



**Pre-bid Conference Minutes of Meeting Held on March 10th, 2017 at 10:00H Kenya time (GMT+3) for
the Award of Role Playing Services
To the United Nations Development Programme for UNDSS, Somalia
RFP-UNDP SO-RFP-2017-004**

Participants:

Prospective Bidders

1. World Hope Simulators
2. SOS KDI & ECOGEA
3. Media Hub Africa
4. Judwina Limited
5. Arthur Marcus Trading
6. Real Scenario Logistics
7. Genevieve Hennessy

UNDP

1. Mohammed Dable
2. Edwin Muhoro

Introduction

Edwin welcomed and introduced participating companies that had called in. He stated that the objective of the meeting was to review the tender document and give an opportunity to prospective Bidders to seek clarification on any issues concerning the Request for Proposal (RfP) to enable them have a clearer understanding of the RfP requirements and respond appropriately.

Brief Project Background

Edwin explained that the purpose of the RFP was to identify companies capable of providing Role Playing Services for the SSAFE Program for UNDSS Somalia. The services would be provided at the venue, SOS Regional Training Centre in Karen. He concluded by stating that the process would ultimately result in the award of a Long-Term Agreement to the winning bidder for an initial period of one year with the possibility of extension of two additional one (1) year terms at the discretion of UNDP subject to performance and availability of funds.

Review of Request for Proposal Document

A brief presentation was made on key aspects of the bidding document highlighting the importance of the different aspects of the document and the need for Bidders to comply with these for their Bids to be responsive. The following is a summary of the important points highlighted during the meeting:

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Section 1 & 2 – Letter of Invitation and Instructions to Bidders

The letter of Invitation should be filled and returned by the 10th of March for bidders who wish to participate in the RFQ as acknowledgement.

This section is very important because it gives instructions on how Bidders should respond to the RfP. Hence, Bidders need to review it thoroughly. It provides information on:

- Definition of key terms
- Contents of Bid
- Preparation of the Bid
- Submission and opening of the bids
- Evaluation of the Bid
- Award of Contract
- Datasheet to complement supplementing the instructions.

Key information emphasized under this section during the meeting include;-

- Mode of submission: **Bids can be submitted electronically through the mandatory and designated, or via hand delivery to the tender box located at the UNDP Somalia registry block D4. Instructions for Hand Delivery were clarified. The Technical Proposal and a Financial proposal should be in separate envelopes and should be in the form of One original and two copies.**
- Mandatory designated email address for submitting bids as specified in the RFP document: bids.so@undp.org; This email address is different from the below designated email addresses for requesting clarifications
- Designated Email address for requesting for clarifications: edwin.muhero@undp.org
- Deadline for requesting clarifications: 3 working days before Deadline for Bid submission deadline
- Deadline for Bid submission: **16th March, 2017, 12:00 Hrs, (Noon) Nairobi time.**
- Eligibility documents required: All eligibility documents must be submitted. Articles of Association must be submitted alongside Company registration certificate. Separate emails must be used for submission of Technical and Financial Proposal
- Technical Proposals can be submitted in as many emails as required but should be numbered accordingly, e.g. 1 of 3, 2 of 3, 3 of 3, etc. in PDF format but each email must not exceed 5MB. No financial information whatsoever should be included in the Technical Proposal.
- The Financial Proposal should be in a separate password protected email with the subject line clearly marked as per instructions on the RFP document.
- Scoring will be awarded to up to 3 (three) Proposers in descending order (1,2,3) of companies that will achieve the highest score in accordance with the criteria specified in the Evaluation of Proposals.

Section 3 – Description of Requirements

Bid submission form is the standard template of the cover letter that should be prepared and submitted to UNDP on the Bidding Company's official letter head and should not be changed except as stated as it contains important information required by UNDP. This must be stamped and signed by Bidder's authorized signatory.

Scenarios described in the TOR were illustrated by Dable. This include Hostage taking, Robbery and the Mass Casualty Incident and the role of the Role Players in each of the scenario's. The gender requirement was clarified by Edwin in that ordinarily in Somalia, most of the perpetrators would actually be men.

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The need for the Role Players to be medically fit was clarified.

Section 5: Eligibility Criteria

Administrative Requirements (Preliminary Evaluation) will be reviewed on a pass/fail criterion and only companies that pass will be admitted for technical evaluation

Bids will be technically evaluated based on: Expertise of the Bidder, proposed methodology, approach and implementation plan and, management structure and Key personnel which will be weighted as specified in the tables given under technical evaluation.

Terms of Reference

This section clearly outlines the context and scope of works of services being sought by UNDP which includes range of personnel, process of recruitment and engagement process of consultants, lifestyle support and duty of care of consultants engaged, institutional arrangements between UNDP and the proposed contractors, payment, responsibilities of both parties and key performance indicators.

Section 6 & 7: Technical and Financial Proposal

This form provides the format of the technical bid and will be used by UNDP to evaluate Bidders' technical capacity to fulfill the requirements. It includes:

- Expertise of the Firm in different respects
- Methodology
- Management Structure/key personnel

Dable went onto take the participants through the expectations for the role-players and highlighted key areas such as:

- The UN will provide training for the role-players and will monitor them for their performance
- Role-players will be vetted by the UN team
- Constant reports and assessments of role-player performance will be conducted
- Physical fitness is essential for all role-players due to the nature of the training
- Honesty and Integrity as well as trust and confidentiality are key due to the nature of the personnel involved in the training as well as the equipment and personal effects that will be handled.
- The role-players must be well versed with their requirements in terms of mimicking real hostage and violent scenarios
- The role-players must have a sense of self-awareness to be able to think for themselves when certain incidents occur that are out of practice
- Role-players should be able to multitask and be flexible in terms of support requested from them
- Most the team of role-players should consist of men due to the nature of the exercises and environment

Dable then went on to show a video as an example of what will be expected of the role-players so that all parties are fully familiar with what the exercises entail.

Communication to the successful bidder will be made within 90 days of the deadline and it was highlighted that once a bid is submitted then the procurement team will take this as final with no options for modification especially in terms of finances.

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Award of Contract

The award of contract will be based on combined scoring method, i.e. qualifications and methodology will be weighted a maximum of 70% for technical proposals and combined with the price offer which will be weighted at 30%.

Clarifications Sought by Prospective Bidders

The following clarifications were sought: -

Query	Clarifications Sought by Bidders	UNDPs Response to Clarification Sought
1	Clarification as to what UNDP would provide to the vendor	Yes, UNDP would provide transport to venue form a central location, meals during training, uniforms, shoes and a venue
2	Safety of the Role Players and participants	UNDP clarified that the safety of the role players is crucial. The participants would be wearing body armor which would take the impact. Role players would also need to be on the lookout as different people react differently to stress.
3	Can UNDP share notes of the meeting with the Bidders	UNDP stated that in line with UNDPs standard requirements, minutes of pre-bid conference will also be circulated directly to all prospective bidders who participated in the pre-bid conference.

Conclusion.

There being no other issues, the meeting adjourned at 11:30 Hrs.

As the pre-bid meeting was not mandatory prospective Bidders that did not participate in the conference are also free to submit their Bids.