



Minutes of Pre-Proposal Meeting

Request for Proposal

RFP/2016/14: Capacity Building & Training Services for Local Community

Tuesday 26th April, 2016

Date: 26th April, 2016
Time: 10:00 am to 11:30 am
Venue: UNDP Jordan Offices in Amman, Jordan

1 PRESENTATION

After having companies introduce themselves, UNDP-Jordan gave a detailed presentation of the RFP document:

RFP consists of eight parts:

Section 1 – Letter of Invitation;

Section 2 – Instructions to Proposers (including Data Sheet);

Section 4 – Proposal Submission Form;

Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer;

Section 6 – Technical Proposal Form;

Section 7 – Financial Proposal Form;

Section 8 – Contract to be signed, including General Terms and Conditions.

2 ATTENDANCE

The meeting was attended by part of the interested entities with UNDP representatives.

3 QUESTIONS AND ANSWERS

On completion of the presentation the following questions were asked by the proposers:

#	Questions Raised During the Meeting	#	Answers
Q1	Having a Joint venture to corporate and deliver the goal is acceptable ?	A1	Join Ventures are always preferable especially if it's a national one also it is agreed to have a private agency with a non- profit one.



#	Questions Raised During the Meeting	#	Answers
Q2	Regarding to the Proposal deadline can it be extended?	A2	All the participant request the amendment of the deadline. The new deadline is May.5 th ,2016
Q3	Does the bidder have to be Jordanian? Or it is approved to have an international bidder ?	A3	No, not necessarily to be Jordanian we can have An International bidder with a good history and a joint venture with a local firm.
Q4	Regarding to the training session in which language should it be?	A4	The language of the training session and the curriculum should be in Arabic.
Q5	Do we need to provide snacks, coffee breaks, during this period?	A5	yes, the bidder should be responsible for providing hospitality and catering if the contract includes logistics.
Q6	In which language should we provide the bid proposals?	A6	The bid proposals should be in English.
Q7	Should the 18 working days be in a continuous period or separated?	A7	The training days (18) should be spread over the 3 months period.
Q8	What is the required document that should be presented to activate payment instalment?	A8	Referring to the TOR'S payment schedule which shows the payment instalment with its divisions.
Q9	Referring to what came in the TOR's about the number of trainees, can you clarify it?	A9	Yes, as mentioned in the TOR's in <u>3</u> governorate there should be <u>3</u> participant per CBO's – we have 20 CBO's (Total Participant number should be 180)
Q10	Is it possible to have more than one bidder form the same organization or company?	A10	No, it's not allowed to have more than one bidder. But its allowed to have a joint venture or alliance
Q11	Is it a mandatory to have a post-supervision after the implantation of the themes?	A11	No, there will be no post –supervision within this contract.
Q12	Referring to the training location could it be in the same place?	A12	Training locations should be in each governorate separately in an central area adequate to all participant.
Q13	What about the training sessions venues?	A13	In each governorate there will be many venues for placing the training sessions. Each bidder is free to choose.
Q14	How many trainers should be in each governorate? Can it be parallel?	A14	Yes , its preferable to be parallel and to have 3 teams in each governorate.
Q15	What about the CBO's location?	A15	From our side we will provide you with a matrix for each CBO location.
Q16	Can we customize the module of the theme?	A16	Yes, if the deliverable is the same with no changes.



#	Questions Raised During the Meeting	#	Answers
Q17	Regarding the final proposal can you explain more about the lump sum and the breakdown?	A17	The total of both should be the same but its mandatory to have to scenarios with the same total amount.
Q18	Can the training sessions start after Ramadan?	A18	For this point each bidder should mention and justify this point about the time to start the session.
Q19	What is the procedure of delivering the proposal documents?	A19	Is it mandatory to send the documents signed and stamped from the company or organization (each document should be signed and stamped) and its available to send it with a messenger?

4 CLOSURE

The meeting was adjourned at 11:30 am.