

Pre-Bid Meeting on Request for Proposals (RFP)
For
To develop producer and financial cooperative Assessment/Rating Tool for wholesale lending to cooperatives
Ref: UNDP/RFP/012/2016

Day and Date : Thursday, 23 June 2016

Time : 1500 Hrs (Nepal Standard

Venue : UNDP Meeting Room, UN House Pulchowk, Lalitpur, Nepal

Following participants from the bidders as well as officials from UNDP/UNCDF were present:-

S.No.	Participant's Name	Organizations/Firms
1	Mr. Rajesh Bhakta Shrestha	BEED Management, Nepal.
2	Ms. Shayast Tuladhar	BEED Management, Nepal.
3	Mr. VijayaBhaskar Aleti	Price Water House Coopers Pvt. Ltd., India
4	Mr. Prachand Man	ICRA Management consulting Services Ltd., Nepal
5	Ms. Sumitra Dhakal	CED, Nepal

1	Ujjwal R. Pokharel	UNCDF, Nepal
2	Amir Limbu	UNDP, Nepal
3	Rajendra Lakhe	UNDP, Nepal

The meeting started with a briefing highlighting the need for timely submission with proper sealing, marking and obtaining bids submission receipt from UNDP. It was also informed that the minutes of the pre-bid meeting would be uploaded in the UNDP Procurement website and that UNDP will not respond to any queries received after the pre-bid meeting. There was also a short presentation about the technical aspect of the intended services.

The proposal has to be submitted in hard copies (technical and financial in separate sealed envelopes) at the UNDP Reception, UN House, Pulchowk, Lalitpur, Nepal.

The discussion that followed addressed queries raised by participants in person and via those received e-mail messages. The following tables show the queries raised and responses provided:

Query 1:	What if the team leader has expertise of one of the team member? Can the team leader could be proposed also for one of the expert beside the team leader role.
Response 1:	Yes, it can be but kindly note the requirement for the Team Leader is international and requirement for the two experts are nationals. This has to be managed. If any firm puts the Team leader also as one of the experts it has to be clearly indicated in the proposal.
Query 2:	Can any of the Team member could be from the regular pay roll of the consulting firm? What if the two experts are not in the pay roll of the bidder?
Response 2:	For the bid we will evaluate independently irrespectively if they are in the pay roll of the bidders or not.
Query 3:	Is there a specific number of day for the training? Is there specific number of participants for such training? Can we include a separate person as a trainer?
Response 3:	Refer to deliverables number 4. The bidder needs to propose the number of days for training which is sufficient to cover the needed knowledge for the stakeholders as a part of their approach and methodology. The number of participants in the proposed training will be from 25 to 30 participants. Kindly refer to the qualification of the Team Leader. However, the bidder can proposed the separate person for the proposed training but team leader and experts proposed in the RFP would be evaluated.
Query 4:	Should we look into producer based and financial based cooperative?

Response 4:	In principle yes but emphasis could be given more to the financial based cooperatives.
Query 5:	Can the tool be excel based?
Response 5:	Yes but it depends on the requirement for the existing and potential wholesale lenders in Nepal. The tool is for the whole sale lenders. So it has to be based on their requirement.
Query 6:	Who will be the owner of the Toolkit?
Response 6:	UNNATI – A2F project, Nepal Rastra Bank, UNCDF – Possibly Bankers Association of Nepal and other depending on whom the project would like to provide the ownership of the Toolkit.
Query 7:	Does the tool has to be specific to agriculture leading?
Response 7:	The toolkit is envisioned as a rating tool for Wholesale lenders to be provided to retail lenders for any retail lending including in the agriculture sector.
Query 8:	Will the role of the winning service provider (winning bidder) after designing the toolkit?
Response 8:	No the service provider will have to conduct the training package impart the training and incorporate the feedback from the training into final toolkit. Once that is done, the assignment will be completed.

Queries received from E-mail:

Query 9:	Do you accept bids from International firm, Basix Consulting is Indian firm established in the year 2010.
Response 9:	The bid is open to any national as well as international firms.
Query 10:	Considering the importance of providing streamlined access to all Banking and Financial Institutions in Nepal. Are we allowed to recommend a Web enabled integrated tool so that a rating assigned to one Cooperative can be concurrently accessed by another BFI which will enable them to evaluate the performance of cooperative for providing them access to finance for wholesale lending
Response 10:	Yes, but it depends on the requirement for the existing and potential wholesale lenders in Nepal. The tool is for the wholesale lenders of Nepal so it has to be based on their requirement. Also refer to the RFP requirements. We do not want an existing tool to be copied and pasted. We would like to see the toolkit being developed in consultation with the Wholesale lenders of Nepal and it should be based on their capacity and requirement.
Query 11:	The RFP asks for 3 member team, one International Team Leader and two Nepali Local experts with commercial banking expertise, are we allowed to include software team members if you agree our previous question.
Response 11:	Yes, but we will not evaluate other members in our evaluation process.
Query 12:	Finally, can we associate with local consortium firm in Nepal?
Response 12:	Yes. Evaluation however will be done only on the basis of the proposal of the principle company. A Memorandum of Understanding between two companies have to be submitted along with the technical proposal.
Query 13:	We understand that the maximum number of working days for the Team Leader (International Consultant) is 60 days. We would like to better understand if there is any specific requirements with regards to his involvement in the project and specifically: <ul style="list-style-type: none"> ○ is there a minimum number of field work days for the Team Leader? ○ can the Team Leader be supported in his tasks (both at field and desk level) by another expert?
Response 13:	No there is no minimum number of field work days however we would like the selected firm to visit at least two UNNATI – A2F districts. Bidders need to propose the required number of field work days based on their methodology and approach. For additional personnel and support refer to the Query 11, response above.
Query14:	Can the team be composed of more than 3 consultants (ex. Quality control/supervision officer, backstopping, etc.)?
Response14:	Quality control and supervision is a part of evaluation of bidders. For additional

	consultants and or personnel refer to the Query 11 response above.
Query 15:	Is there any indication of a maximum budget for the project?
Response 15:	Yes, however, it is confidential for bidders. We would like to see best quality being offered with least cost. Hence, you are requested to provide value for money proposal.
Query 16:	The Cooperatives and Commercial Banks Experts must be Nepali nationals?
Response 16:	Yes as the team has to work and intensively interact with Banks and Financial institutions including cooperatives in Nepal.
Query 17:	Materials will all be in local language? Need of translation?
Response 17:	All the deliverables needs to be in English. If there is a need for translation after the completion of the assignment, then it is the mandate of the Project to do it separately.
Query 18:	How many banks/cooperatives/MFIs to be visited to test the tools?
Response 18:	The toolkit needs to be tested and verified however, the sample number for testing the toolkit needs to be provided as a part of methodology and approach by bidders.
Query 19:	How many banks/cooperatives/MFIs to be trained?
Response 19:	A sufficient number of BFIs so that the toolkit is owned by the BFIs. This should be the part of the proposal – Approach and methodology.
Query 20:	The training to the banks/cooperatives shall include also some specific coaching/mentoring activities?
Response 20:	Any training needs to have teaching, coaching and mentoring elements with practical working sessions. We do not encourage only theoretical training sessions.
Query 21:	Brief Description Of the Required Services- To develop Producer and financial cooperative assessment/Rating tool for wholesale lending to cooperatives. Kindly clarify a) Does the tool need to be software based or it can be excel based? b)) Who would be the owner of Credit Risk Models after their development?
Response 21:	a) Refer to response above Query 11 response 11 b) Refer to response above Query 7 and its response
Query 22:	Annex 3 Para 4.0 ASSIGNMENT- The contractor shall not assign, transfer, pledge or make other disposition of this contract or any part thereof, or any of the contractor's rights, claims or obligations under this contract except with the prior written consent from UNDP. Para 5.0 SUB-CONTRACTING- In the event the contractor requires services of Sub-contractors, the contractor shall obtain the prior written approval and clearance of UNDP for all Sub-Contractors. The Kindly clarify a) Can a Service Provider Bid along with a partner or its own associates as a consortium?
Response 22:	Both options are possible. For consortium, kindly refer to query 13 and its response above.
Query 23:	Education: Team Members: up to two (2) members of national expert (Commercial Bank expert and Cooperatives expert): Master Degree in Economics, Agriculture, Finance, Business Administration, Rural Development or related discipline. Kindly clarify whether a) Service Provider can have more than 2 Team Members for support.
Response 23:	Yes. Refer to detailed answers also in Query 12 and its response above.