



Minutes of the pre-bidding conference MyRFP2021-033 Communications and Creative Services

Place: ZOOM

Date: 19 November 2021

Time: 10:30 to 11:30 (GMT+8)

Panel from UNDP Malaysia:

- a. Ms. Puteri Noor Jehan Wan Abdul Aziz, Business & Human Rights Specialist
- b. Ms. Chin Su Ci, Communication Associate
- c. Ms. Laine Liew, Operations Associate

I. Introduction

UNDP Operations Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help the bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. This meeting is not a pre-requisite for application. Those who missed or were unable to attend this meeting can still submit their proposal.

Minutes of this meeting will be posted on UNDP websites and UNGM, so all bidders (including those who were unable to attend) can download for reference.

In case any bidders have queries after the pre-bid meeting, the bidders should send queries to the contact details indicated in the RFP.

Below are some key notes on preparing and submitting the bid:

1. Preparing proposal:

- Proposal validity: 120 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal.
- Based on Annex 2, Bidders should provide in their proposal's relevant information, proof/evidence they have for each criterion.
- Currency of the proposal is Ringgit Malaysia, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link: <https://treasury.un.org/operationalrates/OperationalRates.php>
- Please refer to Annex 2 "Check list" to ensure all essential documents are included in the bid.
- Failure to accept UNDP General Terms will lead to disqualification of the company.
- The expected durations of work will be 15 weeks from December 2021 to March 2022.
- Travel may be necessary around the Klang Valley area, however, subject to the Movement Control Orders implemented nation-wide.
- Partial Quotes is not permitted.

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- UNDP will award the contract to one and only one Service Provider.

2. Bid submission:

- Submission deadline: Tuesday, 30 November 2021, 11:59PM (GMT+8) Time zone
- Only electronic submissions via e-mail will be accepted. The email address is provided at the tender document.
- Please note that paper-based proposals will not be accepted.
- It is sole responsibility of Supplier to ensure timely and correct submission of proposals.
- Annex 3 Financial proposal should be protected by password. The password details shall not be shared with Procurement Unit or any other members of UNDP Malaysia until the official request from UNDP Procurement Unit is received.
- Any submission after the deadline will not be assessed.
- The submission should be supported with additional documents confirming qualification of the company and other criteria, please refer for details to Annex 2, A: Qualifications of the Service Provider checklist.
- All Forms should be properly signed and stamped by authorized person.

3. Evaluation of proposals:

- Eligibility criteria provided in Page 9 of the tender document.
- The evaluation weight is distributed 70% for technical proposal and 30% for financial proposal.
- Only the proposals that obtain minimum 70 out of 100 points will be considered for the financial evaluation.

4. Financial proposals:

- The financial proposal shall be provided based on the items listed in Annex.

5. Brief Summary of the RFP:

- The panel have provided a summary of the background and scope of work in reference to the tender document.
- For media content, there are 2 parts as per below: -
 - o BHR to the Street Campaign - will be expecting social media content to support the entire campaign.
 - o Production of 3 social media campaigns (separate from BHR to the Street)
- For the Financial proposal, do provide other related costs which relevant to this tender and not stated at Table 3: Breakdown of Other Costs.
 - o Safety and security insurance for Artist management is referring to public liability insurance.

6. Questions/ Answer Session:

At the end of this presentation, there were some questions from participants and these were clarified as below:

#	Query	Answer
1	If we have additional questions post this call, who can we send them to?	Please address the questions to procurement.my@undp.org
2	As refer to the tender document, UNDP require a least once every two weeks of reporting. How intensive is the reporting?	We do not require a formal reporting but close engagement with the firm through WhatsApp, weekly check-ins or Zoom meetings will be sufficient. Updates on the work in progress (WIP) will be sufficient.

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3	Can International service provider participate in this tender?	The firm should be Malaysia-based given the scope of the work – having to work closely with the local council, have regular check-ins (both physical and virtual) and have in-country experience. The firm should be familiar with the local authority requirements and Malaysian context.
4	Is there any restriction is hiring the international artist or only local artist is acceptable?	Due to current Covid-19 situation, logistics will be an issue for engaging an international artist. UNDP prefers to work with local community.
5	Is there any preference on designated area such as Klang Valley for the Mural Art? Are we given the liberty to propose any other suitable location?	The preference is Klang Valley, given proximity to the community that we work with and ease monitoring to UNDP. However, the area is also depending on the options provided by the local authority. There are limitations, but we open for suggestions.
6	Are we using the existing UNDP Platform for social media content or other platforms to promote the campaign?	We will be using only UNDP Malaysia Social media platform. No other creation of profile is required.
7	Is there any indicated budget for this proposal?	Since the tender based on competitive bidding, please offer the best price based on the requirement stated in the Terms of Reference.
8	Is there any reference on such similar campaign?	Based on the Business and Human Rights and UNDP Malaysia context, there is no such reference. As a benchmark, please refer to the Nando's HQ office sideways wall murals or DBKL's beautifying of the heritage wall of Jalan Tun HS Lee through street art and many more.
9	For the wall space permit, how long is the application should be?	Preferable for 2 years. However, please provide options from DBKL.
10	For media invitation event, what is your expectation? Proposal for the whole event, F & B, design? What about the costing from us or UNDP?	For media invitation, this is for the purpose of giving visibility to the unveiling event of the mural once complete. We expect to have at least 10 media in attendance and 3 feature stories through interviews as detailed in the Terms of Reference. This does not include press release take up rate. Financial proposal submitted must include the total cost based on what is proposed, to include refreshments and venue setup (to include tenting etc) if proposed.

Notes:

- Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
 - UNGM: <https://www.ungm.org/Public/Notice/128905>
 - PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=78581
- Questions on tender can be sent in writing to procurement.my@undp.org before 5 days to bids submission deadline.

The meeting completed at 11.15am. This minute will be posted on website for an easy access.

Useful information/links:

UN exchange rate: <https://treasury.un.org/operationalrates/OperationalRates.ph>