

Pre-bid Meeting & Site Visit Record

Request for Proposal

RFP/2021/06: Consulting services for Development of Gender Sensitive Local Municipal Solid Waste Management Plans

Date: 24th March 2021
Time: 12:00-13:00 PM
Venue: MS Teams Online Meeting

1 PRESENTATION

After having companies introduce themselves, UNDP-Jordan gave a detailed presentation of the RFP document:

RFP consists of following documents:

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

2 ATTENDEES

The meeting was attended by the interested entities with UNDP representatives.

3 QUESTIONS AND ANSWERS

During the Prebid meeting and site visit, the following questions were asked by the bidders:

#	Questions raised during meeting	#	Answers
Q1	Within the joint venture, is the main partner allowed to be registered outside of Jordan?	A1	Yes, but should be registered at the country of their operations (the bidder shall share relevant documents in their bid), and should either have a local partner, or at least be allowed to work in Jordan according the national laws.
Q2	Are the 120 days for each municipality enough to assign the sites for composting plants and recycling centers?	A2	Yes, the assignment of all SWM infrastructure locations for investments (sorting centers...etc.) should be planned within this period and in accordance to the requirements of the ToR and the relevant national regulations, however, the exact sites of each one is not required, rather the allocation of area/neighborhood/blocks is the one required rather than the exact land of the actual project (this is similar in principle to the designation process of areas/blocks at municipality for housing, factories, commercial, agriculture...etc. areas)
Q3	It is mentioned that all documents shall be submitted to the UNDP in English, while it mentions in other place that deliverables should be both in English and Arabic. Which one is the correct, and which one should come first?	A3	The communication with UNDP should all be in English, the deliverable should be both in Arabic and English, Arabic version will come first to facilitate local partners revision and approval of the deliverables by them and the UNDP, and then translated to English and submitted to the UNDP. (Note: all copy rights of the reports shall belong to the UNDP under this assignment).
Q4	The exchange rate of USD to JOD is given, and then referred to the one published on the first of April 2021, which one is applicable?	A4	The 0.708 exchange rate mentioned in the RFP is the one that will be applicable (which is also the same as the one assigned for April 2021 by the UN).

#	Questions raised during meeting	#	Answers
Q5	Will there be an extension of submission period for offers?	A5	Not yet decided but could be considered if few bidders send a request for such an extension and found to be reasonable. (Update, the deadline was extended till 7 th of April 2021 as will be shown on the website)
Q6	Will the international experts be allowed to be nationals of Jordan but with international experience?	A6	Due to the cOVID-19 travel restrictions, the UNDP will approve Jordanian nationals with adequate international experience to be assigned for the international experts' role in the ToR. (Team Leader and the Recycling Expert)
Q7	What is the NTP for each municipality, and how is this reflected on the team members involvement of the consultant? Would the Team Leader for example be involved for 4 months only for all municipalities, or 4 months for each?	A7	The total duration of the municipalities plans development completion was planned to be completed on stages, but to reduce the financial costs, the plans NTPs for all municipalities will be issued at the same time, and the total duration for the completion of the whole contract will be reduced from 10 months to 4 months, which will reduce the duration of the bidder's staff duration of involvement. The team members duration of involvement indicates the minimum level of effort and cumulative involvement periods in the assignment.

4 PREBID SUMMARY

The bidders were informed of project background, UNDP relevant procurement regulations, and the ToR scope of work and requirement. There were 7 core queries that were answered during the meeting.

5 CLOSURES

The pre-bid meeting was adjourned on Wednesday 24/3/2021 at 13:00 pm.