

Minutes of the Pre-proposal Conference

Request for Proposal for

1. Developing content and conducting capacity building for MSMEs in Shar State, Mandalay Region in Myanmar
2. Developing content and conducting capacity building for MSMEs in Rakhine State, Yangon Region in Myanmar

Ref. No. 1. 2019/PROC/UNDP-MMR/104
 2. 2019/PROC/UNDP-MMR/105

Date: 9 October 2019

Venue: ist Floor Meeting Room, UNDP Office

The pre-bid -meeting was attended by the following

1. Mounk Kee Aung, Procurement Analyst, UNDP Myanmar
2. Kyaw Win Htun, Procurement Associate, UNDP Myanmar
3. Mai May Htar Phwy Bob, Project Manager, Economic empowerment of Women and Youth, UNDP Myanmar

Representatives from the Firms/Organizations.

1. Andrea Ricci, Cesvi Foundation Onlus
2. Tony Tan, Myanmar Singapore Professional Services Co., Ltd.
3. Nyein Chan Soe, Myanmar Singapore Professional Services Co., Ltd.
4. Nan Hla May, Myanmar Singapore Professional Services Co., Ltd.
5. Kyaw Zin Myo, CUFA Organization,
6. Impact Hub, Yangon
7. Okka Myo, Impact Hub-Yangon

The pre-proposal meeting started at 10:00 AM. Later, Mr. Mounk Kee Aung thanked the bidders for their participation in the conference before briefly explaining how to submit the proposals in response to Request for Proposal for Request for Proposal for Developing content and conducting capacity building for MSMEs in Shar State, Mandalay Region in Myanmar. Mr. Mounk Kee Aung invited participants' attention on the instructions to proposers including bid data sheet highlighting the required documents on which preliminary evaluation on completeness of documents would be conducted. He also explained the evaluation criteria for proposal, and deadline for submission of proposal, deadline for seeking clarifications/question. He highlighted that deadline for submission of proposal is 17:00 PM of 17 October 2019. She also said that bids will be checked against the eligibility criteria first, as preliminary examination on completeness of documents submitted. Secondly, evaluation panel will evaluate the proposals against evaluation criteria mentioned of RFP.

All of the information in the data sheets of the RFP were carefully explained in the meeting one by one in order to make the clear of the requirement. He also highlighted the followings

- Clarification question about RFP to UNDP until 7 days prior to the deadline of proposal submission on 17 October
- Proposal validity is 90 days starting date form the submission of proposal
- Currency of the offerors who based in Myanmar must be Myanmar “Kyat”
- The firm registration is Certificate of Registration of the business Local Government permit to locate and operate in the current location of office, if Bidder is submitting a Bid in behalf of an entity located outside the country.

Ms Mai May Htar Phwy Bob explained the project and the scope of the procurement notice. Based on the need assessment, the training curriculums and the sector of the training should be designed for 1) Start up business and 2) Ongoing MSME. For Yangon and Mandalay, it is also highlighted to consider the rural areas and for overall trainings, women empowerment should be considered. Since the curriculum development, the government department(DISI) should be engaged and State/Region level DISI will facilitate some sessions at the respective trainings.

And then the floor was open for questions.

- Q. Trainee already establish or need to do by firm?
A. Based on needs assessment will be identified the trainee
- Q. Technology, do the targets women have smart phone?
A. Encourage the firm to integrate in their need assessment designed.
- Q. Can firm could choose township for implementation? How many townships for each State/Regions?
A. Yes, Firm should choose township for implementation. Mandalay, UNDP encourage to included Myingyan, Nayung Oo and previous UNDP's previous and current project locations. Firm can choose numbers of townships, but it should be covered for 100 MSMEs for each proposal.
- Q. Tender submission deadline could be extended?
A. After internal discussion, submission deadline is Extended until 21 October 2019 (5:00 Pm).
- Q. Need assessment is in November, when the training should be happened and how long the process takes normally?
A. It would be within 45 days from contract awarded as per ToR. Section C of ToR.
- Q. Need assessment should also to be included form Government staffs?
A. Yes, multi- stakeholder including government and community should be included