

ADDENDUM 1 - PRE-BID MEETING MINUTES

RFP: Support of the revision of Viet Nam's National REDD+ Action Programme (NRAP)

Time and date: 10.00 am, 26 January 2016

Venue: Meeting room M1.1

Participants:

Representative from UNDP Procurement Unit
UNDP Programme Officer
Bidders' representatives

I. INTRODUCTION:

UNDP Procurement Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on UNDP website so all bidders can download. In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFP. Below are some key notes on the bidding procedures of this RFP:

1. Preparing proposal:

- Proposal validity: 120 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposal relevant information, proof/evidence they have for each criterion.
- Templates are included. Bidders should follow templates.
- Please refer to Section 9 "Check list of documents" to ensure all essential documents are included in the proposal.

2. Proposal submission:

- **Submission deadline** (both hard copy and soft copy): **2 February 2016 (Hanoi time)**
- Subject of email/envelop: (Name of bidder) RFP for Support of the revision of Viet Nam's National REDD+ Action Programme (NRAP) (Email ... of ... emails)
- Technical and financial proposals are in separate envelopes/emails.
- If submission in hard copy, please submit 1 original + 2 copies
- For submission by email, please sign, PDF/scan, protect all documents by password and submit to bidding.vn@undp.org
- **Password to open soft copy proposals** to be sent to bidding.vn@undp.org **on 3 February 2016** (Hanoi time)
- Maximum size per email: 7 MB. Bidders can send several emails.
- After submission, please send notification email (**without attachment**) to: procurement.vn@undp.org

3. Evaluation process:

- Technical proposal will be evaluated first.

- Only bidders meeting technically qualified threshold (700 points/1000 point) will be assessed in financial evaluation stage.
- Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers
- The weight of technical points is 70% and financial points is 30%.
- Proposal obtaining the highest combined weighted points (technical points + financial points) will be selected.

II. QUESTIONS/ANSWER SESSION

The Programme Officers had summarized key expected outputs of the assignment then Q&A session followed.

No.	Query	Answer
1	The RFP requires "Statements of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 years". Are these need to be sent directly to UNDP from the clients?	Bidder should obtain these statements from their clients and include them in the technical proposal.
2	Can we hire consultants (including international consultants) to do the work?	Yes. Bidder can hire consultants with relevant qualifications to join the team. Please note that their signed CVs must be provided and the hired consultant must confirm his/her participation in the assignment.
3	Can we incorporate with another entity to do the service?	Yes. In this case the bidder must submit a letter of agreement signed by all involved parties, indicating that (i) they have designated one party to act as a lead entity and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. Please refer to Point 19 under Section 2 (Instruction to proposers) in the RFP.
4	Are consultants hired by the bidder evaluated?	Yes. The consultants hired by the firm to be team members will be evaluated following evaluation criteria specified in the RFP.
5	Is there interview during evaluation process?	Interview may be conducted if UNDP finds that it is necessary during the evaluation process.
6	Is it confirmed that the final report will be submitted in July 2016?	UNDP expect to have the Final report (including NRAP revision) in July 2016. However, there may be unexpected factors that may cause delay to the process. Therefore the final report may only be completed by December 2016 or even a bit later depending on comments from involving stakeholders. During the revision process, the firm/consultants take the responsibility to consolidate comments and complete the final products
7	If dialogues among concerned parties is required, will UNDP support the dialogues?	UNDP can support the dialogues to its possible extend.