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## ACCELERATING THE TRANSFORMATIONAL SHIFT TO A LOW-CARBON ECONOMY IN THE REPUBLIC OF MAURITIUS (COMPONENT 1)



### Notes of the pre-bid meeting for RFPMUS2019/002 and RFPMUS2019/003 RFP for Supply and Implementation of ERP System at MARENA and ERP System and website at URA

**Date and time:** Thursday 04 April 2019 at 10 00 hrs

**Venue:** Conference Room, 5<sup>th</sup> Floor, UNDP Mauritius and Seychelles Country  
Office, Anglo Mauritius House, Intendance Street, Port Louis

Were Present:

SN	Name	Designation	Organisation
1	Ms S. Sekharan (Chairperson)	International Operations Manager	UNDP
2	Mr S. Ramchurn	Head of Environment Unit	
3	Mr S. Beedassy	Project Coordinator – GCF Project	
4	Mrs V. Purdassee	Project Manager – GCF Project Component 1	
5	Dr K. Dookayka	Research Officer	MARENA
6	Mr S. B Naiko	Officer in Charge	URA
7	Mr V. Moothoosamy	IT Officer	URA
8	Mr D. Hulkhoree	Manager	BDO IT Consulting Ltd
9	Ms C. Roussety	Consultant	
10	Mr A. Bakurally	Consultant	
11	Mr H. Sauzier	Partner	Agileum Ltd
12	Ms N. Bhugun	Consultant	
13	Mr J. M Duvergé	Sales Manager	Rogers Capital Ltd
14	Mr R. Pyndiah	CEO	Softpro
15	Mr V. R. Dewdhory	Project Manager	Softpro
16	Mr R. Soobhany	Manager	LCI
17	Mr S. Gukhool	System Engineer	SIL
18	Ms A. Aumeeruddy (Secretary)	Project Assistant – GCF Project Component 1	UNDP

#### 1.0 Opening

The Chairperson welcomed the participants present. She explained that the objective of the meeting was to present the content of the Request for Proposals (RFPs) entitled “Supply and Implementation of a Cloud-Based Enterprise Resource Planning System for the MARENA” (RFPMUS2019/002) and “Supply and Implementation of an On-Premise Enterprise Resource Planning System and Design, Development and Hosting of a Website for the URA” (RFPMUS2019/003) and to respond to any query from potential bidders regarding the RFP.

## 2.0 Presentation of project and RFP

The Project Coordinator provided an overview of the UNDP GCF funded project “Accelerating the Transformational Shift to a Low-Carbon Economy in the Republic of Mauritius”, including its objectives. He also provided the context for the RFP and drew attention on the expected required deliverables of both RFPs.

## 3.0 Presentation on technical requirements of the ERPs and website development

The Consultant from BDO IT Consulting Ltd presented on the technical requirements of the ERP for MARENA and URA and the website development for URA.

## 4.0 Discussions

Following the presentation, the Project Coordinator invited the potential bidders present to raise any query they might have. The following questions were addressed:-

Query No.	Query	Response
<b>MARENA</b>		
1	To provide clarifications on what is meant by “70 person-days over a period of 6 months”	This reflects the estimated effort in terms of person days to complete the project. It can help the potential bidder to estimate the Labour Cost to be quoted.
2	What is the duration of the Warranty period for the ERP software?	Warranty should be for the duration of the Green Climate Fund (GCF) project which is until end of 2024.
3	Should post go-live support cost be included in the proposal?	The methodology and approach to Support Services is required.  Service providers are not required to quote on the support cost. Support services would require another contract which is not within the scope for the implementation of the current project.
4	Can the deadline be extended by 2 weeks?	Due to delays in the implementation of this component of the project, the deadline has been extended by 1 week. <b>New closing date to be: 24 April 2019 at 16 00 hrs.</b>
<b>URA</b>		
5	What is the duration of the Warranty period for the ERP software?	Warranty should be for the duration of the Green Climate Fund (GCF) project which is until end of 2024.
6	Who bears the responsibility of integrating the ERP and the web site in the vent two different entities are awarded the contract for the ERP and Website?	In the event that different service providers implement website and ERP, both will have to bear the responsibility of integrating same and will have to work in close collaboration.

<b>Query No.</b>	<b>Query</b>	<b>Response</b>
7	Should the Licensing cost for the software be included?	Cost to be provided until end of 2024.
8	Should the recurrent costs be included?	List of recurrent items and respective costs to be provided for budgeting purposes.
9	Can open source technology be proposed for the website development?	Yes.
10	Should the Hardware be recommended and costed in the proposal?	Service providers are required to include only technical specifications for hardware in their proposals, based on which UNDP would acquire hardware during implementation of the ERP/ website system separately.
11	Can site visits at URA be conducted for the purpose of hardware recommendation?	Interested service providers to inform UNDP if they would like to conduct site visits at URA in the context of hardware recommendation.  Group site visits can be organised by Friday 5 April 2019 or Monday 8 April 2019.
12	Should the hosting cost be included?	Service provider to include hosting cost in proposal
<b>Email queries</b>		
13	The possibility of submission of the proposal in French language	Only submissions in English are allowed, as specified in Section 3 of the RFP document (bid data sheet).
14	Whether foreign companies can bid for the RFP	An official Letter of Appointment as local representative is required if the bidder is submitting the proposal on behalf of an entity located outside the country (as per Form B - Bidder Information Form of the RFP)

### **5.0 Additional information provided**

- Bidders were informed that they could bid for more than 1 RFP and for both lots in RFP for URA.
- The deadline for submission of queries was Friday 5 April 2019 at 16 00 hrs. All the queries and their corresponding responses would be circulated to members present and uploaded on the same platform as the procurement notice after the deadline for submission of queries.

- Since both projects are expected to be implemented in parallel, service providers are required to submit a certificate of availability and exclusivity of their experts together with their CVs to ensure that both projects are running in parallel and deliverables would not suffer.

## **6.0 Closing**

The meeting ended at 10 35 hrs with a note of thanks from the Chairperson.

**Service providers must submit separate envelopes for Technical and Financial proposals.**