Building Municipal Capacities for Project Implementation

**REQUEST FOR PROPOSALS 33/2021 –**

Development of Feasibility Study for optimal public transport network
and system for the City of Veles

**MINUTES OF PRE-TENDER MEETING, 17-MAY-2021**

The meeting began at 11:10. In attendance were:

* Representatives of 4 (four) potential bidders (“Attendees”)
* Diane Kefalas, Ramboll (DK) – Veve-Ramboll consortium for this RFP
* Ginevra Rossetti, Rina Consulting, Rome (IT)
* Ildikó Szabó, Ramboll (DK) – Veve-Ramboll consortium for this RFP
* Larysa Gasukha, Dornier Group, Berlin (DE)
* Mienke Knipe, GoAscendal, Capetown (ZA)
* Trajche Andreevski, Veve Group, Skopje (MK) – Veve-Ramboll consortium for this RFP
* From UNDP: BMCPI Project Manager, two Project Assistants and National consultant- RFP design expert.

The meeting involved a short discussion focused on practical aspects of the bid preparation, with the following inquiries from Attendees:

1. **Is it possible to know the financial ceiling for this tender?**
	* As per UNDP procurement rules, we never disclose the budget available.
2. **Is it possible to extend the project duration taking into consideration that it is a complex project and may require more than 5 months to be completed?**
	* UNDP estimated that for preparation of this project a period of five months is sufficient, and it cannot be extended at this moment. However, if any obstacles occur during the implementation, upon submission of justifiable request by the company, UNDP may consider extension of the duration of the project.
3. **Given the complexity of the project, and the limited time to submit a quality proposal, is it possible to extend the deadline for submission of proposals for quotation?**
	* The deadline for submission of proposals for quotation is 31-May-2021. Considering the overall project timeline, we are not in position to extend the submission deadline.
4. **We are wondering if you can elaborate more about modeling activities, transport modeling if there are any, because we need to review the existing module, a span of the technical documentation to review as per Task 5 (*Define improvement measures of the current public transport network in at least two options)*?**
* The Municipality has already conducted a transport study and plan for urban mobility – the document called” Plan for sustainable urban mobility in town Veles”. Transport model as a mathematical model, which combines road infrastructure, traffic network and daily or hourly travel in relation to traffic demands till 2030, is an integral part of the document. The public transport utility is not owned by municipality it is managed by a private operator. To assist companies in preparing their offers, UNDP posted the two existing documents in possession of the Municipality of Veles:
* POUM for Veles 2019-2030 (MK)
* SUMP for Veles 2019-2030 (EN)
* Smart City Veles 2019-2030 (MK)
1. **Can we expect from the consultant engaged by the company to develop the Task 5 or it should be a review?**
* The deliverable for Task 5 should include a review of the existing documents for basic two concepts (bus subsystem & bus and rail subsystem) including recommendations regarding updating of the concept models methodology or recommendations for improvement of the public transportation system.
1. **What kind of activities should we plan regarding stakeholder engagement?**
* The major stakeholders are the Municipality of Veles, the schools and the hospital as well as neighboring municipalities (Chashka and Lozovo). The municipality will provide logistical support for meetings and workshops that will be conducted (but not financial support). Regarding stakeholder engagement activities there is not any specific requirement by UNDP, it mostly depends on companies proposed methodology.

1. **If we have to expect that the majority of documents should be in Macedonian?**
* Final deliverables should be written in Macedonian and English (as explained in the Terms in Conditions)
1. **Regarding the onsite presence of the project time, in the context of Covid-19 pandemic circumstances, could you be more specific what are the requirements for presence onsite, can the project team work remotely?**

The work does not require full time onsite presence. However, activities described in Task 3 should be performed onsite.

1. **As it is required to submit deliverables in Macedonian language and it is not specified requirement for experts to know Macedonian language, can we engage a team of experts that doesn’t speak Macedonian language?**
* UNDP advises the companies to provide their own interpreters and translators to successfully complete the work defined in the TORs. This should be included in bidders’ financial offers.
1. **We can submit our questions 5 days prior to the deadline of the request for proposals, is that correct?**
* Yes, companies can submit their questions related to the RFQ until 5 days prior to the deadline for submission of proposals.

Based on the above, **UNDP shall:**

* **complete the required inquiries;**
* **update the RFP information accordingly;**
* **publish the update on its website,** and
* **promptly notify all attendees.**

The meeting was adjourned at 11:40.

Attended by::

Emira Lama,
Project Assistant

Control & Approval:

Jovanka Stojanova,
Project Manager

Control & Approval: