

**Pre-Bid Meeting: Minutes of Meeting
Request for Proposal (RFP)
Engagement of Organization/Firm to provide business/enterprise incubation services in Islamabad**

**Ref: UNDP-RFP-2019-340
Held on: 22nd Aug 2019 at 02 PM
Venue: UNDP Country Office Islamabad**

The Pre-Proposal Meeting was organized by UNDP for the subject Request for Proposal, Following members presented UNDP in the Pre-Proposal meeting:

1. Mr. Salman Ahmed Khan/Enterprises Development Specialist.
2. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office.

During Pre-Proposal meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

Question#01: Can the bidder and UNDP mobilization partner jointly identify the beneficiary

Ans. Yes, the selected service provider will coordinate with UNDP mobilization partners and may assist in identifying the beneficiaries through mutual understanding.

Question#02: Who will develop the selection criteria of selecting the beneficiaries?

Ans. It will be the task of incubation service provider to develop the selection criteria. The selected service provider will also provide orientation session to UNDP mobilizing partners on the selection criterion.

Question#03: In case of drop outs of beneficiaries, will UNPD mobilizing partner replace those numbers?

Ans. In case they are learning the sessions within 2-3 days than the UNDP IPs will be requested to replace those beneficiaries but if they are dropping out in the middle of the program than it is the responsibility of the service provider to motivate and retain them.

Question#04: Can service provider use open source course material used by other renowned organizations working on incubation.

Ans. If the material is useful and has no restrictions than it may be used but it will be better to develop new material or customize the existing as per requirements.

Question#05: Is Joint venture allowed for this RFP

Ans. Yes, JV is allowed under this RFP. Please see the details within the RFP

UNDP Representative:



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