

## Pre-Bid Meeting Minutes-RFP-PNG-013-2021

### Questions and answers (1st round)

Date of the Meeting: 21 October 2021

REQUEST FOR PROPOSAL: Long-Term Agreement for Harmonized Approach to Cash Transfers (HACT)  
Assurance Services for UNDP and other UN Agencies.

	Questions	Answers
1	Can international companies participate in this tender?	Yes, international companies can participate. However, please note that some audits/assessments may be required to be conducted in PNG or other countries.
2	The bidding document states that land transportation will be provided.	Please note that land transportation won't be provided in accordance with the datasheet (page 4), where the relevant tick box is not marked.
3	Should we include travel costs in the financial proposal?	<p>Please quote a price in accordance with the financial proposal template provided as part of this RFP. Audit/assessments might be happening in both online and offline modes.</p> <p>When the physical presence in some location is needed, the particular call-off requests will state so. You will need to include travel and other relevant costs in your quotation during the secondary bidding process.</p> <p>Please note that the travel cost shall be calculated based on economy class travel, regardless of the length of travel and costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).</p>

	Questions	Answers
4	Could you clarify how the bid will be assessed in case we apply as a consortium?	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. The evaluation of such consortium will be done as an assessment of one entity.
5	There is a rule in the secondary bidding process that prices submitted by the LTA holder(s) in response to the requests shall be equal or vary a maximum +/-15% from the ceiling prices quoted against this RFP. Does this 15% include travel costs?	No, this rule is not applicable to travel costs, which could be quoted separately. To ensure that value for money is in place, secondary competition will be applied, and call-off orders will be awarded to the lowest-priced quotes.
6	Page 3 of RFP states special security requirements like: <ul style="list-style-type: none"> <li>• Security Clearance from UN prior to traveling</li> <li>• Completion of UN's Basic and Advanced Security Training</li> <li>• Comprehensive Travel Insurance</li> </ul> Please clarify.	Please note that mentioned tick boxes are not checked and thus are not applicable.  All that is related to security aspects are the responsibility of vendors.

	Questions	Answers
7	Section 5, page 13 states that the records should be kept for ten years and that the service provider should be briefed. Usually, the records should be kept for five years – please clarify.	<p>The records should be kept for five years usually, but UNDP's internal policies state ten years.</p> <p>Please note that only final reports should be kept for ten years.</p> <p>Regarding service providers, it could happen only at the request of UN Agencies.</p>
8	Do you have an online system like one UNICEF has for uploading reports?	<p>No, UNDP does not have such. We will have it in the future, and then the access will be given to the LTA holders. At this point, all reports and relevant documentation should be submitted in soft copies.</p> <p>You will have access to CDR (Combined Delivery Reports).</p>
9	Section 7, page 14 states that we need to provide references letters and preferably from UN Agencies, but UN agencies don't share references. What do we need to do in this case?	In such a case, please share relevant contact details so we can make reference checks (if needed) and copies of contracts/Purchase Orders.
10	Section 8, page 14, the requirement "At least years of professional experience in similar audit assignments." does not indicate a number of years.	<p>It should be: At least 7 years of professional experience in similar audit assignments.</p> <p>The same is stated in the Section 9.</p>
11	In case international travels are restricted, can we do an online audit?	Every call-off order will state requirements to the mode of audit (online or offline) and travel considering COVID situation and restrictions.
12	The micro-assessment questionnaire that is part of Annex 4 RFP is in the old format.	Please note that the micro-assessment should be done as per a new questionnaire. Now it is attached to this RFP as Annex 6.
13	Annex 2, the financial proposal template, does not include special audits, capacity development.	<p>Yes, because we are able to forecast listed services.</p> <p>And for those services that are out of financial proposal scope, the prices will be requested through secondary competition.</p>
14	With reference to Q13, should we include a methodology for such services in the technical proposal?	Yes.