



## **Pre-bid Meeting & Site Visit Record**

### **Invitation to Bid**

**RFP/2021/34: Design and Implement electrical and electronic waste (e-waste) National Public Awareness Campaign**

**Pre-bid Meeting Date and venue: 17<sup>th</sup> October 2021 – MS Teams Online Meeting**

**Time: 10:00-11:30 AM**

#### **1 PRESENTATION**

After having companies introduce themselves, UNDP-Jordan gave a detailed presentation of the ITB document:

ITB consists of following documents:

Section 1: This Letter of Invitation

Annex 1: Description of Requirements

Annex 2: Terms of Reference

Annex 3: FORM FOR SUBMITTING AGENCY/SERVICE PROVIDER'S PROPOSAL

Annex 4: Financial Offer

The UNDP presented the RFP requirements, and went through the bid data sheet, informing bidders of the required documentation for bids, and the evaluation criteria, in addition to the contract conditions to be applied and ToRs requirements. Within the ToR clarifications, it was mentioned that the TV/Radio ads cost will be totally covered by the bidder except for the TV/Radio station fees for publishing the ads. For all other elements, the bidder will bear totally the costs for all items included in each output, including the SMS campaign telecommunication companies' costs.

During the meeting, it was agreed to specify the scoring of each of the key staff and stressing that the team leader could not be replaced by a sub-contractor at any case.

Team leader (10 points) - Socio-Cultural Specialist / Anthropologist (5 points) - Graphic Designer (5 points) - Video/Audio Editor and Animator (5 points).

## 2 PREBID MEETING ATTENDEES

The meeting was attended by the interested entities with UNDP representatives.

## 3 QUESTIONS AND ANSWERS

During the Prebid meeting and site visit, the following questions were asked by the bidders:

#	Questions raised during meeting	#	Answers
Q1	How should the financial offer be submitted, and is a cost breakdown required?	A1	It should be submitted in password protected pdf file as per annex 4. Any additional breakdown table of costs could be added by the bidder in annex 4 but is only indicative to the UNDP and abiding to the bidder.
Q2	Is outsourcing/subcontracting allowed, and should we disclose all of it at this stage?	A2	Yes, but should be to the minimal (the more subcontracting, the lowest the technical scoring), and more than 30% of subcontracting in value of works could lead into disqualification. At this stage all sub-contracting shall be disclosed, and most important is the sub-contracting that substitutes one the key staff that would score in the technical offer.
Q3	Is the campaign only under UNDP name?	A3	No, this will be under UNDP and the MoEnv. and the Donor sponsorship.
Q4	Regarding output 4, item 6, are we required to produce 200 shirts, caps, vests only or the "etc." means that more must be produced?	A4	This is the minimum quantity of such items, more is allowed, and further types of items is allowed in the technical offer, and would in case demonstrated as enhancing the technical offer quality increase the technical score of bid.
Q5	Are we required to submit documents as per annex 3 , or the required in article 10 of the RFP?	A5	Yes, what is overlapped in documents required should be referred in the submission as covering both what is in article 10 and annex 3, and care should be given to the technical scoring in relevant documents.

#	Questions raised during meeting	#	Answers
Q6	Would hiring a freelancer as a staff member in the team be considered subcontracting for this RFP?	A6	No, as long as this becomes a holder of a staff contract for this assignment.
<b>Questions received by email later to the meeting until 23/10/2021</b>			
Q7	The awareness campaign will target <b>at least</b> 6 major public universities. Could you please specify what would be the maximum number of universities? Or could we (for example) propose 8 universities and just stick to this proposed number?	A7	At least 6 is required, if the bidder commit to more universities as they see aligned with their plan and technical proposal, this would be allowed and considered a commitment by the bidder in case of enter into a contract
Q8	Your expectations of getting sponsors to support the campaign as we will not be able to determine the value at this very stage. It was mentioned that the tools and materials will be distributed to <b>at least</b> 20 locations. Could you please specify what would be the maximum locations?	A8	There are no general expectations of sponsors numbers, the bidder should provide their assumptions in their technical offer to compare the planned services scale and quality. As for the 20 locations, this is the minimum planned by the UNDP, if the bidder plans more than that within their methodology this will be a commitment for them in case of entering into a contract.
Q9	Should we include the cost of the billboards in our financial offer, or the UNDP will cover it same as the advertisement in the TV channels?	A9	The service provider shall design them, The UNDP will cover for the billboard's costs directly, the Service Provider here, should identify companies that manage them, and participate and support UNDP in negotiation for the best price and offer. If the bidder includes the costs of this in their technical offer, it will be abiding to them in case of entering into contract.
Q10	Could you please provide us with the minimum specifications of the advertisement on the newspaper as the cost of the ad differ based on the dimensions and font size?	A10	This should be a proposal within the technical offer of the bidder, and the ads. In the news paper should be covered by the bidder, including the design and publishing costs. The targeted newspaper should be of the most sold in Jordan, and the size of the



#	Questions raised during meeting	#	Answers
			advertisement should be at least one quarter of a page each time, in a page that is well-read by audience.
Q11	Could you please let us know for how long the billboards advertisements will stay up for? Also, same question for the advertisements on the newspapers. For how long the ads will be staying for?	A11	The duration is minimum 3 months minimum for the billboard. The newspaper advertisements are 6 ads and should be planned to be advertised on effective time intervals within the campaign plan in the technical offer of the bidder.

#### **4 PREBID SUMMARY**

The bidders were informed of all RFP requirements, and had a pre bid meeting on the 17<sup>th</sup> of October 2021.

#### **6 CLOSURES**

The pre-bid meeting was adjourned at 11:30 am. The RFP submission date was extended till 26<sup>th</sup> of October 2021.