

## **Pre- Bid Meeting Minutes**

### **RFP/01/2020 – Audit IP Expenses 2019**

**Date:** Wednesday April 15, 2020

**Time:** 14:30 to 15:30

**Location:** Virtual Meeting (Zoom)

**Attendees:**

1. Representatives from the Joint Office (M&E Analyst, Finance Analyst, and Procurement Associate)
2. Representative from EY Portugal/AYS Cabo Verde

#### **I. Introduction**

The Procurement Associate opened the meeting and welcome the attendee on behalf of UN Cabo Verde, and requested the representative to introduce himself. He then briefed the bidder on the purpose of the meeting.

**Purpose:** To clarify issues in the Request for Proposal (RFP) and to answer questions on any matter that may arise at this stage, and to help bidders to fully understand the requirements in the RFP.

The bidder was informed that they can raise queries through Questions and Answers session after the introduction, and that the minutes of the meeting will be share via email.

Bidder was reminded of the following important notes on the RFP:

#### **1. General:**

- UNDP will select 1 vendor to provide the services.
- Contract duration: 45 days.
- If bidders have queries, they should be submitted to the email indicated on the RFP, only written inquiries.
- Templates are included. Bidders should follow templates.

#### **2. Evaluation process:**

- Technical proposal will be evaluated first.
- Evaluation Criteria:
  - Technical, maximum 70 points (weight is 70%)
    - ✓ Expertise of the Firm (15)
    - ✓ Methodology, Approach and Implementation Plan (30)
    - ✓ Qualification of Personnel (25)
- Only bidders meeting technically qualified threshold (49 points) will be assessed in financial evaluation stage.
- Financial, maximum 30 points (weight is 30%) will be given to the lowest price offer from the technically qualified offerors, and the other financial proposals will receive the points based on the following calculations:  
(Lowest financial proposal / Evaluated financial proposal) x 30
- Submission obtaining the highest weighted points (technical points + financial points) will be selected.

### 3. Preparing proposal:

- Bid Language: English, French or Portuguese.
- Proposal validity: 60 days from submission deadline.
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposal relevant information, proof/evidence they have for each criterion.
- All templates are included in the RFP, Bidders should follow the templates for submission.

### 4. Proposal submission:

- Submission deadline: April 23, 2020 by 16hrs.
- The Required Documents must be Submitted to Establish Qualification of Proposers.
- Subject of email: Indicate the Ref:
- Technical RFP/01/2020 - IP Audit 2019" (Nome do proponente)
- Financial RFP/01/2020 - IP Audit 2019" (Nome do proponente)
- Technical proposal and financial proposals should be submitted in different emails.
- Financial proposal Password protected and must not be provided until requested.
- Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Evaluation Panel.

## II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer														
1	<p>Will the timetable indicated in the ToR be adhered to or changed?</p> <p>When will we know the result of the tender process, taking into consideration that the 1st meeting is scheduled for May 2nd?</p>	<p>The dates mentioned in the ToR are very indicative in view of the current situation characterized by the Covid 19 pandemic.</p> <p>The selection process will be completed and the winning bidder will be informed. A new timetable will then be established depending on how the situation develops.</p>														
2	<p>The ToR indicates the list of the implementing partner, but does not indicated the volume of the expenditure. Is it possible to provide us with the volume of the expenditure?</p>	<p>Yes, we can provide the expenditure for each Implementing Partner.</p> <table><tr><th>Implementing Partner (IP's)</th><th>Amount in USD</th></tr><tr><td>Ministério da Saúde – <b>DGPOG (MS) – 4 Projectos</b></td><td>586,953.00</td></tr><tr><td>Ministério da Educação – <b>DGPOG (ME) – 3 Projecto</b></td><td>573,688.00</td></tr><tr><td>Direcção Nacional do Plano – <b>DNP - 1 Projecto</b></td><td>1,742,660.00</td></tr><tr><td>Direcção Nacional da Indústria Comércio e Energia – <b>DNICE – 1 Projecto</b></td><td>545,242.00</td></tr><tr><td>Direcção Geral do Emprego, Formação Profissional, e Estágios Profissionais – <b>DGEFPEP – 1 Projecto</b></td><td>379,049.00</td></tr><tr><td>Comissão Nacional dos Direitos Humanos e Cidadania – <b>CNDHC – 1 Projecto</b></td><td>71,124.00</td></tr></table>	Implementing Partner (IP's)	Amount in USD	Ministério da Saúde – <b>DGPOG (MS) – 4 Projectos</b>	586,953.00	Ministério da Educação – <b>DGPOG (ME) – 3 Projecto</b>	573,688.00	Direcção Nacional do Plano – <b>DNP - 1 Projecto</b>	1,742,660.00	Direcção Nacional da Indústria Comércio e Energia – <b>DNICE – 1 Projecto</b>	545,242.00	Direcção Geral do Emprego, Formação Profissional, e Estágios Profissionais – <b>DGEFPEP – 1 Projecto</b>	379,049.00	Comissão Nacional dos Direitos Humanos e Cidadania – <b>CNDHC – 1 Projecto</b>	71,124.00
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3	What are the types of expenses? For example, are they for personnel expenses, purchase of equipment, travel, etc...	The expenses include a little bit of everything, including personnel expenses, purchase of equipment, project activities, workshops, conferences, etc...
4	Where can we find the template mentioned for the submission of the proposal?	The template was advertised as an annex to the RFP. It is a word document. The title is Annex 2_FORM FOR PROPOSAL SUBMITTING.