

Minutes of the pre-bidding conference Provision for Event management services for multiple UNDP Webinar Series and Events

Place: ZOOM

Date: 17 June 2021

Time: 14:30 to 15:30 (GMT+8)

Panel:

- a. Ms. Chin Su Ci, Communication Associate
- b. Ms. Laine Liew, Operations Associate
- c. Ms. Esther Chua, Operations Assistant

I. Introduction

UNDP Operations Team welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. Minutes of this meeting will be posted on UNDP websites, so all bidders can download.

In case bidders have queries after the pre-bid meeting, bidders should send queries to the contact details indicated in the RFP.

Below are some key notes on preparing and submitting bid:

1. Preparing proposal:

- Proposal validity: 120 days from submission deadline.
- Please refer to the "Description of Requirements-Criteria for the Assessment of Proposal. Evaluation criteria: in the RFP for UNDP requirements while preparing proposal.
- Bidders should provide, relevant information, proof/evidence they have for each criterion in their proposal
- The proposal should be submitted in the templates provided in Annex 2. Bidders should follow templates.
- Currency of the proposal is Malaysia Ringgit, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link:
<https://treasury.un.org/operationalrates/OperationalRates.php>
- Please refer to Annex 2 "Check list" to ensure all essential documents are included in the bid.
- Failure to accept UNDP General Terms will lead to disqualification of the company.
- Payment Terms will be 100% within 30 days upon satisfactory completion of Webinar event.

2. Bid submission:

- Submission deadline: 25 June 2021, 12:30PM (GMT+8) via email to procurement.my@undp.org.
- Financial proposal should be protected by password. The password details shall not be shared with Procurement or any other members until official request from Procurement Unit is received.
- The submission after deadline will be rejected.

- The submission should be supported with additional documents confirming qualification of the company, please refer for details to Annex 2 checklist.
- All Forms should be properly signed and stamped by authorized person.

3. Evaluation of proposals:

- Eligibility criteria provided in Description of Requirements-Criteria for the Assessment of Proposal.
- The evaluation method is based on Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).
- UNDP will award the contract to one or more Service Providers, depending on the factors that the main contractor to be awarded to the proposer obtaining the highest combined scores, and a backup contractor to be awarded to the proposer obtaining the second highest score.
- Qualification requirements set forth for the company and minimum required qualified staff to be engaged under this assignment are provided in detail "Terms of Reference - Professional Qualification of the Firm and Its Key Personnel with Competencies".

4. Financial proposals:

- The financial proposal shall be provided based on Basic Requirements and Rate card.

5. Questions/ Answer Session:

At the end of this presentation, there were some questions from participants and these were clarified as below:

#	Query	Answer
1	What is the duration of the event?	Please quote half-day and full day. Depending on the nature of event, some may last for a few hours, while others may be from 8.00 a.m. to 8.00 p.m.
2	What is the average number of attendees? What is the number of webinars across the year?	Attendees range between 100-150 pax. The number of events is uncertain. The preparation time is usually three to four weeks prior to the event.
3	What is the number of on-site participants for hybrid event?	When it is a hybrid event, only secretariat, working crew, and technical team will be on site. Usually no attendees will be on site due to adherence of SOPs. Typically, the number will be around 20 to 25 pax, depending on capacity of the venue based on SOPs.
4	What is the expectation on visual design?	Zoom Overlay with event branding is preferred as first choice for high-level policy dialogues. It is noted that zoom resolution might be a concern. In that case, UNDP will be willing to consider alternative option including virtual background as a contingency.
5	Under scenario C of TOR, will the technical team be required to present at command centre?	Yes, in the situation where UNDP employees are allowed to be working on site, the technical team will be expected to work with the secretariat on the event day in a command centre.

6	Venue information is required to quote internet connection more accurately.	If bidder may offer studio option, dedicated Internet line should be quoted if applicable.
7	How is breakout session designed?	High-level policy dialogues will usually not require breakout room. Certain meetings might have focus group discussion, where breakout room is required. Typically in that scenario, one facilitator and a rapporteur will be assigned to facilitate session in the breakout room. Depending on the nature of the event, sometimes the list of breakout room participants is already pre-determined and will need to be manually assigned on day of event, not auto-assigned by Zoom function.
8	What is the basis of financial proposal?	Quotation is per event and quotation shall be valid throughout the Long-Term Agreement period.
9	Will the registration be managed by UNDP?	Yes. However, bidder may list the service as one of the options under rate card.
10	Is there requirement to deliver lighting or equipment to participant's residence for virtual event?	Not necessary but the option may be included in rate card.
11	What should be included in rate card?	It is indicated in TOR (page 11). It is optional and bidder may provide additional listing.
12	Are there examples of past event? What is the equipment required?	https://www.youtube.com/watch?v=6hl1SYn36SU https://www.youtube.com/watch?v=Mjfsiv1mrLM https://www.youtube.com/watch?v=1sq4MonWHKo For live on-site panel discussion, some of the minimum setup includes one TV screen and two cameras (two angle). This will depend on the event requirement and you may include additional items in rate card.
13	What is the current challenge of event management?	The inability to be on site to ensure ease of communication and workflow within the team.
14	Should company profile cover solely webinar?	Please provide documents to demonstrate eligibility and competence.

Notes:

- Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
 - PSO: https://procurement-notice.undp.org/view_notice.cfm?notice_id=79486
- Questions on tender can be sent in writing to procurement.my@undp.org before 5 days to bids submission deadline.
- Bidders are allowed to participate in the tender even though you missed the pre-bid session.

The meeting completed at 15:30. This minute will be posted on website for an easy access

Useful information/links:

UN exchange rate: <https://treasury.un.org/operationalrates/OperationalRates.ph>