

**Pre-bid meeting minutes**  
**as a part of RFQ-2021-064 competition**  
**"Provision of services for the development of thematic maps and atlas of protected areas"**

**Location:** Zoom Meeting ID: 869 2951 8959

**Date and time:** 13 October 2021, 12:00

1. **Opening of the meeting.** UNDP Kazakhstan Procurement Specialist – Nurlan Tleubayev, opened the meeting, introduced himself and Talgat Taukenov – Project Expert, informed the participants that the recording was in progress.
2. **Questions and Answers:**

Questions from potential suppliers		Responses from UNDP
1	There are lots of authorities in Kazakhstan the vendor has to communicate with in the framework of this tender. Is there a person or will there be a person to ensure communication between a vendor and local authorities? If yes, will it be a person from UNDP or a vendor has to find such a person and pay for his services ?	On behalf of UNDP, Talgat Taukenov will be the contact person and coordinator of this project. Whenever it is necessary to send requests to environmental authorities or other authorities, this can be done through Talgat, who will be the liaison between the vendor and the authorities. If a large volume of translation is required, for example, a questionnaire on several pages in English, according to which the vendor wants to receive an answer, such a document must be submitted in Russian by the vendor himself. Talgat can help in sending this document to partners / authorities.
2	Huge amount of data (geodata, statistical data etc) shall be inquired from Kazakhstani Institutions, are they ready to provide this data, is vendor guaranteed to receive requested data ?	The atlas is created on the basis of existing data and the project partners should provide them, this should not be a problem, since this is not classified/secret information.
3	Despite the fact that travel is not required as per Terms of reference, but if bidder still considers that some travel might be required, can the bidder include and show it in the offer or not show it, just include it in the price ?	According to the Terms of Reference, there are no business trips, there are no grounds for travel. To agree on the original atlas, vendor can send by mail and the Project will give comments or approval. Considering quarantine measures worldwide, it is better to work online. If vendor thinks some additional expenses shall be included to perform deliverables, it is upto the vendor to include such expenses but it will have an effect on overall price.
4	The schedule is pretty tight considering coordination between number of institutions. Are there any circumstances when timeframe can be re-considered and extended ?	Vendor needs to orient for 12 months. In practice, there were cases when partners delayed the process, did not respond for a long time. In such cases, the issue of extending the project is possible if it was not the fault of the vendor.
5	Can work experience in the field of environmental mapping be proven not only within last 2 years but longer ago?	Vendor can show more than two years of work experience. Our requirement is at least two years.
6	Who is fiscal agent of this Project ?	UNDP is direct fiscal agent which means the vendor will receive payments directly from UNDP.
7	Who is responsible for final approval of deliverables?	Interim and final results are accepted by UNDP Project Manager
8	According to examples via link provided, they have more text than maps. Is our	No need for a lot of text, mostly cartographic material and analytical material. For Kazakhstan there is no atlas of protected areas, no one has done this before,



	understanding correct that the scope is more about maps, not texts.	therefore examples are provided based on maps from Russia. (link provided below)
9	Some things we see might be very local and specific, we were wondering can we get more detailed expertise by request from local authorities or should we hire local experts ?	The atlas is expected to be compiled from national and global data. To obtain national data, the vendor sends requests through UNDP, according to global data, the vendor must search from Internet. Vendor can find a local expert, for example a cartographer or biologist, we don't limit vendors. And with local expert it may be easier for the vendor to perform. Vendors can hire local experts if they wish, but it is not a mandatory requirement.
10	In which format data will be provided from partners ?	Mostly in Jpeg format, they will need to be digitized.
11	Does UNDP has any estimate about total number of pages, how big the atlas will be ?	According to rough estimates about 100 pages, some maps can be combined.
12	How much design oversight there will be ?	There are no specific requirements for symbols, vendors can use conventional signs accepted in international cartography, the main thing is that they are easy to read.
13	Does a company needs to be based in Kazakhstan or can the data be offloaded to offshore location like India ? Are there any constraints ?	There are no restrictions for the vendor, it can be local or overseas (foreign) vendor.
14	What is a copy of charter ?	The charter of a legal entity is a constituent document that defines its legal status, has information about list of participants, information on the amount of the authorized capital etc. Foreign companies can provide similar documents.
15	If vendor submits offer and one of the documents doesn't exactly match what UNDP is requesting for, will the vendor be disregarded or will there be a possibility to amend the documents to include correct document ?	Vendor has to provide all documents requested in the RFQ form, a foreign company might have a bit different terminology or name of the documents but in general they should have similar documents. After bid deadline Evaluation panel will conduct preliminary check if all the documents were submitted. In case if critical documents are not submitted like Annex 2 and 3, the bidder will be disqualified. But if there are missing documents which are not critical, like certificate of absence of debts, Evaluation Panel may request the bidder to provide missing document.

Some links were shared in chat box

Examples of atlases are available for download at the following link:  
<https://cloud.mail.ru/public/DjBr/cKDKAYkzk>

The number of PAs by category can be found on the PA map: <https://cloud.mail.ru/public/1MQA/QY5bkcTU8>