

UN Capital Development Fund



RFP #80790

**Long-Term Agreement (LTA) for advisory solutions in relation to Digital Services including:
Enabling Policy and Regulation, Open Digital Payment Ecosystems, Inclusive Innovation and.
Empowered Customers
Minute of the Pre-Bid Conference
September 8, 2021**

Location: Zoom meeting
Date: September 8, 2021
Start time: 15:30 (CET)
End time: 16:20 (CET)
Language(s): English

Participants as panelists

All of the four registered panelists attended.

Representing the United Nations Capital Development Fund (UNCDF):

1. Ethelind Capuno – Operations Specialist
2. Carlos Escriva Gil – Operations Analyst
3. Eva Kiratu – Procurement Associate
4. Gulnara Anapiiaeva – Programme Associate

Participants as attendees

Of the Twenty – five registered attendees Twenty - seven attended.

UN Capital Development Fund

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Minutes

- A notice was published on the Procurement Notices page of UNDP with instructions on how to join the webinar. The webinar was hosted on Zoom, and there was a total of twenty-five registered users, of which 4 were panelists and 27 attendees. All 4 panelists were present while 11 of the 25 registered attendees were present, bringing the total number of logins connected to the session at 27.
- The panelists started the meeting explaining that this is a pre-bid conference for RFP #80790: Long-Term Agreement (LTA) for advisory solutions in relation to Digital Services including: Enabling Policy and Regulation, Open Digital Payment Ecosystems, Inclusive Innovation and. Empowered Customers. Subsequently, the question and answers session commenced.
- It was noted that responses to all the questions would be posted in the form of a written Questions and Answers document on the Procurement Notices page of UNDP.
- At around 16:20, PM CET the session was adjourned as the attendees did not have any additional questions.

The questions raised by the bidders during the meeting and the answers provided by UNCDF are summarized below:

S/N	Questions	Answers
1	We understand that one expert can operate in different regions. Could one Expert act as a Team Leader for one region (e.g., Eastern Africa) and be a Junior Expert in another region (e.g., Pacific)? And if so, should/could the rates be different?	Bidders need to propose ten (10) experts per lot. The categorization of the expertise is linked to the lot (i.e., A team leader in lot 001 remains a team leader regardless of whether she is working in Africa or Asia) and the rates must be the same across one lot. It is possible for an expert to be present in multiple lots and graded differently. A team lead in lot 001 can be presented as a senior expert in lot 002 provided that he/she meets the experience requirements. In such a case rates can be different per lot, but not per region.
2	In Form G on p. 83 the RFP says, "The financial proposal will set ceiling prices for fees. This all-inclusive Daily Rate must include all expenses to be incurred... [and] will include but not limited to his/her professional fees, incidental expenses, medical and health insurance, communication, stationery, etc." However, in Form H on p. 109 for the illustrative budgets there is a table asking for a breakdown of costs by component, with professional fees separate from life insurance, medical insurance, communications, etc. Should bidders adhere to the guidance in Form G and present matching all-inclusive daily rates, or separating insurance, communication, and other such costs?	The financial proposal requires two components: (1) to provide a table of the all-inclusive daily rate for the core team of minimum 10 experts requested for each lot as well as other additional experts not members of the core team in a separate table and (2) to provide a financial proposal based on the scenarios presented in section H. For the scenario the bidders must quote the personnel costs, which will be based on the table in component no. 1 as well as any other additional costs that may be required to complete the assignment (i.e., travel, visa, life/medical insurance, communication fees, vaccinations, etc.)

3	How to reflect travel and insurance fees?	<p>The financial proposal does not require bidders to reflect travel and insurance fees for the table detailing the all-inclusive daily rate of the rostered experts.</p> <p>For the financial proposal to conduct the work under the simulated scenario, bidders may reflect travel and insurance fees as part of the cost components. Please make sure to reflect this separately from personnel fees.</p>
4	We are a new consultancy of senior experts, all of whom qualify as individual team leaders and sr. consultants. Because the firm is new, we do not meet the criteria for firm projects or years of billing over \$150,000. We wish to participate together with an established non-profit which meets all of the criteria. Should we present ourselves as an association or consortium or must we, as an organization, be sub-contracted to the established firm?	<p>The decision of whether to present an association or consortium should be made by the bidders considering the management structure or the proposed JV as well as the risks.</p> <p>The RFP contains specific provisions as to the responsibilities of the lead applicant and consortium members. The lead entity is the one ultimately responsible to UNCDF. Our advise is for bidders to make that decision based not only on which company has the highest likelihood of success but also based on the expectation that the lead entity shall be the one primarily accountable to UNCDF when the joint venture falls apart, or when the behavior or other consortium members become an issue.</p>
5	Will all firms in the joint venture be evaluated?	<p>Yes, all of them will be evaluated at the same time as the lead entity. Please ensure to clearly specify the roles and responsibilities of the consortium members in the proposal. The reason for this evaluation of all subcontractors or JV member is because UNCDF will still need to screen whether or not they are in the list of entities that are ineligible to receive contracts from the UN, and if they are operating within their legal mandate and purpose.</p>
6	What if the bidder sub-contracts?	<p>The sub-contracting firm will have to submit all eligibility documents and be evaluated by UNCDF as well.</p> <p>It is the Bidder's responsibility to ensure that its sub-contractors meet the eligibility requirements as established by UNCDF. UNCDF reserves the right to reject a subcontractor if UNCDF finds them not qualified nor eligible to be part of the contract.</p>
7	The RFP requests 5 examples of projects in 1.6 and 6 examples in 1.7. They cover the range of energy, transportation, agriculture (1.6) to women and youth (1.7). If we have, for instance, multiple examples of projects targeting women but none for youth should we include multiple examples for women to reach the requested number? Is breadth or depth of experience more important in this	<p>The experience of the bidder with the relevant sectors and clients of each lot is part of the assessment criteria and will be used for scoring. The rationale behind this criterion is to cover as many of these key areas as possible. However, failure to include a particular sector or client example will not result in disqualification.</p> <p>UNCDF encourages bidders to apply if they deem that their proposal is strong even if they cannot reference all sectors and clients.</p>

	instance.	This is because of the RPF provision that states that UNCDF reserves the right to waive any formalities or informalities if the overall proposal satisfactorily meets the requirements.
8	Please advise if the project references mentioned at point 1.6 (5 ref.) and 1.7 (6 ref.) can potentially overlap or if we will need to provide 11 different reference names.	An experience can be relevant for multiple sectors and clients thus reference overlap is expected and allowed.
9	Please elaborate on the expectations of onsite presence at the duty station/project location.	On site presence is not mandatory. Please note that UNCDF will assess the bidder's institutional capacity as well as the regional experience and availability of the consultants. Institutions having regional presence or track record will likely be scored higher than others that rely on remote assignments.
10	What happens when we want to call in an expert based on a specific specialization (e.g. AI, IoT) yet the scope is too small to form a JV. Can we just include them as part of the roster team members? Or perhaps a subcontractor too.	Bidders can include any experts they have a legal contract relationship with, provided that the bidder who will sign the contract will be willing to be accountable to UNCDF regardless of how such experts or partner companies behave during the life of the contract. The RFP does not impose a particular employment relationship. Please note that organizational capacity and roster are part the scoring (i.e. exclusive personnel relationships may be scored higher than non-exclusive). The roster is used to determine experts that can be drawn from based on the vetting process that will be done.
11	We noticed that the personnel requirements for some of the lots include mandatory qualifications while others do not. Should those that are not listed as mandatory just be considered preferred qualifications? Or should all be considered mandatory?	The mandatory criteria are the minimum requirements for a consultant to be considered whereas the preferred criteria will be used during the scoring of experts. (i.e Experts fluent in written and spoken English and French would score higher than experts fluent in written and spoken English only)
12	We were not able to locate the downloadable forms on the notice website or UNDP website. Are they currently posted?	The templates in word version have now been posted in the UNDP Procurement Notices (UNDP Procurement Notices - 80790 - Long-Term Agreement (LTA) for ad).
13	Are bidders permitted to email with additional questions if they arise prior to submission?	Yes, UNCDF will allow bidders to submit additional question up to 27 September, 2022. Such questions and responses would be uploaded in the website notice.
14	Please clarify the process for multiple lot submissions from one Bidder. Can these be multiple emails not one of which exceeds 10MB re page 18 Electronic submission (email) requirements	Multiple emails are allowed as long as bidders respect the identification requirements of the RFP. Please note that UNCDF's email accepts up to max. 30MB.

15	<p>The forms -can we just be provided the links directly?</p>	<p>The templates in word version have now been posted in the UNDP Procurement Notices (UNDP Procurement Notices - 80790 - Long-Term Agreement (LTA) for ad).</p>
16	<p>Is it sufficient for the individual letters of association from each legal entity to be signed by an authorized officer under company seal?</p> <p>If the above is not adequate, can any professional (i.e. lawyer, chartered accountant, etc.) notarize or must it be a registered public notary?</p> <p>If a public notary is required, please advise how a JV document should be notarized where JV parties are in countries with different rules and requirements for notarization, especially where COVID-19 rules (travel, etc.) may rule out travel &/or the physical presence of one or more parties to sign in the presence of the notary?</p>	<p>Letters of association must be notarized as per the RFP requirements. UNCDF will accept scanned copies of originals.</p> <p>We invite bidder to explore possibility of notarization (remotely) in their respective markets. It is very likely that by this time, the members of the notary public would have adopted other ways and means to perform their role since the pandemic has been happening across the globe for 1.5 years now.</p>
17	<p>Regarding mandatory requirements, especially language skills. How they are assessed?</p>	<p>Please refer to Answer 11.</p>