

PRE-BID MEETING MINUTES

RFP for Supporting e-payment of cash transfer to eligible beneficiaries in Bac Kan and Dak Nong provinces by a national consultancy firm/institute/organization

(Ref. 2-201001)

Time and date: 10.00 am, 9 October 2020

Venue: Zoom meeting

Participants:

Ms. Luu Ngoc Diep, UNDP Procurement Associate

Mr. Doan Huu Minh, 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:

1. Preparing proposal:

- Attention should be paid to the **Evaluation Criteria and Submission checklist of the RFP** for proposals preparation and submission.
- 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%. Only technically qualified proposals are considered for financial evaluation. Bidders who don't meet the mandatory requirements are not considered for any further evaluation.
- Bidders should refer to the **evaluation criteria** in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposals relevant information, proof/evidence they have for each criterion.
- Bidders should check the Submission check-list (Annex 5) for all required documents in technical and financial proposals.
- Attention should be paid to the two below-mentioned criteria for Contract Award:
 - o Bidder confirms its full acceptance of the **UNDP Contract General Terms and Conditions** and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline;
 - o Bidder confirms its commitment to **submit the Performance Security of USD 140,000 from the bank in UNDP template upon the contract award** for contract implementation.

2. Details on Bid submission:

- **Submission deadline: Bidders should check the time and date indicated in eTendering system (Note that system time zone is in EST/EDT (New York) time zone)**
- There are three bid submission methods for this tender:

- By e-Tendering submission: Bidders should please visit the link below and insert the following information:
 - <https://etendering.partneragencies.org>
 - **BU Code: VNM10**
 - **Event ID number: 2-201001**
- By email submission: Bidders should send submission to the email address bidding.vn@undp.org
- By courier mail: **UNDP Office, 304 Kim Ma street, Ha Noi, Viet Nam**
- After submission, please send notification email (**without attachment**) to: procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted (in case submitted by email or courier mail). Notification email indicating the tender's reference number should be sent to this email address by submission deadline or right after you submit proposals.

II. QUESTIONS/ANSWER SESSION

Mr. Doan Huu Minh briefed about the background of the service before the Q&A session. Below is the session summary:

#	Query	Answer
1	Will the contractor need to establish the list of beneficiaries?	No, it won't. The list of beneficiaries will be identified and provided by local authorities with technical assistance from GREEN HTV, UNDP contractor. Based on the provided list, the contractor will upload all related information from the list into the e-registration software.
2	Will the contractor have to advance 50% of total \$140k to transfer the cash to identified beneficiaries?	No, the contractor needs to submit the bank guarantee for the amount of US\$140,000 in UNDP template after contract signing to receive cash from UNDP for transferring to the identified beneficiaries. Please read carefully payment terms (Section VIII – Payment Terms) on Pages 13-14 of the RFP for the payment milestones and conditions for each payment
3	Since the amount of USD 140,000 is not the contractor's income, it is impossible for the contractor to issue the official invoice to UNDP as per indicated in the Condition for Payment Release in the Payment Terms.	Bidders should include the Vietnamese financial regulations/policies, showing where it indicates that it is impossible to issue official invoice for that amount. Then bidders should separate the amount from other costs in its financial offer with clear notes about the additional documents they will submit for the disbursement of this amount in addition to those required in the RFP .
4	Can the bidder have phone numbers of UNDP officers to exchange information if any?	No, all questions/information will be exchanged via the provided email address of UNDP's contact person.
5	Shall the contractor have to instruct the beneficiaries to e-register themselves into the e-registration system?	No, the contractor just enters the hard copy list provided by local authorities and Green HTV into the e-registration system, to ensure all information from hard copy list consistent with the e-list.

The meeting ends at 11.00 am on 9 October 2020. These minutes will be posted on UNDP website for all bidders' access.