



**Minutes of the Pre-Proposal Conference**

**Date & Time: July 13, 2021, at 1600 hrs.**

**Venue: Zoom Meeting**

**Request for Proposal (RFP) for**

**“SDG Partnership on Development Cooperation”**

**RFP-070-IND-2021 (Event #IND10 – 0000009728)**

**Participants**

**UNDP:**

- Jaimon Uthup, Policy Unit, UNDP
- Vidya Warriar, Policy Unit, UNDP
- Srilekha Chakrabarty, Health and Governance Unit, UNDP
- Manikandan Srinivasan, Procurement Unit, UNDP
- Ranjan Sinha, Procurement Unit, UNDP
- Pallavi Kashyap, Policy Unit, UNDP
- Farhan Khan, IT team, UNDP

**Representatives of the following agency attended the Pre-bid meeting:**

- Apoorva Singh, RMSI Pvt Ltd
- Arun Kapuria, Itech Mission
- Challa, Beehyv Software Solutions Pvt Ltd
- Kuberan, Beehyv Software Solutions Pvt Ltd
- Harekrishna, SDRS Pvt Ltd
- Mukul Mukherjee, RMSI Software India
- Nitin Srivastava, Velocity Software Solutions
- Ranjan Sharma, Velocity Software Solutions Pvt Ltd
- Piyush, Velocity Software Solutions
- Partha Ghosal
- Rekha Shukla, ASSIST Creative Lab

## **Proceedings:**

The presentation on SDG Virtual Platform was presented by Ms. Vidya Warriar and introduction on the RFP was given by Ms. Srilekha Chakravarty on SDG Virtual Platform which aims to support vertical and horizontal coherence recognizing the importance of knowledge sharing among local governments in the localization of SDGs and recovery from the economic and social impact of COVID-19 pandemic, engage in dialogues with academia, civil society and private sector and will support the national and sub-national governments- in knowledge exchange programmes and initiatives, engage with youth by organising IDEATHONS, rolling out of e-learning module and a certification programme on SDGs.

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. Just mention the value as '1'. Otherwise, proposal will be disqualified.
6. Please go through the eligibility criteria carefully.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP. It was also 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 agency.

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-070-IND-2021 (Event #IND10 – 0000009728) – “SDG Partnership on Development Cooperation”**

Sl. No.	Query	Response
1	Is there any relaxation on number of years of experience in eligibility criteria?	Minimum of 7 years’ experience is mandatory, and agency can think of consortium/joint venture.
2	Whether maintenance period is 7 months or 12 months?	The contract duration will be for 12 months which includes 5 months for development and 7 months for maintenance.
3	Two weeks’ time for security audit for phase – I and phase- II is less as security audit agency takes 3-4 weeks’ time to give approval.	The feedbacks can be shared during user acceptance testing and as per 4&5 deliverables of Phase – I, agency will have 5 weeks’ time to complete the process.
4	Should application be developed on IAAS Infrastructure as service?	Yes.
5	Does agency have to procure the Zoom/MS team accounts for Virtual events facilitated on this SDG platform?	For trainings, UNDP subscription/accounts will be used. Whereas the events should be hosted through the platform using integrating tool.
6	Are we allowed to use google docs/spreadsheet to create reports?	If there is some thing which can add value to the product and there is no alternative available in open source, only then we can use it.
7	Is there any preference/requirement given to bidders registered or based in India?	There is no condition as such and RFP is open for everyone.
8	For web based e-learning module, why do you want desktop module?	You must give us a module which can be accessible from anywhere.
9	Service Provider should have executed minimum two projects on e-learning platform development (using open source technology) which is LIVE at present and the total no. of hits is not less than 5000. Is this a mandatory eligibility criteria?	Yes, this is essential qualification.

10	Under scope of work for 'Notification', Is this an admin driven or data driven?	Yes, it will be admin driven notification.
11	On webinar part, will someone have to create the links for events?	No external links, it will be part of admin module. We will have a form wherein we can create the users and we also need an option for bulk upload of users.
12	Will conference handling be through the UNDP link?	We would prefer it to be the integral part of the system and not use of external applications.
13	Since the agency has worked on specific SDG goals related project, does it count as bidder has experience of working on project related to SDGs?	If your work shows that you are contributing towards SDGs, it will be considered.
14	Will UNDP provide SMTP/SMS services or we have to quote it in financial proposal separately?	We recommended you to include it as separate line item in financial proposal and give six months plan for this. However, the payment will be released as per actuals.
15	Will UNDP share the recording of the pre-bid meeting?	No. We will upload minutes of meeting on portal.
16	Page No - 14: Phase 1 and Phase 2 both include Security audit, handover of the security clearance certificate. Should we budget for a security audit twice?	Yes. But the overall tentative cost should be put as one line item. Payment will be done on actuals.
17	We have already handed over the source code for the LMS to the customer and it is not live. Do we still qualify?	No. This criteria is one of the essential ones so it can't be relaxed.

Kindly check UNDP e-tendering portal for updates.

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**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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