

Subject: Pre-Bid Minutes of Meeting

UNDP Ref #: UNDP-RFP-2021-293- Research, Dialogue, Advocacy and Capacity Building for SDGs

Venue: Online through “ZOOM” Software

Date & Time: 31st August 2021- 1400 Hrs

UNDP Representatives:

- Umer Malik- Policy Analyst-DPU- UNDP
- Azam Khan-Programme Associate-DPU-UNDP
- Zafar Qureshi- Programme Assistant- DPU-UNDP
- Haroon Gul- Procurement Assistant-PU-UNDP

Bidders:

- Oxford Policy Management
- International Research Force
- Synercon (Pvt.) Ltd.
- Tabadlab Private Limited.
- Institute of Social and Policy Science (I-SAPS)
- Hazza Institute of Technology (Private)Limited
- University of Management and Technology, Lahore
- Social Policy and Development Centre (SPDC)

The pre-bid meeting was organized by UNDP for the RFP # UNDP-RFP-2021-293. During Pre-Proposal meeting following major questions were raised by bidders. Point wise reply of these questions are given below for information of the vendors.

Q1: Please confirm that the core focus is on whole SDG's or any particular SDG's?

A: The focus of UNDP National Initiative on SDGs project is on policy research, advocacy, and communication around SDG's. For this particular RFP, while there are specific SDGs that are highlighted in the TORs firms are required to have a broader experience in policy research and advocacy around SDGs in general.

Q2: Key Personnel for the assignment are define in the RFP document but if bidder want to propose additional human resource, can bidder propose?

A: Yes, if the Bidder feels additional Human Resource is required, they can propose. However, any additional HR identified, will not carry any additional weight in evaluation process. Also, the personnel mentioned in RFP document are essential and those positions should not be cut down.

Q3: There is criteria where contract of similar nature are required. As SDG's are a wide area, if the company has worked on two or three areas or combination of these, will it suffice the criteria or the company should have experience of complete SDG's?

A: The contract should be similar in nature of policy, research, advocacy, communication, and initiative around SDG's. There is no particular requirement of specific expertise in any particular SDGs.

Q4: Is there any flexibility in the timeline of implementation of project?

A: No, we cannot go beyond the stipulated timeline mentioned in the RFP document.

Q5: UNDP have a lot of data/information already gathered at the federal government level, will that data will be provided to final bidder?

A: Yes, as per UNDP policy and requirement to execute the contract efficiently, UNDP will facilitate any information already gathered around SDGs.

Q6: Any possibility for the extension of deadline in submission of Proposal?

A: 15th September 2021 is the deadline of submission of proposal. Extension of the deadline won't be possible at this stage.

Q7: Project budget can be share?

A: Project budget can not be share.

Q8: Any indication of establishing the regional offices at GB and PAK ?

A: UNDP will not restrict the bidder to have regional offices, however this is not a requirement from UNDP and has not been required in the ToR's.

Q9: Can the deliverable timeline adjusted within the timeframe of the overall project ?

A: The bidders are required to submit the workplan as per the requirement of RFP document and the bidder can suggest and share the timeline accordingly, but overall implementation timeline of the project should not be affected. The payment will be according to the percentage mentioned in deliverable table.

Q10: The firm will work with statistical unit in federal, GB and PAK. Would the firm will engage in other provinces for capacity building or advocacy ?

A: The RFP focuses on building capacity of statistical cells at Federal level (PBS) and in GB and PAK. There is one activity that requires coordination with provincial statistical departments in other provinces of Pakistan. Apart from that all activities are focused at federal level and in GB and PAK.

Q11: Quote would be require in PKR or USD ?

A: Local bidder must quote in PKR and payment will also be in PKR. The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.

International bidder can quote in USD and UN exchange rate for that month will be used.

Q12: Detail of expertise, resource and linkages are required in the technical evaluation criteria, please clarify?

A: The bidders are required to share the detail profile mentioning the human resource, organogram, client's detail, area of expertise and regional offices, if any.

Q13: GB and PAK are sensitive areas of Pakistan and require an NOC to operate in these areas, UNDP will provide the NOC to the bidder ?

A: NOC (No Objection Certificate) is the responsibility of the selected bidder to obtain from the government department and work in those areas. UNDP will not facilitate in obtaining the NOC for the bidder. UNDP expect that NOC should not be the hindrance in implementation of the project.

INGO's/NGO/CSO are required to submit a signed valid MOU with EAD.

Q14: The Personnel from other project can be included in this project.

A: Yes, the personnel can be included. All the personnel are required to submit the undertaking that they are available for the entire duration of the contract.