

**Date: 20<sup>th</sup> November 2019, 10:00am**

### **Minutes of pre- proposal meeting**

RFP/UNDP/NGA/2019/032 Support to Sustainable Waste Management and Environmental Protection (Awareness Raising Campaign) in Maiduguri, Biu and Bama, Borno State.

#### **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 RFP/UNDP/NGA/2019/032 as provided for in the solicitation document, with the following members representing UNDP Nigeria:

- Bogere Lasu-lobanja, Procurement Specialist.
- Michael Owoicho, Procurement Engineer
- Lancelot Ayo Lake, Waste Management Expert, UNDP Sub Office Maiduguri.
- Yoshiaki Noguchi, Programme Specialist

Representatives of two firms participated in the pre-bid meeting through Maiduguri office and one through 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:** Is it allowed for bidders who already participated in the cash for work RFPs to participate in the awareness campaign?

**Answer:** Yes, it's an open process for all eligible bidders.

**Question#02:** In the case of publicity items eg Jingles. Is the quantity of 24 referring to the frequency of the broad cast or the number of jingles?

**Answer:** The quantity of 24 refers to the frequency of airing the message. Proposers are expected to propose a number of jingles to be aired and only those cleared by UNDP shall be aired.

**Question#03:** Is UNDP going to provide the list of beneficiaries? Is the proposer expected to carry out a validation exercise of the beneficiaries?

**Answer:** Yes, UNDP shall provide the list of beneficiary communities where the Awareness Raising Campaign will take place. The proposer is not required to conduct validation of the beneficiaries.

**NB:**

- 1. Considering the low turnout for the preproposal meeting, a second preproposal meeting is scheduled for the 26<sup>th</sup> Nov 2019, 10:00am.**
- 2. The deadline for proposal submission has been extended to 3<sup>rd</sup> Dec 2019 and a revised RFP reflecting these changes has been uploaded in etendering.**
- 3. The expected date of contract commencement has been amended to 20<sup>th</sup> Dec 2019.**
- 4. Sample Visibility item have been uploaded in etendering.**

**UNDP Representative**

Bogere Lasu-Lobanja - Procurement Specialist

UNDP - Sub-Office, Maiduguri