

PRE-BID MEETING MINUTES

RFP for Support for the formulation of a draft plan and development of a guide to sociological surveys for the Vietnam POPs and Sound Harmful Chemicals Management Project

(Ref. 2-200201)

Time and date: 9.30 am, 13 February 2020

Venue: Meeting room M2, Ground floor, GOUNH, 304 Kim Ma, Hanoi

Participants:

Ms. Luu Ngoc Diep, UNDP Procurement Associate
Mr. Hoang Thanh Vinh, UNDP Programme Analyst
Bidders' representatives

I. INTRODUCTION:

UNDP Procurement Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements both on technical and financial aspects in the RFP. Bidders can raise queries through Questions and Answers session as well as during their proposal preparation. **Minutes of this meeting will be posted on UNDP website, so all bidders can have the same information and understanding. In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact person indicated in the RFP.** Below are some key points on preparing and submitting bid:

II. PREPARING PROPOSAL & BID SUBMISSION:

- Please refer to the evaluation criteria (Page 7) in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
- Evaluation method is important and is mentioned clearly in the RFP: **Combined Scoring Method** will be used with 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%. Bidders who don't meet the mandatory requirement **(having valid VIMCERT Certificate for sampling and analysis of environmental soil parameters including pesticides)** **are not** considered for any further evaluation. Only technically qualified proposals are considered for financial evaluation.
- Please check the Submission Checklist (Page 23) in the RFP for all required documents in technical and financial proposals.
- Templates are included in the word format. **Bidders should use the provided templates.**
- Right after submission, please separate email (without any attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email).
- **Submission deadline: 21 February 2020 (Hanoi time).**
- Please refer to Page 1 in the RFP for the proposals submission by two methods.

III. QUESTIONS/ANSWER SESSION

Mr. Hoang Thanh Vinh quickly briefed about the background and scope of work of the service before the Q&A session. Below is the session summary:

#	Query	Answer
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1	What if the proposed member does not possess an English proficiency certificate of the required level?	Proposed personnel are evaluated with obtainable points as indicated in the detailed Evaluation Criteria session of the RfP. Personnel with either required English proficiency certificate(s) or demonstrated working experiences in English or provided good English writing report(s) will achieve the maximum points for English knowledge and/or reports writing skills.
2	Referring to 120 samples in provinces, what soil parameters are required for sampling and analysis (Such as chlorinated pesticides in soil, how about water, air etc.)	Pesticides contaminated sites often involve in soli contamination, therefore soil sampling with parameter of chlorinated pesticides is required.
3	When does UNDP expected to sign contract?	The contract is expected to be signed by end of February; implementation is expected to finish by end of June.
4	Who is the Project implementing Partner?	MONRE is the Implementing Partner and Vietnam Environment Administration is the Project Owner, who will be focal point for the Contractor to work with during implementation of this Service.

The meeting ends at 10.15 am on 13 February 2020. These minutes will be posted on UNDP website for all bidders' access.