



Minutes of Pre-Proposal Meeting

RFP/2016/17: Implementation of Hands-on/Technical Skills and Knowledge Exchange between Jordanians and Syrian Refugees

Thursday May.26th, 2016

Date: 26 .May, 2016
Time: 10:00 am to 11:50 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	What about the length of each training day?	A1	Each training day should be 8 hours.

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Project through
3x6 Approach



#	Questions Raised During the Meeting	#	Answers
Q2	Where is the location of the training?	A2	The location should take place in Irbid within the targeted municipalities.
Q3	Should we consider everything the proposal like venue – supplies?	A3	Yes ,everything must be included.

4 CLOSURE

The meeting was adjourned at 11:30 am.