



United Nations Development Programme

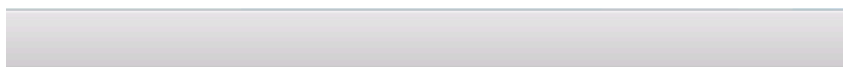
- *Pre Bid Meeting Minutes for Provision of Security Services to UN Agencies in Malawi on a Long-Term Agreement basis.*

Date: 16th April 2021

Time: 10am (Malawi Time)

Mode: Virtual (Zoom)

Attendees:



Participants (2)



Tirnesh Prasad (Host, me)



Galaxy Note10



Pre-bid conference call started with a short presentation. Refer attached Annexure 1 for presentation slides. Bidder were invited to ask questions but no questions were asked and the pre-bid conference call ended.

Annexure One



Invitation to Bid:

Provision of Security Services to UN Agencies in Malawi on a Long-Term Agreement basis

**Pre-Bid Conference
16th April 2021**

Agenda



- Purpose
- Introduction
- Review of Instructions to bidders
- Content of ITB document
- Examples of ITB Rejection
- Important Dates
- Administrative Requirements
- Questions and Answers

Purpose



- The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect of the Invitation to Bid – Provision of Security Services to UN Agencies in Malawi on a Long-Term Agreement basis.

Introduction



Contact Details for submitting clarifications/questions during the bid period:

- Focal Person in UNDP: Tirnesh Prasad
- E-mail address: procurement.mw@undp.org, CC: tirnesh.prasad@undp.org

(Respond to clarification question(s) will be only provided for written clarification question(s), not through verbal clarification question(s).

- Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Bidders

Contents of ITB document

ITB Cover Letter:

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

Examples of ITB Rejection



- Failure to abide or follow Section 2: Instruction to Bidders.
- Do not meet minimum eligibility and qualification criteria.
- Insufficient documents submitted.
- If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.

Important dates



- - Last day to seek clarification: 5 days before the closing date
- ITB Closing date: 16th May, 2021 (EST)
- Tentative start date 1st July, 2021

Administrative Requirements

- Validity of Proposal : 90 days
- Language : English
- Currency : USD/MWK (Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at <http://treasury.un.org/operationalrates/OperationalRates.aspx>).
- **Mode of submitting bid is via e-tendering platform. No other form of bid submission will be accepted.**
- e-tendering instruction manual:
- <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Question and Answer Session - Discussion



- Question and answer session on Technical Details of the ITB.

