



Pre-Proposal Conference Minutes
Ref: UNDP-ITB-2020-031
Engagement of an Organisation to Provide Event Management Services in Karachi, Sindh
Held on 22 February 2021 11:00 HRS
Venue: Zoom meeting

The Pre-bid meeting was organized by UNDP for the subject Invitation to Bid, following members presented UNDP in the Pre-proposal meeting:

1. Mr. Amanullah Khan, Programme Officer- Police (PACT), UNODC
2. Ms. Bushra Hussain, Procurement Officer, UNODC
3. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office.
4. Ms. Ms. Pramila Tripathi, Associate Procurement Officer, UNDP-Country Office.

During Pre-bid meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

Question #01: Who will design the training material and what is the estimated quantity?

Answer: The vendor does not need to design the material. UNODC Communication department will provide basic template of the design. Only printing/photocopying of modules, handouts, certificates, stationaries etc as mentioned in the price schedule should be provided by the bidder as one unit (per head package)

Question #02: In case of accommodation, what category of hotel is required.

Answer: The requirement of accommodation and food is mentioned in the TOR. Preferably three-star on dual occupancy within Karachi and Lahore is required.

Question #03: In case of Advance Investigation course, as per the TOR, tickets will be provided by UNODC. How about food and accommodation.

Answer: Except for the ticket, all other facilities should be provided by the bidder including food and accommodation at Lahore.

Question #04: The price schedule does not have a separate line for admin cost. How this can be built in the financial proposal

Answer: As per the note in price schedule, bidders should include all admin/operational costs in the per unit rate requested in the price schedule.

Question #05: As per the TOR and price schedule, bidders are supposed to provide videography and photography. What is the requirement for this and how long should be the videography?

Answer: Yes, photography should be from every session and in case of videography, around 2 min video should be provided for visibility. Bidders can capture short clips from every session and combine into one video.

Question #06: What about during the Ramadan, do we continue the training even if people are fasting.

Answer: Yes, the training will be continued during the Ramadan and vendor should provide food to those who do not fast.

Tahir ul Islam

Muhammad Tahir ul Islam
Procurement Officer
UNDP-Country Office
Islamabad

Pramila Tripathi

Pramila Tripathi
Associate Procurement Officer
UNDP-Country Office
Islamabad

Amanullah Khan

Amanullah Khan
Programme Officer-Police (PACT)

Bushra Hussain

Bushra Hussain
Procurement Officer, UNODC