



**Pre-Bid Minutes of the Meeting**  
Among: UNDP and SPs

<b>United Nations Development Programme (UNDP)</b>		
<b>Subject: RFI Ref. No - UNDP/AFG/RFP/2021/ 00000010652 – Revisions have been made in the TORs to enhance the TORs and provide baseline information for monetary value of monthly disbursements for CBI</b>		
<b>Title: Cash Based Intervention</b>		
Venue:	Via Zoom Call	
Date of Conference: 03 November 2021	From: 11:00 AM	To: 12:00 PM
Closing Time & Date of RFP	17 November 2021 at 4:PM kabul time	
Number of NGOs attended the pre bid meeting	30 plus	
Pre-Bid conference was opened with following agenda:	<ol style="list-style-type: none"> <li>1. Information, instructions and explanation on RFI document by procurement unit – administrative requirements (closing date, submission form &amp; method), required documents such as (a) <b>Request for proposal (RFP)</b></li> <li>2. Clarifications provided the bidders' Questions and Administrative Questions.</li> </ol>	

Please refer to the revised TORs within the RFP.

The following queries were raised by the participating representatives from the prospective bidders, and the following respective responses are provided:

	<b>Queries</b>	<b>Responses</b>
1	Can bidder send proposal only for emergency phase (06-12 months) or for the two mentioned years?	The proposal should be for two years. The bidders may separate the proposals for emergency phase and for the two years.
2.	Can service providers use UNDP regional offices for logistical purposes	NO. the SPs are expected to establish networks for distribution. UNDP will not be providing any logistics support.
3	Will the proposal cover only Western Region or other 7 region?	To start with, it will be Western Region. Eventually the model will be replicated in all regions.
4	Are the following services also part of the scope of service for the Lot 1?  a- The SP must open separate and dedicated bank account for UNDP Cash transfer programming, to be used to transfer e-money to individual beneficiaries'	<b>These services are for Lot 2 only-</b> the bank account will be established using funds of SP. It will be dedicated for the cash transfers programming for UNDP. It is referred to as the UNDP account.

	Queries	Responses
	<p>account/phone numbers to facilitate reconciliation and administration of CBIs.</p> <p>b- Upon receipt of instruction from UNDP, the SP debits the UNDP account and transfer cash to the phone numbers of the beneficiaries following the registry of beneficiaries' sim cards which allow them to receive and make cash withdrawals through a point of sale (PoS).</p>	
5	Determining the Transfer Type, Amount, Frequency, and Disbursement Mechanism for UNDP's approval	The frequency will be on monthly basis, and transfer type in cash using mobile service or other mechanism proposed by the bidders.
6	Can a bidder apply for one/Two region where we have specific expertise and physical presence?	The bidder may indicate specific region of expertise and physical presence. Initially the service will be provided for Western Region.
7	<p>Lot -1 budget sheet is in the RFP for all regions which can be filled, but there is no for Lot-2</p> <p>Can the bidder copy Lot-1 budget sheet and enter their prices for Lot-2?</p>	Yes, the same sheets may be used for all lots in each region.
8	The RFP indicates that the project will be in the western region, however, the financial proposal requires estimation for all regions of Afghanistan. Do the bidders need to submit proposal for Western Region only, or it shall be for all regions?	The start will be in western region. Eventually all regions will be covered. The bidder may indicate preference for a region or submit proposal for specific region.
9	Form B: Bidder Information Form, indicates that offeror must submit a "Power of Attorney" (Ref. p 42). Is it required only for firms that are outside of Afghanistan or it is a requisite for all national firms too?	It is required for all bidders.
10	<p>ATR is currently exploring the possibility of preparing a bid for project Ref No. UNDP/AFG/RFP/2021/00000010652. whether you might be able to clarify whether UNDP intends to establish a separate third-party monitoring contract for the ABADEI ABP Strategy that will be separate to this contract.</p> <p>The reason for this clarification request is because the TORs allude to "post-distribution monitoring and reporting" (page 33). Does UNDP intend that the same firm conducting the beneficiary selection will also implement monitoring?</p>	<p>Any third-party monitoring contract will be separate from contract under this RFP.</p> <p>Within the TORs of CBI, the SP for Lot 1 will also provide monitoring and evaluation of cash disbursements under Lot 2</p>
11	The RFP indicates that the project will be in the western region, however, the financial proposal requires estimation for all regions of Afghanistan. Do we need to	The bidder may submit proposal for Western Region and/or all regions. The same criteria and parameters will be applicable for all regions.

	Queries	Responses
	submit proposal for Western Region only, or it shall be for all regions?	
12	Form B: Bidder Information Form, indicates that offeror must submit a "Power of Attorney" (Ref. p 42).	Power of attorney is required to designate official authorized to represent the bidder.
13	What is the duration for Lot 1? The RFP indicate that SP for lot 1 will monitor and record grievances and provide final report on lots 2, too	1-2 months for community survey. 1 month for monitoring and evaluation of results of Lot 2
14	Is there any indication or instruction for number of survey teams at the district and village level? How the budget for the Lot 1 be estimated	The bidder may propose the number of teams at the district/village level. At least 2 key persons for each region as stipulated in TORs
15	Does the project also target the districts or only the provincial centers?	Districts and villages are targets.
16	If a company would wish to participate in both lots including Lot-1 and Lot-2, then, what would be the base for cost estimate for Lot-2 at this stage? This is because data and ground to properly estimate the cost for lot#2 will be available after execution of lot#1.	The ToRs have been enhanced to provide baseline parameters for 6-9 million recipients on page 30 and 31
17	How many total numbers of beneficiaries e.g households and SMEs can be targeted in West Region?	Please refer to pages 30 and 31 for estimates.
18	Do we need to include the cost of mobile phones and Sim Cards to all beneficiaries?	Per unit price for mobile phone and SIM card can be included in the proposal
19	Is there any recommendation on limit of cash distribution to households and SMES?	Please refer to pages 30 and 30 of RFP for baseline parameters.
20	Considering a number of points are not clear in the ToR at this stage would be it be possible to extend the tender submission deadline for 1 week time?	The closing date has been extended by 1 week.
21	What is the working relation between the entities (winner of the bidders for Lot1 and Lot 2)?	The results from Lot 1 will be shared with SP of Lot 2. The SP for Lot 2 may seek additional clarifications from SP of Lot 1 to facilitate disbursements. The SP of Lot 1 will monitor and evaluate the work of Lot 2.
22	Post survey by Lot1, when assignment for Lot2 winner comes in, who is the instructing body, UNDP or the Lot1 winner?	UNDP will lead the direction for SP of Lot 2. Liaison between Lot 1 and Lot 2 will be maintained to facilitate disbursements.
23	What's the expected payment mechanism to the beneficiaries? a. Door to door, or in groups gathered is a specific location?	This mechanism should be proposed by the bidders for Lot 2. UNDP will lead remain in the lead on providing directions.

	Queries	Responses
	<ul style="list-style-type: none"> <li>b. In case the group model is selected, who select the location and mobilize beneficiaries to convene?</li> <li>c. Post beneficiary recognition by Lot1, who would be the contact point between beneficiary and FSP / CBI organization?</li> </ul>	
24	What are the expected number of payment cycles (once, monthly etc.)?	Monthly
25	<p>What modality is preferred for UNDP beneficiaries?</p> <ul style="list-style-type: none"> <li>a. Direct Cash – <b>emergency response projects (IDPs, Vulnerable, and disaster-affected community)?</b> An easy use service modality</li> <li>b. E-Voucher – <b>Totally SIM card based system payment (requires strict registration mechanisms for beneficiaries, GSM policy, DAB policy)</b></li> </ul>	The service provider is required to provide modality and mechanism.
26	Which locations by province level or district level are expected in the distribution plan (phone booster roll out planning)?	This will depend on the results of the community survey in Lot 1
27	How is the cash out expected to take place by beneficiaries, (fixed agents, mobile agents others)?	<b>This is to be proposed in technical proposals for Lot 2.</b>
28	What kind of phone is preferred, any particular one (feature or smart phones? And in total how many phones might be needed?	Simple basic model through which text messages can be received.
29	How's Mobile Phone Distribution expected to happen? Any particular mechanism by UNDP?	This is part of the technical proposal for Lot 2.
30	What is the expected service points for cash out by UNDP, in case any specific locations?	To be proposed by the bidders for Lot 2
31	In case the beneficiary loses, the phone or sim card who is the reporting body. UNDP, Lot1? Then who will bear the cost? However, the verification for E-Voucher modality will remain with <b>ABMMC</b> at any point of time basing the initial registration of specific beneficiary.	The beneficiary would report to the service center. The SP will cancel the SIM in case of loss. The bidder should make provisions of losses in their proposal
32	<p><b>Illustrative indicators may include the following:</b></p> <ul style="list-style-type: none"> <li>a. Number of eligible beneficiaries registered per location under each category? <b>Is it by Lot1 / Lot 2</b></li> </ul>	<ul style="list-style-type: none"> <li>a. Lot 1</li> <li>b. Specified in TOR Lot 2</li> <li>c. To be proposed by the bidder- the bidder</li> <li>d. Based on results of LOT 1</li> <li>e. Part of technical proposal</li> <li>f. Parameters specified in Lot 2</li> </ul>

	Queries	Responses
	<ul style="list-style-type: none"> <li>b. The amount of money to be transferred to eligible beneficiaries? <b>Who will specify the amount?</b></li> <li>c. Number of mobile phone network boosters established? <b>UNDP to specify the quantity &amp; location</b></li> <li>d. Number of SIM Cards/mobile phones distributed and registered? <b>UNDP to specify the quantity &amp; location</b></li> <li>e. Number of eligible beneficiaries trained on the use of cash transfer services? <b>Where to be trained and when?</b></li> <li>f. Total amount of money transferred to eligible beneficiaries over time? <b>It will be based on caseload &amp; LOA by UNDP</b></li> </ul>	
33	For swift response to the community, what is the design of the territory by UNDP at country level, province level and district level?	This will be determined by results from Lot 1
34	Proposal validity period 120 days means what? While the project per the RFP guides should resume in December 2021	Technical and financial proposals to remain valid for 4 months from the closing date.
35	How does the BG work for the project with UNDP?	This is on post-payment basis
36	The cash payment should start from month 4 <sup>th</sup> ? How does it work?	Starting date will be determined and communicated.
37	Can UNDP transfer funds to our offshore account and XXX effects the distribution in country?	UNDP can transfer payments to offshore accounts after disbursements are made
38	What's the percentage of funds are allocated for operational start up. Like paying for training materials/purchasing phones/boosters/etc..etc..	This is to be proposed by the bidder
39	Will UNDP provide an employee to verify recipient received the funds? Similar to WFP?	UNDP may verify receipt of funds directly or through SP for Lot 1.
40	What is the monthly cash disbursement plan in monetary term?	Please refer to TORs for baseline parameters in Objective and Scope of Services.
41	Is it a postpaid service modal? If yes, then what this RFP item line mean?	It is postpaid service model.

	Queries	Responses
42	Some NGO are not familiar with e-tendering system and do not know how to submit their proposal	<p>UNDP Procurement unit has sent the links and guidance manual through <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a></p> <ul style="list-style-type: none"> <li>• User guide for bidder</li> <li>• New atlas log in page</li> <li>• FAQ</li> </ul> <p>Furthermore, please use below links which will guide you how to use e-tendering modality:</p> <p>How to register and submit the bid  <a href="https://www.youtube.com/watch?v=Trv1FX6reu8">https://www.youtube.com/watch?v=Trv1FX6reu8</a></p> <p>Resources for bidders  <a href="https://www.undp.org/procurement/business/resources-for-bidders">https://www.undp.org/procurement/business/resources-for-bidders</a></p>

End of Pre bid meeting minutes.  
Thank you.