

**Pre-Proposal Conference Minutes****Ref: UNDP-RFP-2021-147****Long Term Agreement for the Provision of Internet Services to UNDP Country Office, Sub Offices and Project Office****Held on 18th May 2021 11:00 HRS****Venue: Zoom meeting**

The Pre-bid meeting was organized by UNDP for the subject Request for Proposal. Following members from UNDP were present in the Pre-proposal meeting:

1. Mr. Shahid Farid, ICT/CP Analyst, UNDP
2. Mr. Khalil Munir, ICT Associate, UNDP Country Office
3. Mr. Jehanzeb Aftab, Premises Management Officer, UNDP-Country Office
4. Ms. Ms. Pramila Tripathi, Associate Procurement Officer, UNDP-Country Office

Following Companies/Firm confirmed their participation and were presented for the Pre-proposal meeting:

1. COMSATS
2. ZONG (4G)
3. NEXLINX NETWORKS (PVT.) LIMITED

During Pre-bid meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

Question #01: Information Regarding Tax is not mentioned in the financial proposal. Please confirm whether the financial proposal should include the taxes

Answer: Yes, the financial proposal should be inclusive of applicable taxes. Revised financial proposal template will be uploaded together with pre-bid meeting minutes

Question #02: Please confirm if the bidders can apply for only one package or is it mandatory to apply for both packages.

Answer: Partial bid is not allowed. However, UNDP will award contract to one or more Proposers, depending on the following factors mentioned in the bidding document:

In order to ensure that UNDP has different companies for primary and backup internet links, a) UNDP will award a Package 1 (Primary Internet Link) to a proposer who obtains highest combined score for both the packages 1&2, b) UNDP will award the package 2 to the proposer who obtains second highest combined score for package 2

Question #03: Is it possible to extend the submission deadline for one week in view of EID Holidays?

Answer: Noted and yes, the submission deadline will be extended until 2 June 2021

Question #04: Kindly share the coordinates of all sub offices.

Answer: Co-ordinates of sub-offices:

UNDP Country Office

Address:	UN Common Premises, Serena Business Complex, G-5, Khayaban-e-Suhrawardy, Islamabad.
GPS Coordinates:	+33.71745 +73.10041

UNDP Sub Office Peshawar

Address:	8-C, Railway Road, University Town, Peshawar
GPS Coordinates:	+33.99189 +71.49989

UNDP Sub Office Quetta

Address:	9-B, Chaman Housing Scheme, Airport Road, Quetta
GPS Coordinates:	+ 30.22402 + 67.00080

Question #05: is there any flexibility in the medium of connectivity? Is fiber necessary for all sub offices or wireless connection can be used in case of Quetta and Peshawar?

Answer:

Requirement is one media (main link) will be on Fiber for sub-offices as well.

Question #06: There is no information about SLA mentioned in the bidding document regarding bandwidth performance.

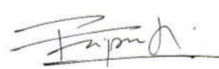
Answer: requirement for UP time will be 99.99 Percent up time. The both link MRTG will share by ISP and ICT team will monitor the performance 24/7

Question #07: The requirement of web services and VPS is only in the Islamabad or also for other sub offices?

The requirement is on demand basis, if any of UNDP Clients (projects or other agencies in common premises) need this service the LTA rates from selected service Provider will be used for issuance of contract.



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