



United Nations Development Programme

Pre Bid Meeting Minutes for Provision of Travel Services to UN Agencies in Malawi on LTA Basis

Date: 23rd February 2021

Time: 9.30am (Malawi Time)

Mode: Virtual (Zoom)

Attendees:



Pre-bid conference call started with a short presentation. Refer attached Annexure 1 for presentation slides. Bidder asked the clarification question as shown below.

Clarification question One:

ITB indicates that bidder should have Tax Registration/Payment Certificate issued by the Malawi Revenue Authority evidencing that the Bidder is updated with its tax payment obligations. Is this statement valid, as bidding process also allows internationally bidders to participate?

Clarification question response:

Tax registration certificate is not only restricted to be issued by Malawi Revenue Authority. This tender process is open for international bidders to submit their bidders including tax registration certificate from their Revenue or appropriate authorities. Supplementary note



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and amended Invitation to Bid will be issued to allow international bidders meet this documentation requirements.

No further questions were asked and the pre-bid conference call ended.

Annexure One

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Invitation to Bid:

Provision of Travel Management Services to UN Agencies in Malawi on a Long-Term Agreement basis

Pre-Bid Conference
23rd February 2021

1

Agenda



- Purpose
- Introduction
- Review of Instructions to bidders
- Content of ITB document
- Examples of ITB Rejection
- Important Dates
- Administrative Requirements
- Questions and Answers

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2

Purpose



- The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect of the Invitation to Bid– Provision of Travel Management Services to UN Agencies in Malawi on a Long-Term Agreement basis.

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3

Introduction



Contact Details for submitting clarifications/questions during the bid period:

- Focal Person in UNDP: Tirnesh Prasad
- E-mail address: procurement.mw@undp.org, CC: tirnesh.prasad@undp.org

(Respond to clarification question(s) will be only provided for written clarification question(s), not through verbal clarification question(s)).

- Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Bidders

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4

Contents of ITB document



ITB Cover Letter:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
- Form A: Bid Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Bid
- Form F: Price Schedule

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5

Examples of ITB Rejection



- Failure to abide or follow Section 2: Instruction to Bidders.
- Do not meet minimum eligibility and qualification criteria.
- Insufficient documents submitted.
- If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.

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6

Important dates



- - Last day to seek clarification: 5 days before the closing date
- RFP Closing date: 11th April, 2021 (EST)
- Tentative start date 12th July, 2021

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7

Administrative Requirements



- Validity of Proposal : 90 days
- Language : English
- Currency : USD/MWK (Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at <http://treasury.un.org/operationalrates/OperationalRates.aspx>).
- **Mode of submitting bid is via e-tendering platform. No other form of bid submission will be accepted.**
- e-tendering instruction manual:
- <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

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8

Question and Answer Session - Discussion



- Question and answer session on Technical Details of the ITB.

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9



10