conducted by UNDP as mentioned in the RFP. She also added that since this process is LTA, award of contract will need to be submitted and approved by UNDP Regional Office in Bangkok. It was also explained that validity of proposals must be 120 days. Daw Ei Cho Nyunt also explained that if bidders need clarification after the pre-proposal conference, they can write to her email latest by 16 May 2015. Then, she opened the floor for questions

4. Questions raised by proposers.

- a. If successful, does contractor need to employ the existing security guards?

***No. It is the responsibility of successful bidder to recruit their own guards after getting clearance from UNDP Security Associate.***

- b. Since this is a Long Term Agreement, will financial proposal for year 2 & 3 be taken in to account for evaluation?

***No. Financial proposal for year 1 will be considered for evaluation. For latter years, contractor may submit revised quotes and negotiation will be conducted before entering into a contract for next year.***

With no further inquiries from the proposers, the pre-proposal conference ended at 11:00 am.

Minutes prepared by:

  
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29/4/2015

  
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29/4/2015