

Date: 13th November 2019, 11:00am

Minutes of pre- bid meeting

1. ITB/UNDP/NGA/2019/026 START-UP CASH GRANTS - INTEGRATED COMMUNITY STABILIZATION PROJECT IN THE NORTH-EAST NIGERIA.

Venue:

1. Abuja – UNDP, UN House, 617/618 Diplomatic Drive, Central Business District, Abuja
2. Maiduguri – UNDP Sub-Office, 6 Magaram Road, Old GRA, Maiduguri, Borno State

Both Venues were linked through video conferencing:

The Pre-bid meeting was organized by UNDP for ITB/UNDP/NGA/2019/026 as provided for in the solicitation document, with the following members representing UNDP Nigeria:

1. Bogere Lasu-lobanja, Procurement Specialist.
2. Michael Owoicho, Procurement Engineer
3. Muhammad Khan, Emergency Livelihood Specialist

Representatives from several firms participated in the pre-bid meeting through Maiduguri office and the head Office in Abuja, copies of attendance sheets are attached.

During the pre-bid meeting the following major Questions were raised by bidders and clarification provided by UNDP as shown below.

Question#01: Does the procedure for tendering registration require submission of documents to UNDP for approval?

Answer: No, it is an online registration platform. Bidders should be guided by the UNDP tendering user guide accessible through the link provided in the RFP on page 4.

Question#02: What does 120 days validity mean?

Answer: UNDP will not honor any amendments to the Proposal within that period.

Question#03: Does the 3 years of experience apply to in country experience of the organization or Global?

Answer: No. It applies to global experience.

Question#04: How realistic is the deadline in 5 days.

Answer: The tender was made public on 5th Nov 2019. The timeline provided is enough for bidders to submit proposals.

Question#05: Is there a threshold for the budget proposal?

Answer: No. However, the TOR provided the grant tranches to be allocated over the contract period. This amount does not include any other applicable cost to be determined and proposed by the proposer.

Question#06 Is the RFP restricted to service providers based in Borno state only?

Answer: No. However, all the beneficiaries are in Borno State.

Question#07 Does UNDP have detail information on the beneficiaries; location, bank account etc?

Answer: Yes. The information shall be shared with the winning bidder.

Question#08 Is it the responsibility of the service provider to do market research?

Answer: No.

Question#09 Concerning bank accounts, given the beneficiaries are located in different LGAs, some of which may not have banking facilities. Is there an alternative to the banking institution?

Answer: No. All the beneficiaries already have Bank accounts.

Question#10 Are there specific requirements for bidders outside Borno State?

Answer: No. The RFP terms and conditions apply to all bidders.

UNDP Representative

Bogere Lasu-Lobanja - Procurement Specialist

UNDP - Sub-Office, Maiduguri