



















7<sup>th</sup> June 2021

## Pre-Bid Meeting Minutes

### *Request for Proposal Consultancy Services for Consultancy Services for Preparation of a GCF Funding Proposal package*

**Mode:** Virtual – Zoom **Time:** 3pm

**Attendees:** Five Official from UNDP and 1 bidder (BASE). Refer below attendances list from zoom.

Participants (6)		
	Tirnesh Prasad (Host, me)	 
	Mateo Salomon	 
	Abdullah Alkulaib	 
	BASE Basel Agency For Sust...	 
	Jana Koperniech	 
	Shamiso Kacelenga - UNDP...	 

#### **A. UNDP**

UNDP presented in form of a PowerPoint presentation on the administrative requirements of Request for Proposal. Refer Annex 1 for presentation slides. Followed by a brief outline of what the Request for Proposal was about and required as summarized below.

- As part of helping countries advance universal health coverage (UHC) while protecting the environment, UNDP is spearheading since 2017 the Solar for Health (S4H) programme.

- Through this initiative, UNDP has supported countries to install up to 900 solar photovoltaic systems at health centres and storage facilities located in poor and hard-to-reach areas across 11 countries.
- This programme seeks to provide sustainable renewable energy services to over 3,002 rural and urban public health facilities in five Sub-Saharan African countries: Liberia, Malawi, Namibia, Zambia, and Zimbabwe, improving health care access for almost 33 million people and reducing more than 1 million tCo2eq.
- The programme will utilize innovative, scalable private sector led business and financing models to ensure the affordability and sustainability of the provision of renewable energy services to health facilities.
- The programme will further deliver data and information trends of climate induced diseases in integration with existing climate information service systems in the five beneficiary countries, improving the adaptive capabilities of the beneficiaries on climate change induced effects on health.
- One of the potential donors for this programme is the Green Climate Fund (GCF).
- The GCF is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change.
- The GCF plans to fund programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation.
- To access funding from the GCF, UNDP as the lead accredited entity, aims to engage the services of a qualified consulting company with experience in GCF processes to conduct technical studies and support the development of a GCF funding proposal package, including annexes and support the required revisions to the funding proposal package during its processing.

## ***B. Bidders***

### **Discussion Points:**

#### **Q1: Would UNDP accept bidder partnering with local partner to develop proposal or bidder needs to develop proposal on their own?**

A1: It's up to the bidder to choose. RFP allows consortium or association. However, it would be a good idea or approach to partner with local firm(s), which would assist in Engagement with the key stakeholders in the field in order to complete this consultancy.

No further questions were asked, and the pre-bid conference meeting ended.



*United Nations Development Programme*

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# Annex 1



# **Request for Proposal:**

## **Consultancy Services for Preparation of a GCF Funding Proposal package**

**Pre-Bid Conference  
7th June 2021**

# Agenda



- Purpose
- Introduction
- Review of Instructions to bidders
- Content of RFP document
- Examples of RFP 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 Request for Proposal– Consultancy Services for **Consultancy** Services for Preparation of a GCF Funding Proposal package.

# Introduction



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

- Focal Person in UNDP: Tirnesh Prasad
- E-mail address: [procurement.mw@undp.org](mailto:procurement.mw@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 Proposers

# Contents of RFP document

## RFP 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: 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



# Examples of RFP Rejection



- Prices and other financial information disclosed in other place of bids instead of only being disclosed in the financial proposal.
- Technical and Financial proposal submitted as one document
- Financial proposal not password encrypted.
- 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
- RFP Closing date: 18<sup>th</sup> June, 2021 (EST)
- No Public bid opening will be done. It only applies to ITB.
- Tentative start date 26<sup>th</sup> July, 2021

# Administrative Requirements

- Validity of Proposal : 90 days
- Language : English
- Currency : USD (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:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

- **Technical and Financial proposal must be submitted or uploaded as a separate file.**
- **Financial proposal must be password encrypted.**

- UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document.
- The Proposer shall assume the responsibility for not encrypting the financial proposal.
- **Prices and other financial information must not be disclosed in any other place of proposal except in the financial proposal.**
- **Do not disclose your organization price in the e-tendering platform line items. You must put price as 1 in the system and provide the financial proposal as encrypted file as explained above.**

# Question and Answer Session - Discussion



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

