

## **Minutes of the Pre-Proposal Conference**

**Date & Time: June 24, 2021 at 1100 hrs.**

**Venue: Zoom Meeting**

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### **Request for Proposal (RFP) for Technical Assistance for Sustainable Finance Taxonomy Development RFP-060-IND-2021- Event #IND10 - 0000009587**

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#### **Participants**

##### UNDP:

- Karanraj Chaudri, Advisor, Social Impact Investments, South Asia/ India.
- Riya Saxena, Innovative Finance Associate
- Kaustav Sood, Research Analyst.
- Manikandan Srinivasan, Procurement Unit, UNDP.

##### Representatives of the following agencies attended the Pre-bid meeting:

- Sandip Keswani, KPMG Assurance and Consulting Services LLP.
- Manpreet Singh, KPMG Assurance and Consulting Services LLP.
- Neha Kumar, Climate Bonds Initiative.

#### **Proceedings:**

Mr. Karanraj Chaudri, UNDP welcomed the representatives of the participating agencies and provided an overview of the scope under the RFP. Subsequently, the agencies present raised various technical and commercial queries and UNDP's team provided responses.

Things to remember while submitting the bid:

1. Go through the UNDP user guide for bidders on UNDP website. In case of any clarification write a mail to the procurement focal point name given in the RFP document.
2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
3. Technical & Financial proposal is submitted on the letter head of the organisation and should be signed by the authorised person submitting the proposal.

4. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter.
5. Financial proposal must be password protected; further do not disclose price anywhere on the technical proposal / e-tendering portal. Otherwise, proposal will be disqualified.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Bidders had also sought clarification by email, the clarification of which are being provided in these minutes of meeting. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP.

The participants were informed that the minutes of the Pre-Proposal Conference would be uploaded on the eTendering Portal.

Mr. Manikandan Srinivasan from Procurement Unit – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agencies.

Clarifications requested during the Pre-Proposal Conference & sent via email; and UNDP's response attached as Annexure-1.

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RFP Ref./Description: RFP-060-IND-2021 (Event #IND10 - 0000009587) - “**Technical Assistance for Sustainable Finance Taxonomy Development**”.

Sl. No.	Query	Response
1	Has the Taxonomy Working Group and Secretariat been setup? Who are the constituent members? How is it different from the Ministry of Finance, DEA Task-Force on Sustainable Finance?	The Taxonomy Working Group and the secretariate are formulated under the leadership of the Ministry of Finance, DEA Taskforce on Sustainable Finance. The Working Group on the taxonomy development is being chaired by NITI Aayog and Ministry of Environment, Forest and Climate Change.
2	Have the sectors been identified for Phase 1 Taxonomy?	<p>The sectors have not been identified as yet, these would be figured out by the members of the Working Group on the Taxonomy development, however the scope of work has been limited to 4 sectors.</p> <p>There are 5-6 environment objectives and 5-6 social objectives that have been identified by the working group. Climate change mitigation and climate change adaptation and resilience have been narrowed down for the first phase of Taxonomy development.</p>
3	Request to consider a week's extension for the bid submission deadline.	The timeline for the assignment is on a tight schedule, an extension to submit bids would not be possible.
4	Please explain the financial proposal evaluation in the overall bid?	The technical weightage of the proposal is 70% and the weightage on the financial proposal is 30%. Only those who secure 49 will be taken up for financial bid. The bidder with the lowest score will get 30 marks. The ranking will be dependent on the following formula: (Lowest bid/ quote of bidder)*30
5	What does 90 day validity mean?	The proposal (technical + financial) submitted by the bidders should remain valid for 90 days.

**Please go through the weblink below for accessing the UNDP e-tendering user guide for bidders and video guide on how to register a bidder profile on e-tendering and video guide on how to submit a bid on eTendering.**

[UNDP eTendering User Guide for Bidders](#)

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

[Video Guide on How to Register a Bidder Profile on eTendering](#)

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

[Video Guide on How to Submit a Bid on eTendering](#)

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

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