

## **Request for Quotations (RFQ) for Messenger Services (reference: UNDP/RFQ/19/2020)**

### **Pre-bid meeting notes**

7<sup>th</sup> July 2020

A pre-bid meeting was conducted via Zoom as mentioned in the RFQ document. However, the meeting was postponed by a day due to low number of confirmations in the initially agreed date. The representatives from following four (4) organizations and the representatives from UN Common Service and UNDP participated in the meeting:

1. Ms. Christina Malla Rajbhandari, J & T Associates Pvt. Ltd.
2. Ms. Bibechana Rai, Modern Cleaning Services
3. Mr. Niranjana Singh Basnet, Varosa Services Pvt. Ltd.
4. Ms. Sheba Rana, Garud Support Services P. Ltd.
5. Ms. Sheila Chhetri, UN Common Services
6. Mr. Lhawang Lama, UN Common Services
7. Ms. Beena Shrestha, UN Common Services
8. Mr. Shiva Prakash Adhikari, UNDP

Ms. Sheila Chhetri provided the background information and summary of the services required and then opened for the question and answer session.

Followings are the Questions and Answers:

1. Are the requirements for internal and external messengers are different?  
Response: Yes, the different requirements are mentioned in the terms of references.
2. Is the minimum take home salary NRs. 23,500 per month net or basic?  
Response: As mentioned in the RFQ, the above-mentioned salary is net take home salary for messenger. The company must quote in lump-sum on top of the above-mentioned salary and by including all other benefits and compensations as required by the Nepal government and company service charges, etc. The bidder must submit a detailed heading wise break-down of such costs, as per the requirement mentioned in the RFQ.
3. Is the requirement of providing bike is for external messengers only? What about the requirement of driving license for 4-wheelers?  
Response: Yes, the company must provide bike and fuel for each external messenger only and such personnel must possess valid driving licenses for bikes. The driving license of 4-wheeler is optional.
4. Should the company also make the provision of overtime payment for the messengers?  
Response: Normally overtime does not apply since their services are expected during the normal office hours only.
5. The RFQ mentions that the company must provide the required items for messengers including mobile phone, raincoat, etc. What about the uniforms?

Response: It was initially not requested in the RFQ. Following the discussion in the meeting, it has been decided that **a standard uniform would be better and thus it is now the requirement of the RFQ.**

6. Since the minimum wages keep changing every year and the Long-Term Agreement is for 3 years, can the company quote different prices?

Response: No, the company should consider all the factors and quote one lump-sum price which will be valid for entire 3 years period. Since the price is one of the determinant factors of selection process, the conditional quote with different pricing would not be considered.

Mr. Shiva Prakash Adhikari highlighted the selection methodology and importance of submission of all the required documents as mentioned in the RFQ and TOR sections. He also highlighted the requirement of complete submission on or before the submission deadline via email by following the instructions of the RFQ.

The meeting was adjourned in agreement that all the discussion points will be uploaded in the UNDP website.