PRE-BID MEETING MINUTES

RFP for security service for the Green One United Nations House in Vietnam
(Ref. 2-190102)

Time and date: 10.00 am, 18 January 2019

Venue: Meeting room M2, Ground floor, GOUNH, 304 Kim Ma, Hanoi

Participants:
Ms. Tran Thi Hong, UNDP Head of Procurement Unit
Ms. Luu Ngoc Diep, UNDP Procurement Associate
Mr. Le Van Thuyen, Local Security Officer
Mr. Tran Quy Nang, Facility Manager, Common Services Unit
Ms. Le Tuyet Sinh, Common Services Associate, Common Services Unit
Bidders’ representatives

I. INTRODUCTION:

UNDP Head of Procurement Unit welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements both on technical and financial aspects in the RFP. Bidders can raise queries through Questions and Answers session as well as during their proposal preparation. Minutes of this meeting will be posted on UNDP website, so all bidders can have the same information and understanding.

Furthermore, the Vietnamese version of Section 3-4-5 in the Request for Proposal as well as the excel file for Form E – Financial Proposal – has been available for the bidders’ ease of reference and usage. UNDP Procurement Unit will distribute the files together with the revised Request for Proposal and upload all the documentation on its website.

In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFP. Below are some key points on preparing and submitting bid:

1. Preparing proposal:

   - Attention should be paid to Section 3 of the RFP (Bid Data Sheet) for proposals preparation and submission, especially the detailed instruction for each manner of proposals submission.
   - Evaluation method is important and is mentioned clearly in the RFP: Combined Scoring Method will be used with 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%. Only technically qualified proposals are considered for financial evaluation. Bidders who don’t meet any of the four mandatory requirements are not considered for any further technical evaluation.
   - Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
   - Please check the Submission check-list for all required documents in technical and financial proposals before submission to make sure that all required documents are submitted for evaluation.
   - Templates are included in the word format. Bidders should use the provided templates to prepare technical and financial proposals.
   - Financial proposal must follow the financial proposal template and provide detailed cost breakdown. Financial proposal should be provided as a lump-sum and once the contract is signed, there will be no additional costs which UNDP will pay for the service/deliverables mentioned in
the RFP, except for Table 3 in the Financial Proposal Form since that is the part for ad-hoc service requests only.
- The bidders can consider joint-venture proposals if they are more qualified than proposals from one company only.

2. **Details on Bid submission:**

- **Submission deadline:** 30 January 2019 (Hanoi time). The schedule for interviewing key personnel (i.e. Site Supervisor and Operators at the SOC) is on 12 and 13 February 2019. Bidders should make their key personnel be available for interviews on both mentioned dates.
- **Subject of email/envelop:** (Ref. 2-190102) RFP for security service for the GOUNH (Email/envelop ... of ... emails/envelops)
- If submission in hard copy, please submit 1 original + 3 copies + CD ROM containing all contents corresponding to hardcopy in PDF format.
- For submission by email, please sign, PDF/scan, protect the Financial Proposal by password and submit to bidding.vn@undp.org.
- **Password to open the soft copy of the Financial proposal** will be upon UNDP Vietnam’s request to the bidders by email.
- **Maximum size per email:** 30 MB. Bidders can send several emails.
- **After submission, please send notification email (without attachment) to:** procurement.vn@undp.org to ensure that your proposals received by UNDP.

### II. QUESTIONS/ANSWER SESSION

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<tr>
<th>#</th>
<th>Query</th>
<th>Answer</th>
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<tbody>
<tr>
<td>1</td>
<td>Is there any requirement on VIP protection service or only security service for the GOUNH?</td>
<td>The TOR and financial offer are for security service for the GOUNH only. Requirement on VIP protection is not included. However, in case any UN Agencies need the service for VIP protection, they will contact the Contractor and send ad-hoc requests and make payment for that separately.</td>
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<td>2</td>
<td>UNDP’s request for the submission of the Contractor’s proposed personnel’s criminal record checks is challenging to the Contractor since it normally takes at least 8 working days to get the papers.</td>
<td>It has been agreed that the Contractor can firstly submit their proposed personnel’s CVs together with other papers and criminal records which are certified by the local police within 3 working days upon UNDP’s notice. After that, the Contractor will complete their personnel’s criminal record check and submit later within 8 working days upon UNDP’s notice. This change will be reflected tracked change in the revised Request for Proposal (RFP) which will be uploaded on UNDP website together with this pre-bid meeting minutes.</td>
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<td>3</td>
<td>Clarification on the full-time employed staff?</td>
<td>UN will only accept the full-time and permanent employed staff proposed by the Contractor, not staff who may work part-time (even with a ‘full-time’ signed contract) to avoid any change in the security team. It has finally been agreed that the Contractor shall also submit their record for the latest personnel’s social</td>
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<td>insurance payment with the highlighted names of the proposed staff in the record</td>
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<td>4</td>
<td>What are the requirements for each post of the security team?</td>
<td>The requirements for each post as well as detailed job description have been listed clearly in the TOR (Item E: Roles and Requirements for the Security Staff)</td>
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<td>5</td>
<td>How many female security staff are needed?</td>
<td>There should be at least one female security staff during office hours.</td>
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<td>6</td>
<td>The requirement for audited financial statements is challenging since it is not mandatory for local firms to have their financial statements audited by an independent auditor as per Vietnamese financial regulations.</td>
<td>It has been agreed that UNDP will accept tax financial statements in case the bidders are not required to have audited financial reports. This change will be reflected in the revised RFP which will be uploaded on UNDP website.</td>
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The meeting completed at 11.30am and was followed by a site visit in the GOUNH. These minutes will be posted on UNDP website for an easy access.