

**Pre-Proposal Conference Minutes**  
**Ref: UNDP-RFP-2021-36**  
**Engagement of Organization/Firm for Conducting Social Entrepreneurship Awareness Sessions for 3,000 Youth in Khyber Pakhtunkhwa & Social Enterprise Workshops for 400 Youth Nationally**  
**Held on 26 February 2021 10:00 -11:30 HRS**  
**Venue: Zoom meeting**

The Pre-proposal meeting was organized by UNDP for the subject Request for Proposal, following members presented UNDP in the Pre-proposal meeting:

1. Mr. Akbar Khan Durrani/ Youth Employment and Private Sector Development Specialist
2. Mr. Jehangir Ashraf, Youth Economic Empowerment Officer
3. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office
4. Mr. Israr Ahmad, Admin and Finance Officer

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

**Question#01: Is Joint Venture allowed under this RFP?**

**Answer:** No, joint venture is not allowed under the subject RFP.

**Question#02: What will be the total time frame of the contract and can a proposer propose different timelines for each deliverable mentioned in the RFP?**

**Answer:** The total duration of the contract will be 11 Months effective from the date of signing of contract and work plan. Yes, the proposer can proposed change the timelines of the deliverables but keeping in consideration that Social Enterprises Awareness sessions in Khyber Pakhtunkhwa are to be completed in any case by Aug-2021 and Social Enterprises Bootcamps by Feb-2022.

**Question#03: In RFP under Section: 5 Terms of Reference, the duration of project is written as Apr-2021 to Dec -2021 at one place and Apr-2021 to Feb-2022. Please clarify.**

**Answer:** The total duration of the contract will be Apr-2021 to Feb 2022. The dates have been synchronized in the revised updated version of the RFP uploaded named as; "Revised Corrected RFP".

**Question#04: The RFP states; The organization must have minimum 5 years of experience of conducting trainings/workshops for social enterprises, with strong linkages with the industry and academia. Demonstrated experience of providing incubation / acceleration services required. How these 5 years will be calculated?**

**Answer:** The overall experience will be calculated from the date of registration of the proposer and the relevant experience will be calculated within the period of registration and total no of contracts period will be added, however where there is duplication that period will be considered once in total relevant duration.

Hence, if a company is registered for more than 5 years but has similar multiple contracts being implemented during an overlapping period of less than 5 years, that will not be considered as compliant experience and will be considered as not meeting the required criteria.

E.g. Company X was awarded 5 unique one-year contracts in 2019 for conducting SE bootcamps; this will not be considered as a five-year experience as the contracts were all implemented in same year and the experience cannot be added.

**Question#05: Under the Social Enterprises Awareness Sessions, it is mentioned that contractor will have to conduct one day awareness session in the universities. What should be the duration of that one-day session?**

**Answer:** It should be ideally 4-5 Hours session.

Israr Ahmad

*[Signature]*

*[Signature]*

**Question#06: Under the Social Enterprise (SE) Bootcamps, whether each bootcamp has to cover all thematic areas as mentioned in RFP or a complete bootcamp should be based on a single thematic area?**

**Answer:** Each bootcamp should be based on a single thematic area as mentioned in RFP i.e. Health, Education, Climate Change, etc. related to a particular SDG.

**Question#07: In RFP under Form G "Financial Proposal Form" and under section; B. Social Enterprise (SE) Workshops – Pakistan, the budget line # 1 is "Field Visits to partners universities, BICs & NICs." Is it applicable to the Social Enterprise (SE) Workshops/bootcamp's activity?**

**Answer:** Yes, this budget line has been provisioned for the proposer's outreach to the partners for the bootcamps. However, it is not related to the number of institutes, as mentioned under the financial cost table, but to the number of bootcamps. The changes have been made in the financial cost table and reflected in the revised version of RFP uploaded as; "Revised Corrected RFP" and in Soft Copy of FORMs.

**Question#08: As the proposal submission is electronic, therefore, for submitting Bid Security (in original) please provide name/address of the receiver through courier.**

**Answer:** Original proposal security should be sent to UNDP office at following address.

UNDP-RFP-2021-36  
UNDP Registry, Quotation/Bids/Proposals  
United Nations Development Programme  
Serena Business Complex, 2nd Floor, Khayaban e Suharwardy, G-5/1,  
Islamabad, Pakistan  
Tel: 051-8355664 Fax: 051-2600254-5

**Question#09: in case of award of contract , will selected bidder submit the Performance security from Bank?**

**Answer:** in this case the performance security will be in shape of Performance Bond that will be issued from A rated Insurance Company. The template in the RFP has been revised for Performance Bond.

**Question#10: If bidder provides two similar nature of contracts instead of three(03) against the eligibility and qualifying criteria will it be accepted, or bidder will be removed from the competitive process?**

**Answer:** As this is part of mandatory criteria of eligibility and qualifying evaluation s incase bidder cannot provide three contracts/POs the bidder will not be considered for evaluation.

**Question#11: Can bidder propose changes in units of Financial Table.**

**Answer:** Proposer's are not allowed for any change in the units of the Financial Table.

**Question#12: The trainer required under the subject RFP should be on payroll of the proposer or they can propose CVs of retainer trainers on their company panel?**

**Answer:** The proposer can propose both, the payroll staff or retainer trainer. However, in case retainer trainer is proposed, consent letter from the retainer trainer (of including his CV in the proposal for the subject RFP) will also be required in addition to the CV of the trainer.



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