

United Nations Development Programme



*Empowered lives.
Resilient nations.*

BUILDING MUNICIPAL CAPACITIES FOR PROJECT IMPLEMENTATION

REQUEST FOR PROPOSALS 58/2021 – Development of Feasibility Study for optimal public transport network and system for the City of Veles MINUTES OF PRE-TENDER MEETING, 26-JUL-2021

The meeting began at 11:10. In attendance were:

- Representatives of 3 (three) potential bidders (“Attendees”):
 - Olga Kyrlova, Dornier Group, Berlin (Germany)
 - Larysa Gasukha, Dornier Group, Berlin (Germany)
 - Andreanna Stoycheva, TTK Karlsruhe (Germany)
 - Jeremie Tcherkoff, ROM Transportation Engineering (Israel)

- From UNDP:
 - Igor Gjorgjevikj, Procurement Assistant
 - Emira Lama, Project Assistant
 - Marijan Djima, Project Assistant
 - Vladimir Grozdev, National Consultant / Civil Engineering – RFP designer

The meeting involved a short discussion focused on practical aspects of the bid preparation, with the following inquiries from Attendees:

- 1. The RFP refers to baseline documentation that it is based upon. Will they be made available to bidders?**
 - The references will be made available during today or latest tomorrow as download links on the RFP advertisement webpage. It should be noted that they are available in Macedonian language only, as well as that most of the relevant information from those references have already been included in the RFP Terms of Reference.

- 2. Is there a requirement for the design of the technical equipment to be used as part of the future public transport solution, e.g. the buses etc.?**
 - No. The focus of the RFP assignment is the proposed solution’s infrastructure, not the technical means. There is no requirement for design of the busses or any other transportation vehicles, just general technical specifications as recommendations.

- 3. Is the reference to “environmentally-friendly vehicles” in the ToR a definite requirement or just a recommendation?**
 - It is a recommendation for the mid-term, considering space constraints that impede the access of larger vehicles.

- 4. Is it possible to know the financial ceiling for this tender?**
 - As per UNDP procurement rules, we never disclose the budget available.

5. Can you elaborate more about eventual transport modeling activities? E.g. do we need to review and update the existing model mentioned in the RFP, or would we be required to design a new one?

- Complex transport modelling will not be required. Any GIS application would be able to do the necessary modeling. The existing model should be reviewed or referred to as-is, without updates.

6. What language should the deliverables be developed in?

- The final deliverables should be submitted in both Macedonian and English – electronic version in both languages, Macedonian printout in 4 copies and English printout in 2 copies. High-quality proofreading is expected. Interim/working versions may be developed in English only without translating, as well as the presentation for the beneficiary municipality. The quality of all documents is subject to UNDP approval.

7. Could you be more specific regarding field work requirements and onsite presence, in the context of Covid-19 pandemic circumstances?

- The work does not require full time onsite presence. However, activities described in Task 3 should be performed onsite. Bidders are advised to design their field work planning around the work that needs to be done and take under consideration the most recent COVID-19 pandemic information available at the time of planning.

8. Regarding the financial proposal, specifically determining and reimbursing travel expenses, are they supposed to be part of a lump sum contract price, or are they reimbursable at standard fees?

- The contract under this RFP shall be a lump sum contract.

Bidders are advised to review RFP contents carefully given most answers to the usual questions are already included there. All questions and inquiries that may remain unanswered in the RFP or during this pre-tender meeting can be forwarded to UNDP as request for clarification latest until 5 days prior to the deadline for submission of proposals, which is by and including 11 Aug 2021.

Based on the above, **UNDP shall:**

- **publish the update on its website,**
- **update the RFP information accordingly;**
- **promptly notify all attendees.**

The meeting was adjourned at 11:50.

These Minutes of Meeting by:


Marijan Djima,
Project Assistant

Control & Approval:


Jovanka Stojanova,
Project Manager