

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



MINUTES
PRE-BID MEETING

| | |
|--------------------------------|---|
| Tender title | PMU RFP 15/048 for legal empowerment of women, children, youth at risk and people with disabilities through training and capacity building, re-announcement |
| Reference | PMU RFP 15/048, re-announcement |
| Venue | UNDP National PMU, Room 603, 5 floor, 101/1, Manas avenue, Bishkek, Kyrgyzstan |
| Date and time | 10 am – 10:45 am, July 29, 2015 |
| Language of the meeting | Russian |

| Time | Session | Facilitator |
|---------------|---|------------------------|
| 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. Meerim Aidaralieva, PMU Administrative and Finance Assistant.

Ms. Meerim Aidaralieva welcomed participants and 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);
- ✓ *Advanced payment upon signing of a contract: Not allowed* (ref. to RFP, Data Sheet, clause 12, page 18);

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



- ✓ 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 August 01, 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 a company can cover only Chui region as the company does not have office in Osh region? | Please note that RFP, Data sheet, clause 5, page 17, “Conditions for Submitting Proposals for Parts or sub-parts of the TOR” is not allowed. |
| 2. | Please inform if a company should digitalize training materials and finalize electronic training course? | Please refer to RFP, Section 3: Terms of Reference (TOR), scope of work, page 25. |

List of participants

| Name | Position/Programme | Signature | Date |
|------------------------|---|-----------|------------|
| Ms. Meerim Aidaralieva | UNDP PMU Administrative and Finance Assistant | | 29/07/2015 |

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

| | | |
|--------------------------------|--|--|
| File / Документ | Registry List for pre bidding meeting | Регистрационный лист для пред тендерной встречи |
| Reference / Ссылка | PMU RFR 15/048 for legal empowerment of women, children, youth at risk and people with disabilities through training and capacity building | PMU RFR 15/048 усиление правовых возможностей женщин, детей, молодежи из группы риска и людей с ограниченными возможностями здоровья посредством обучения и наращивания потенциала |
| Tender period / Период тендера | 24/07/2015-07/08/2015 | 24/07/2015-07/08/2015 |
| Time/ Время | 10.00 am, 29 July 2015 | 10.00 часов, 29 июля 2015 г |
| Programme / Программа | UNDP PMU | НОРП ПРООН |

| № | Название фирмы / Company's name | Представитель компании (Ф.И.О., должность)/Company's representative (name, position) | Контактные данные (тел/факс/е-mail) /Contact details (tel/fax/email) | Подпись/ Signature |
|----|---------------------------------|--|--|--------------------|
| 1. | Учебный центр АВОКАТОВ | Кудыманбет кызы/Мадрим | Тел: 0558 336 336 Факс: _____ Э-почта: kudymanbet@yandex.kg | |
| 2. | Независимые WESH | Менеджер Сайтматов З | Тел: 0557 022 003 Факс: _____ Э-почта: wega@elcat.kg | |
| 3. | Независимые WESH | Документалова Сергеев | Тел: 0355888 589 Факс: _____ Э-почта: bekulnamlaw50@gmail.com | |
| 4. | Институт развития молодежи WESH | Зайцева Ольга | Тел: 770 888 335 Факс: _____ Э-почта: olga.zaitseva@yandex.kg | |
| 5. | Институт развития молодежи | Капранов С. | Тел: _____ Факс: _____ Э-почта: sato.karashov@yandex.kg | |