

Minute of Pre-Bid Meeting for UNDP-RFP-2021-040 Urban Planning Firm

Date & time: 18th March 2021, 3:00PM

Participants:

- 1) **Mariam Khan, Senior Town Planner, NESPAK**
- 2) **Mehtab Ahmed Qasim Urban Planner/BD manager-Shehersaaz Pvt Ltd**
- 3) **Hameed Ul Hasan on behalf of Creative Engineering Consultants, Peshawar**
- 4) **Danish Riaz from MMP**
- 5) **Saima Feroz-Procurement Officer, Gul Muhammad-Program Officer and Noor Rehman-Procurement Assistant MAGP UNDP**
- 6) **Seemab Rashid-Sr. Procurement Associate UNDP**

Below is questions asked by the participating firms and answers provided by the UNDP team.

Question 1) Does 90,000 Dollar threshold is accumulated for all the previous contracts

Answer: USD 90,000/- is the threshold for each contract.

Question 2) Regarding the certifications of the firms, what is the criteria for firms to apply for this RFP?

Answer: The firm must be registered with **Pakistan Council of Architects and Town Planners (PCATP) and or Pakistan Engineering Council(PEC).**

Question 3) Selections Criteria in some of the personnel profile is not specific e.g Behavior change Communication Specialist.

Answer: Any relevant degree or qualification related to the required field would be considered. The field is very specific and consideration will be given to the required experience along with the relevant degree.

Question 4)? Can you alter the Percentage of Technical evaluations and Financial evaluation from 70/30 to 80/20 or 90/10?

Answer: No, UNDP has its standard evaluation criteria and the scores are reasonably assigned.

Question 5) If a firm has presence in the required locations, does it still require to make another office specific for this project?

Answer: If the firm has presence in the project location and if the existing office provides for the space and resources required for this Project, it does not need to have a separate Project office and will be given the due weightage as per the evaluation criteria.

Question 6) As per 1.4 of the evaluation criteria Quality of final reports produced in previous contracts completed in past 5 years. Copies of or links to at least 3 finalized reports approved by clients are required. These Report are confidential in nature and the firms need to seek permission of the Clients which is likely not to be granted due to the confidentiality involved.

Answer: The firms can share Master plan or the reports as an evidence of the quality of work they have done in the recent past.

Question 7) Clarification is required for the number of days anticipated for Deputy team leader?

Answer: Deputy Team leader is expected to have a total number of **110 days** availability over a period of one year.

Question 8) Can the firms alter the number of working days for each consultant and tailor according to the firms proposal?

Answer: No, working days of the consultant are to be kept constant as UNDP anticipates these number of working days on the basis of its estimation. The firms, however, can adjust their unit costs for each day, each consultant if they are anticipating a different number of working days. UNDP would like to keep the standard to evaluate the proposal impartially.

Question 9) Will UNDP provide security to firms?

Answer: The firms will be responsible for the security of its premises and staff traveling to the field for the execution of the project activities. UNDP will not hold the responsibility of the security of the contracted firm at all.

Question 10) Will UNDP extend the deadline to submit proposal upon request?

Answer: **Yes, As discussed internally the deadline for submission of the proposals has been extended to 12:30 29th March 2021.**

Question 11) Can UNDP change the advertised evaluation criteria?

Answer: The Criteria, UNDP has advertised is well scrutinized by the experts and cannot be altered **except for the changes mentioned in this Minutes of the meeting.**

Question12) Due to the security reasons the contracted firm might face delays in the implementation of the project activities. Is there any chance of extension of contract date?

Answer: The project has committed funds until the April 2022. However the duration of the contract would be until 28th Feb 2022.

Question13) Can UNDP appoint its staff for coordination with Govt. & MAGP counterpart?

Answer: Before signing off the contract, a pre-award meeting will be conducted, and all such relevant information will be discussed and documented.

Question no 14) What are boundaries for satellite imageries and urban planning?

For the boundaries of the Urban center, we will use Satellite imageries for the current urban areas and the expected expansions for the next 15 years.

Question no 15) Can the firm exclude the Admin cost from its proposal?

Answer: UNDP has mentioned the admin costs in the financial forms. However, 7% is the maximum any participating firm would like to propose. Some firms embed these costs in their unit prices which makes it difficult for the evaluator to compare the unit prices with other proposals. Hence it is recommended to mention it separately.

Question no 16) Clarifications related to the costs of Satellite Imagery or workshops?

Answer: Subcontracting is not allowed on UNDP contracts. Firms may require data from external sources and may pay accordingly for small occasional services. UNDP will make payment against the deliverables as per the costs provided in the financial proposals.

Saima Feroz

Saima Feroz
Project HR & Procurement Officer
MAGP-UNDP

Gul Muhammad

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Project Officer
MAGP-UNDP

Seemab Rashid

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Senior Procurement Associate
UNDP