

**Pre-bid meeting for Management of Incubation Support for Selected 14 Social Enterprise Groups to Function in Madirigiriya, Lankapura and Walapane Divisional Secretariats in Polonnaruwa and Nuwara Eliya Districts (RFP/CCAPII/2018/44)**

**21<sup>st</sup> November 2018 at UNDP conference room from 10.00 AM – 11.00 AM**

**Participants**

1. Sripalee Desilva – Operations assistant, Procurement
2. Damith Chandrasekara – Technical coordinator, CCAPII
3. Chaminda Fernando – National consultant (Agriculture), CCAP II
4. Devin Sibera – Admin and district support, CCAP II
5. Nilmini Jayatilake – Procurement Associate
6. Chanaka Liyanage – Procurement Associate
7. 8 bidders

Subject	Discussion
RFP, TOR and submission	<ul style="list-style-type: none"> <li>• The solicitation document was explained to the potential bidders specifically the bid submitting procedure and the template given in the RFP</li> <li>• Part C of the Condition for Payment Release in the solicitation document which included the seed funding was removed as inadvertently it was entered.</li> <li>• Administrative compliance of Service Provider is based on the Annex 2 in the solicitation document.</li> <li>• Technical proposal and Financial Proposals should be submitted in separate seal envelopes. RFP reference number should be clearly mark on the envelope. The Criteria for evaluation is the highest combined Score (based on the 70% technical offer and 30% price weight distribution) The minimum qualifying technical score for financial evaluation is 490 (70%).</li> </ul>
<b>Responses to the Clarifications</b>	
Requirement for Joint Venture, Consortium or Association	<ul style="list-style-type: none"> <li>• If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture (Annex 1).</li> <li>• After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</li> <li>• The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</li> <li>• The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</li> </ul>

	<ul style="list-style-type: none"> <li>• A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</li> <li>• Those that were undertaken together by the JV, Consortium or Association; and</li> <li>• Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> <li>• Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</li> <li>• JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</li> </ul>
Facilitation of government and local community connection	<ul style="list-style-type: none"> <li>• The successful service provider will be introduced to the relevant government authorities and to the local community. This will be facilitated through the project staff based in the field.</li> </ul>
Baseline to the markets	<ul style="list-style-type: none"> <li>• A market assessment was conducted for the activity. It would be shared with the selected service provider.</li> </ul>
Beneficiary section	<ul style="list-style-type: none"> <li>• UNDP has identified approximately 100 beneficiaries for each category and the selected service provider requires to select most eligible beneficiaries for the training programmes as per TOR.</li> </ul>
Seed funding	<ul style="list-style-type: none"> <li>• The seed funding requirements should be identified by the service provider, but the required funding should not be included in the financial bid.</li> </ul>
Social enterprises	<ul style="list-style-type: none"> <li>• The infrastructure requirements for the enterprises will be provided by UNDP. Service Provider requires to identify the infrastructure requirements and make recommendations.</li> <li>• Training modules for the social enterprises will be provided by UNDP</li> </ul>
Training	<ul style="list-style-type: none"> <li>• The training approach for both theory and practical aspect should be developed by the service provider and presented to UNDP.</li> <li>• Training locations will be introduced by UNDP</li> <li>• Amounts of Rs. 500/- and Rs. 20,000 were mentioned for meals and venue respectively which cannot be exceeded but also meet the required quality standards.</li> <li>• A quality standard for the venue and the food for participants will be provided by UNDP and should be pre-approved and will be checked by project staff. Minimum standards are attached (Annex 2)</li> <li>• Community centres can be used as venues.</li> <li>• Dairy processing and textile training has been given 3 days and 5 days respectively considering the time consumption to view the final product.</li> <li>• When the business plan is developed by the selected service provider additional training requirements will be considered.</li> </ul>
MOUs	<ul style="list-style-type: none"> <li>• The duration of the MOUs will differ from each social enterprise. The minimum duration of MOUs will be 2 years</li> </ul>

## Annex 1

# Documents Establishing the Eligibility and Qualifications of the Proposer

## Proposer Information Form<sup>1</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
10. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i>  Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i>  Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

<sup>1</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

# Joint Venture Partner Information Form (if Registered)<sup>2</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2.  <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

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<sup>2</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

## Annex 2

# Minimum requirement for Meals

A one-day session should include two tea breaks and lunch

### Lunch

- Non-Veg or Veg
- Non-Veg (Fish or Chicken)
- Veg (minimum 3 curries)
- A dessert
- 500ml water bottle

### Tea Break

- Minimum one savory + Tea/Coffee