

Minutes of the Pre-Proposal Meeting

Title: Long Term Agreement (LTA) on Implementation of UNDP Quick Impact Projects in Northern Rakhine State, Myanmar.

Type of solicitation: Request for Proposal

Reference: 2020/UNDP-MMR/PN/002

Country: Myanmar

Date: 5 February 2020

Venue: Second Floor Meeting Room, UNDP office, Yangon. (And Skype)

The meeting was attended by the following

1. Win Naing, Livelihood Coordinator, Maungdaw, Rakhine state.
2. Prabesh Paudyal, Technical Engineer
3. Hein Zaw Htut, Field Office Associate, Maungdaw, Rakhine State.
4. Moug Kee Aung, Procurement Analyst

Representatives from the Firms/Organizations

Sr No	Organization	Number of Participant	Remark
1	CFS	1	
2	Helvetas	2	
3	Montrose Int	1	
4	MA- UK	2	
5	World Vision	2	
6	ACTED	1	

The pre-proposal meeting started at 10:30 AM with the introduction of participants.

After giving our gratitude to the participants for our meeting, Moug Kee Aung started with the explanation of the Objectives of the meeting. He further explained about submission requirements and detailed requirements of this LTA Request for Proposal (RFP).

Win Naing and Prabesh Paudyal explained the background of the project, General Scope of ToR and other relevant information for the project.

Question and answer

Question: How to register e-tendering?

Answer: E Tendering user guide will be uploaded in Procurement notice website of this RFP. Interested organization are encourage to register in e-tendering as soon as possible and let UNDP procurement unit for any difficulties that you face during your registration.

Question: Is there any possibility for submission deadline extension?

Answer: Upon the request, the deadline will be extended until 21 Feb 2020.

Question: Who will do the selection of beneficiaries, UNDP or IP?

Answer: UNDP will do the selection of beneficiary villages, and IP need to conduct identification of beneficiaries and inputs.

Question: After this LTA selection, when will be start actual implementation project with selected firm?

Answer: Since this is LTA, we are not committing actual implementation of project with selected Firm or who many QIP will be implemented. It is depending on Government approval. Now UNDP is submitting some QIP projects to government and waiting for approval.

Question: What is the size of QIP project?

Answer: QIP (Quick Impact Project) comprise 1 to 5 villages and average 2 villages per QIP. Other information by UNDP, Activities/ Direct inputs for one QIP budget will be within (70,000 USD Approx.) but it may vary depend on village size and selected project.

Question: If organization MOU/ Registration is under process and expected to have in couple of weeks later after the deadline of submission. Whether those organization can apply?

Answer: MOU/ Registration to implement in Northern Rakhine state is eligibility criteria, if organization could not submit these documents will be led to rejection. MOU/Registration or other permit that proof to permit implement project in Northern Rakhine, must be submitted the same time of submission.

Question: What kind of project activities will be included in QIP?

Answer: The scope of work will be according to the ToR and activities will be as per listed in Direct inputs sheet of Financial proposal template.

Question: How to propose budget for "Direct Inputs"?

Answer: Proposed budget for "Direct Inputs" is not required at this stage. But for proposer information's,

- Direct inputs for each QIP will be falling within (<70,000 USD),
- allocated Unit cost ceiling for each activities/ input were set as per "Direct inputs" of financial proposal.

Question: How proposer can propose implementing plan (Section 2.5) of technical proposal)?

Answer: Proposer are recommended to propose the implementation plan how they are going to implement QIPs within 6 months timeframe. So that it will be for UNDP's assessment on the proposer's level understanding and expertise on this RFP's ToR and implementation activities.

Others

Financial proposal

- Proposer are suggested to proposed up to their capacity on (number of QIP, as below thresholds) that they can implement within 6 months timeline.

<i>1QIP</i>	<i>2 - 4 QIP</i>	<i>5 - 8 QIP</i>	<i>9 - 12 QIP</i>	<i>13 - 16 QIP</i>	<i>17 - 24 QIP</i>
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If there is further clarification required from interest organization, clarification and questions sent to mmr.procurement@undp.org 7 days in advance, before the deadline.

All interested organization are encouraging to check UNDP Procurement notice for any updates and further instructions.

Submission will be accepted only by e-Tendering.

Meeting adjourned.