

MINUTES OF PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSAL FOR DEVELOPING AN ENVIRONMENTAL CODE FOR CAMBODIA

Process No: 35-39481

I. Background

The United Nations Development Programme (UNDP) would like to invite bidders to submit a proposal document for developing an Environmental code for Cambodia.

II. Objective

The purpose of the Pre-Proposal Conference is to provide instruction to interested bidders about the service requirement (e.g. scope of work and expected deliverables/outputs), how to prepare responsive proposal and opportunity for bidders to ask for clarifications.

III. Date and Venue

- Date: 17 May 2016 at 10:30 A.M., Phnom Penh Local Time
- Venue: UNDP Cambodia, Main Conference Room (located in Building No. 5, Ground Floor)

IV. Participants

This Pre-Proposal Conference was opened to all interested bidders. On the conference day, the following participants were present:

UN Team:

- Ms. Moeko Saito-Jensen, Policy Specialist, UNDP Cambodia
- Ms. Sereyvattana Chan, Procurement Analyst, UNDP Cambodia

Interested Bidders:

1. The FLAG
2. Vishnu Law Group
3. P&A Asia Law Office
4. DFDL

V. Presentation

To make this pre-proposal conference more beneficial to all interested bidders, the Procurement Unit prepared slide presentation which covered the following contents:

1. Request for Proposal Document

- ❖ Instruction to Bidders
- ❖ Criteria for the Award and Evaluation of Bid
- ❖ Required Documents

2. Term of Reference

3. Questions & Answers

To begin the presentation, Ms. Sereyvattana welcomed and thanked all participants who attended this pre-proposal conference, and explained about the purpose of the conference. Ms. Vattana also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Then Ms. Vattana went through each slide, presented and explained all the contents of Request for Proposal document.

For any request for clarifications, bidders are required to send the queries in writing to Ms. Sereyvattana Chan at email: sereyvattana.chan@undp.org and cc procurement.kh@undp.org . UNDP will issue the clarifications to queries received and share with all bidders.

Please see the detail information in attached slide presentation of pre-proposal conference.

Important Note:

- If the bidder does not properly seal the envelopes then the bid will be declared Invalid.
- Failing to sign the "Proposal Submission Form" will make the bid Invalid.
- If the price information is included or mentioned in anyway in the 'Technical Proposal' document, then the bid becomes Invalid.

The detail explanation on the Term of Reference was presented by Ms. Moeko Saito-Jensen.

VI. Queries Raised by Bidders and Answers

At the end of this presentation, there were some questions from participants and these were clarified as below:

Nº	Questions/Clarifications asked for	Answer/Clarification given as
1	What is different between proposal security and performance security?	<p>(1) Proposal security is required as security in the event that the proposer:</p> <ul style="list-style-type: none"> - Fails to sign the contract after UNDP has awarded it - Withdraws its proposal after the date opening of the proposal - Fails to comply with UNDP's variation of requirement, as per RFP instruction - Fails to furnish performance security,

		<p>insurance, or other documents that UNDP may require as a condition to rendering the contract effective.</p> <p>(2) Performance security requires after the contract is awarded to successful bidder. It is served as security during contract execution in the event the contractor fails to perform contract as per contract term and condition.</p>
2	Do the bidder requires to submit the Form of Advanced payment guarantee (section 10)?	Since the Advance payment is not allowed, hence, this form is not applicable.
3	How the contractor work with Ministry of Environment?	The Ministry of Environment will assign 2 focal persons to work with contractor. The weekly meeting between contractor and Ministry of Environment is required.
4	Regarding to deliverable schedule mentioned in TOR, the contractor requires to present the final draft of code to the Prime Minister. In case, Prime Minister has some comments on the final draft code, is it consider as the role of contractor?	Yes. The bidder is required to incorporate only the 1 st comment receive from Minister on the final draft code.
5	How UNDP calculate the duration of contract is 160 days for 19 staffs?	160 days is the maximum number of days. However, the company can assign the team to work as full time or part time on this project. However, the bidder needs to ensure that they can complete the work as per agreed timeline stated in the contract.