

Minutes of Pre-Proposal Meeting

Subject: UNDP/AFG/RFP/2016/00726- Police-e-Mardumi (PeM) & Family Response Unit (FRU) Outreach Project

Venue: SCMO Meeting Room, UNDP Country Office, Kabul, Afghanistan

Date and Time: 02nd June, 2016, 10:00 am to 11:30 AM

Participants:

Rule of Law Unit/ LOTFA Project

Mohammad Reza, Outreach Officer, LOTFA MPD Project

UNDP SCMO Unit

Ahmad Zubair, Procurement Analyst, UNDP SCMO Unit

Prospective Bidders

Representative from 2 Companies:

1. UStronics.Com, Inc (Paywast),
2. Sayara Company

Mohammad Reza did explain the following points:

1. Terms of Reference
2. Scope of Work and deliverables,
3. Location and coverage of the assignment,
4. Duration of the assignment,
5. Background of the assignment,
6. Selection process of schools, universities and communities,

And Ahmad Zubair explained the following points:

1. Submission and downloading of bidding documents through E-Tendering System,
2. Criteria and required documents to be submitted by bidders,
3. Proposal Data Sheet, Financial Proposal Form and technical proposal template,

Please see below are the questions asked and responses provided during pre-proposal meeting.

S/N	Question	Answers
1	Which party shall be responsible for provision of contents and designs for printing of the campaign materials?	UNDP MPD will provide the content to the contractor at the initial stage while the contractor is responsible for revising the

		document based on the instructions and design the documents accordingly. The information about the material is indicated in the section one of the TOR. However the initial draft and idea for design will be provided by LOTFA MPD.
2	What is the expected total duration of the activity, for how many months our work plan should be designed and prepared in technical proposal?	As per the ToR Section E "Duration of Work" Five month (120) working days has been considered for this assignment.
3	For selection of schools and coordination between respective Education Ministry or Directorate, what will be the role of UNDP LOTFA Project, any kind of support will be provided to contractor?	UNDP LOTFA MPD and MOIA will provide an introduction letter to relevant ministries.
4	Can companies upload files more than 5 MB in E-Tendering System? .	E-Tendering System have no limitation for file size during uploading. But for purpose of uploading the files correctly and enabling us to download the files correctly, it is recommended to upload files not more than 5 MB