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
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


• 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 on Technical Details of the ITB.