

Pre-bid conference meeting minutes
RFP-2020-070 "Provision of services on development and implementation of comprehensive measures for integrated pasture management to reduce threats to the forest ecosystems of Altay, western Tien-Shan, Sharyn and Syrdarya rivers"

Venue: zoom platform

Date and time: February 25, 2021, 11:00 pm (Nur Sultan time)

Before the start of the "Questions-Answers" session, UNDP project expert Akmaral Agajayeva informed about the objectives, tasks and stages of the work on the announced tender, described the general requirements of the Terms of Reference, which is in the public domain, commented on the expected results for each of the pilot sites.

Explanations for the questions asked by potential Bidders are below:

Issues from potential bidders	UNDP response
1. Annex 2B lists staff services, but no administrative costs (e.g. report printing, scanning, paper, and other related costs). Can we include administrative costs to the "Unforeseen Expenses" line?	The Financial Offer Form (Annex 2B) is designed for general convenience, reflecting the costs required to implement this assignment. If you do not see the necessary line among the listed costs in the Annex, you can specify additional costs with a mandatory description of them.
2. Can we include 3% of the total of our price in the "Unforeseen Expenses" line, in case the prices for goods and services will rise from the moment of submission of the financial offer?	According to the Request for Proposal, one of the important requirements is confirmation from the bidders on the minimum 90-days period of validity of their technical and financial offer. Thus, the amount of the financial offer remains unchanged for 90 days and is not subject to change regardless of price changes in the market.
3. Are there any preliminary stakeholders (mayors, farmers, land users) in the implementation of projects?	As noted in the Terms of Reference, the UNDP has conducted preparatory work with local partners at all four pilot sites (rural districts, local population, forestry, land users, etc.) to identify problematic issues. Partners and beneficiaries have been informed of planned joint initiatives for sustainable pasture management.
4. What documents support the creation of 4 public councils for sustainable pasture management?	The establishment of Public Pasture Councils is regulated by the Law of the Republic of Kazakhstan «On pastures». In general, at the local level, the establishment of Community Councils is initiated by the local executive authorities. The supporting document may be the protocols on the establishment and composition of the Public Pasture Council. It is important that the councils include women to ensure equal participation of all parties.
5. Who agrees comprehensive pasture management plans with the relevant thematic maps?	According to article 8 of the Law of the Republic of Kazakhstan «On pastures» approval of the Pasture Management Plan falls within the competence of the local representative body of the district (Maslikhat). At the same time, the management plan developed for each pilot rural district needs to be agreed upon with all local stakeholders (akimats of pilot districts, local population, farmers, forestry etc.). Article 13 of the Act lays down the basic requirements for the content of the Pasture Management Plan.

<p>6. What are the financial limits for this project? For example, the flooding of the pre-mountain pastures of the Kara Dala?</p>	<p>Bidders independently calculate the budget for this task. For their convenience, Annex 2B provides a list of costs: personnel services, equipment, services, travel count, etc. UNDP does not set any limits⁴ your financial offer should be formed on the basis of market analysis and on the calculation of costs for the implementation of activities according to the Terms of Reference.</p>
<p>7. Is there a time frame for the purchase of equipment?</p>	<p>In order to arrange the purchase of equipment or services you have to refer to the Terms of Reference (table "Expected Results"). The first result it should be the organization of cattle rearing to pasture areas, thus purchasing of 4 sets of 6 cable yurts with mobile solar stations (0.5 kW) and 1,500 kg of perennial seeds for timely spring planting at the Kaskasu site as the first priority. And so on for the rest of the results.</p>
<p>Currently, 87.9 million hectares of pasture lands are not used in Kazakhstan. Have you covered all regions of Kazakhstan? Why was the mountainous area chosen?</p>	<p>Let me point out that UNDP operates locally in three regions. The UNDP Forest Ecosystem Conservation Project operates in three pilot areas: East-Kazakhstan Oblast (Altai and Saur-Tarbagatay territory); Turkestan Oblast (West Tien Shan) and Almaty Oblast (North and Central Tien Shan). Pilot pastures have already been identified as part of the preparation of the project document.</p>

UNDP once again draws your attention to the requirement of protection of the financial offer by password (Annex 2B)!!!

Service providers are required to independently set a financial offer password and send among other documents to participate in the tender. The password to the Financial proposal shall not be disclosed until a formal request has been made by UNDP. Companies that provided a financial proposal without a password would be automatically disqualified and excluded from the tender.

We remind you that the deadline for submitting proposals for the contest is **March 08, 2021 to 6 p.m.** Nur Sultan time.