

PRE-BID MEETING MINUTES

RFP for Provisioning of high speed 1:1 Internet Connectivity at Green One UN House in Hanoi

(Ref. 2-201003)

Time and date: 10.00 am, 23 October 2020

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

Participants:

Ms. Luu Ngoc Diep, UNDP Procurement Associate
Mr. Ta Van Khieu, ICT Associate
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:

- **Submission deadline: November 04, 2020 (Hanoi time).**
- Proposals should be submitted via email to the address: Bidding.vn@undp.org
- Technical and Financial Proposals should be submitted in **separate emails. Financial proposals should be sent in both PDF and excel formats.**
- Maximum size per email: **30 MB**. Bidders can send several emails.
- **Two LTAs will be signed with the 1st and 2nd ranked bidders** for one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance.
- Evaluation method: **Combined Scoring Method** will be used with 60%-40% distribution for technical and financial proposals respectively. Bidders should refer to the Evaluation Criteria table for proposal preparation.

II. QUESTIONS/ANSWER SESSION

Mr. Ta Van Khieu quickly briefed about the background of the service and advised that **there will be a change in the range of the bandwidth which is with step of 4Mbps from 44Mbps to 156Mbps**. A revised Request for Proposal reflecting this change will be distributed later.

The Q&A session is open and below is the summary:

#	Query	Answer
1	Is there any map for the installed internet lines?	Yes, the map will be distributed together with the meeting minutes and the revised Request for Proposal.
2	Will the list of requested IP be in IPV4 or IPV6? Will the ad-hoc bandwidth	The list of requested IP will be 64IP V4; The ad-hoc requested bandwidth will be for both of international and domestic

	request be only international or including domestic?	bandwidth. The service providers must provide monitoring tools on 24x7x365 basis and send monthly reports to the UN.
3	Will the internet be used for video?	The internet will be used for both data and video.
4	Are there any special requirements for the equipment?	No, there aren't.
5	How is the installation of optical cables?	Cables will be installed via two man holes in front of GOUNH to the Data Center.
6	Is there a list for the IPs mentioned in Item 2.5 & 2.6 of the Evaluation Criteria?	Bidders can refer to the provided list of IPs in the TOR.

The meeting ends at 11.00 am on 23 October 2020. These minutes will be posted on UNDP website for all bidders' access.