

**UNDP National Programme Management Unit**  
**“Widening Access to Justice for Legal Empowerment in the Kyrgyz Republic” project,**  
**UNDP in Kyrgyzstan**



**MINUTES**  
**PRE-BID MEETING**

<b>Tender title</b>	PMU RFP 15/048 for legal empowerment of women, children, youth at risk and people with disabilities through training and capacity building
<b>Reference</b>	PMU RFP 15/048
<b>Venue</b>	UNDP National PMU, Room 603, 5 floor, 101/1, Manas avenue, Bishkek, Kyrgyzstan
<b>Date and time</b>	10 am – 10:45 am, June 30, 2015
<b>Language of the meeting</b>	Russian

<b>Time</b>	<b>Session</b>	<b>Facilitator</b>
10.00 – 10.10	Registration	Ms. Meerim Aidaralieva
10.10 – 10.15	Opening and welcome	Ms. Meerim Aidaralieva
10.15 – 10.30	Introduction in UNDP PMU procurement procedures	Ms. Meerim Aidaralieva
10.30 – 10.40	Q&A	All participants
10.40 – 10.45	Closing	Ms. Meerim Aidaralieva

The pre-bid meeting on procurement of service for Legal empowerment of women, children, youth at risk and people with disabilities through training and capacity building attended by Ms. Ainura Alymbekova, UNDP Access to Justice Project Coordinator, Ms. Meerim Aidaralieva, PMU Administrative and Finance Assistant.

**Ms. Meerim Aidaralieva** welcomed participants of the pre-bid meeting and introduced UNDP DGP A2J programme staff to bidders.

**Ms. Ainura Alymbekova** briefed the participants on the purpose of procurement. UNDP “Widening Access to Justice for Legal Empowerment in the Kyrgyz Republic” intends to hire a organization to conduct analysis of existing training programs on human rights and develop a new training module with the focus on the vulnerable groups’ rights (rural women, children, youth at risk, and people with disabilities) along with conducting series of trainings at the central and local levels for approbation and enhancement. Promote the developed training module to existing training centers of state structures and educational institutions.

**Ms. Meerim Aidaralieva**, continued explanation of instructions to bidders:

- ✓ Language of the Bid: *English and Russian/for local proposers* (ref. to RFP, Data Sheet, clause 4, page 17);
- ✓ Conditions for Submitting Proposals for Parts or sub-parts of the TOR: *Not allowed* (ref. to RFP, Data Sheet, clause 5, page 17);
- ✓ Period of Proposal Validity commencing on the submission date: *120 days* (ref. to RFP, Data Sheet, clause 8, page 18);

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- ✓ *Advanced payment upon signing of a contract: Not allowed* (ref. to RFP, Data Sheet, clause 12, page 18);
- ✓ *Liquidated Damages: Percentage of contract price per day of delay : 0,5 ;Max. no. of days of delay : 20; After which UNDP may terminate the contract.* (ref. to RFP, Data Sheet, clause 12, page 18);
- ✓ *Currency of Proposal: USD. For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment* (ref. to RFP, Data Sheet, clause 15, page 18);
- ✓ *Number of copies of Proposal: 1 original Proposal* (ref. to RFP, Data Sheet, clause 19, page 19);
- ✓ *Manner of Submitting Proposal: Proposal shall be submitted via courier/hand delivery. Electronic submission isn't allowed* (ref. to RFP, Data Sheet, clause 22-23, page 19);
- ✓ *The required documents establishing eligibility and qualification of Proposers* (ref. to RFP, Data Sheet, clause 26, page 19) *should be thoroughly read and prepared as missing of any documents may lead to a risk of non-eligibility;*
- ✓ *Proposers may request clarifications of any of the RFP document via e-mail no later than July 03, 2015* (ref. to RFP, Data Sheet, clause 16, page 18);

The following questions were raised and answers given during of the pre-bid meeting:

##	Question	Answer
1.	Please inform if company provides more than 3 CVs staff members?	Please note that RFP, Data Sheet, page 23, “Management Structure and Qualification of Key Personnel”. Availability of at least 3 staff members with the experience of development of training modules and conducting trainings available for project implementation including team leader is enough for technical evaluation.
2.	Please inform if a company can publish relevant information, products, deliverables as per TOR in its own website?	Please note that Section 3: Terms of Reference (page 26 ) indicated that Documents developed in the framework of the terms of reference, will be available to other interested parties only in coordination with UNDP, they are not subject to general use until the time they are officially published.



**List of participants**

Name	Position/Programme	Signature	Date
Ms. Ainura Alymbekova	UNDP Access to Justice Project Coordinator		30/06/2015
Ms. Meerim Aidaraliev	UNDP PMU Administrative and Finance Assistant		30/06/2015

List of participants is in the attachment. The vendor received tender document (PMU RFP 15/048).

Registry List of Bidders participated on pre-bidding conference held on June 30, 2015 at 10.00 (Bishkek time) at the following address:  
UNDP PMU office, room 603, 5th floor, 101/1, Manas avenue, Bishkek, Kyrgyzstan

Under the tender: PMU RFP 15/048 for legal empowerment of women, children, youth at risk and people with disabilities through training and capacity building

No	Name of the company	Date	Representative of the company (Name and Title)	Contact details (phone, fax, e-mail)	Signature	Comments
1	Active Foundation Advocates' Training Center	June 30, 2015	Olga Evunkova, President, pre-nin kyrgyzstan	312 65-03-55 0072 77-99-47 office@centroadvocates.kg		
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