

PRE BID CONFERENCE – MINUTES OF THE MEETING

Assignment Name:

ITB/UNDP/GSSU/006/2016 – OPERATIONS SERVICES

Date & time:

Friday, 12 February 2016 [10.00am-11.00am],

Closing Date of ITB:

Wednesday, 24 February 2016 [11:59p.m. Malaysia time]

UNDP Participants:

**Bakhtiyor Khamraev, PSU/GSSU
Nazim Razak, PSU/GSSU
Lee Pan Nee, PSU/GSSU
Karl O’Flaherty, Deputy Chief / GSSU**

Vendor Participants:

**Intelek Staffing Services Sdn Bhd
Agensi Pekerjaan Randstad Sdn Bhd
Agensi Pekerjaan Asia Recruit Sdn Bhd
Synergy Staffing Sdn Bhd**

TO ALL INTERESTED COMPANIES

NO	SUBJECT: ITB FOR GSSU OPERATIONS SERVICES
Info	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none">1. Brief explanation on ITB document – administrative issue (closing date, submission form & method, delivery place for submitting proposal, etc).2. Brief explanation on submission and requirements for proposal to mentioned email address (pso.bids@undp.org)3. Brief explanation provided on evaluation stages and how proposals should correspond to the evaluation criteria4. Clarifications provided to Bidders’ Technical Questions and Administrative Questions.5. Brief introduction on UNDP-GSSU functions in Cyberjaya, <p>Instruction to Bidders of ITB document provides detailed explanation on all above brief requirements. Bidders are encouraged to <u>carefully</u> read the Invitation For Bid (ITB) document before preparing the proposal.</p>

Below are Answers to Questions raised regarding the project/assignment:

Questions:

1. What is the minimum qualification of the candidates that UNDP is looking for?

Answer: Please refer to ITB/TOR requirements for each position. In addition the candidates preferably need to have an experience in shared services sector and with good communication skills.

2. What is the definition for Two (2) type of services:-
 - a) Recruitment – Sourcing and hiring of new Individual Consultants
 - b) Maintenance – Administering post onboarding of Individual Consultants

Answer:

- a) Recruitment agencies will source and hire the Individual Consultants
- b) Recruitment agencies will manage the hired Individual Consultants or manage the current Individual Consultants already onboard.

Separate service fee will apply depend on the services provided by an Agency(ies).

3. When is the cut off day for salary calculation for individual consultants?

Answer: On 24th of each month and salary to be paid to individual consultants at end of the month

4. Will the salary range will be provided to the recruitment agencies?

Answer: Yes – Upon request as stated in the ITB.

5. Will UNDP-GSSU provides transports for Individual Consultants?

Answer: No

6. Why the working days is calculated by 21.75 days in a month?

Answer: It is UNDP standard working days per internal policy

7. What kind of insurance policy to Agency's contractors that UNDP-GSSU are looking for?

Answer: Recruitment Agencies to propose an adequate insurance policy as per local law in Malaysia.

8. Can recruitment agency propose an insurance policy package? Example term life or hospitalization package?

Answer: Yes, the minimum premium of RM 65.00.

9. Does UNDP-GSSU pay for the Maternity Leave?

Answer: Yes, UNDP will follow the local / employment act

10. Does UNDP-GSSU pay cash to Individual consultants if they have to work on rest day or their leave been cancelled?

Answer: No. UNDP-GSSU emphasizes a work life balance environment.

11. Is the Individual Consultants permitted to carry forward any leave balance if the contract were renewed?

Answer: Yes

12. Why does the contract for Individual Consultants is on 6 months rolling basis?

Answer: It's based on Project demand and the budget availability

13. Why does UNDP-GSSU need to issue new tender since it already has vendors who is servicing UNDP-GSSU currently? Is there any performance issue with the existing vendor?

Answer: There is no issue with performance of the existing vendor. UNDP procurement policy requires to renew a Long Term Agreement every three years for common commodities and services.

14. Will UNDP-GSSU use the same existing vendor for this contract?

Answer: If current provider participates in the bid and qualifies as one of the three top vendors.

15. What is UNDP-GSSU attrition rate?

Answer: Reasonable low – about 5%.

16. After the 6 months contract, will UNDP-GSSU renew the Individual Consultants or will absorbs them into Fixed term Appointment?

Answer: The contract might be renewed subject to the work performance of the Individual Consultants, project demand and budget availability. UNDP-GSSU can not

absorb the Individual Consultant as Fixed term Appointment. Current tender is solely for outsourcing option of an individual consultants through Recruiting Agents.