

Amendment #1 to RFP RE-RFP/PNG/012-2021

For provision of event management services under Post- referendum Support and Sustaining Peace in Bougainville Projects in Papua New Guinea (RE-ADVERTISED)

The following amendments are made to the RFP.

1. Section 3:
 - a. BDS #4. The second pre-bid conference will be conducted on December 3 at 5 pm PNG time by the following link: <https://undp.zoom.us/j/82417525885>
 - b. BDS #14. The deadline for bid submission has been extended. Proposals shall be submitted on or before **5.00 p.m. (PNG time) on Wednesday, December 9, 2021**
 - c. BDS #16. If the bidder submits a proposal for more than one lot, the financial proposals should be submitted separately and protected by different passwords.
 - d. BDS # 20 has been revised:
UNDP will award the contract to one or more Bidders, depending on the following factors: The highest scored bidder per Lot.
2. Section 4 has been revised in parts highlighted in yellow:

Minimum Eligibility and Qualification Criteria

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Proven experience in the provision of event management services: 3 years.	Form D: Qualification Form

	An average number of events serviced per year over the last 3 years – at least 15.	
Financial Standing	Minimum annual turnover over the past 2 years shall equal to no less than USD 175,000.00 (for lots 1 and 3) and USD 125,000.00 (for lot 2)	Form D: Qualification Form
	Any additional criteria if required: At least 3 qualified staff who will work on the contract. Team Leader and Event Manager should correspond to the minimum requirements provided in the below table.	

1. Technical Evaluation Criteria

Evaluation Matrix		
Section 1. Organizational strength and relevant expertise		Points obtainable
1.1	Proven experience in the provision of event management services management (60 points max): - minimum of 3 years – 40 points; - 4-5 years – 50 points; - 6 and more – 60 points.	60
1.2	Financial stability - Minimum annual turnover over the past 2 years (40 points max): - Lot 2: yearly turnover from USD 125 000 to USD 200 000 - 20 points, yearly turnover from USD 200 001 and more - 40 points. - Lot s1 and 3: yearly turnover from USD 175 000 to USD 250 000 - 20 points, yearly turnover from USD 150 001 and more - 40 points.	40
1.3	Number of qualified core staff on the contracts (30 points max): - at least 5 qualified staff – 10 points; - 6-8 –15 points; - 9-11 20 points; - 12 and more - 30 points.	30
1.4	Average number of events serviced per year over the last 3 years (40 points max): - 15 – 20 projects – 30 points; - 20 projects and more – 40 points;	40
1.5	Reference letters from top clients for the provision of relevant services (30 points max): 3 – 4 references - 20 points; 5 and more – 30 points.	30
1.6	Enough equipment availability as specified in TOR (20 points max)	20
1.7	Quality assurance procedures in place (20 points max): - Quality assurance standards are in place/formulated - 10 points; - Quality Assurance Manager/Focal Point is designated and functioning and availability of complaint and grievance system –10 points	20
1.8	Availability of own internal technical capacity for provision of major supporting service, such as catering – 20 points, printing – 10 points, translation –10 points. (up to 40 points)	40

Evaluation Matrix		
Section 1. Organizational strength and relevant expertise		Points obtainable
1.90	Sustainable strategies and practices set in forth and effective (up to 20 points max) - Green policy implemented on organizational level – 5 points; - Sustainable strategy for service provision is well elaborated - 5 points; - Events related waste recycling procedures developed and successfully implemented – 5 points; - Gender parity in the organization – 5 points.	20
Total Section 1		300
Section 2. . Understanding of the assignment, proposed approach and methodology		Points obtainable
2.1	To what degree does the Proposer understand the scope of work requested? (assessed based on the Proposer’s overall description of the scope of services proposed as per section 2 of the Technical Proposal)	40
2.2	Is the scope of task well defined and does it correspond to the ToR (assessed based on the section 2 of Technical Proposal)?	
	a) Quality and completeness of the proposed conference package: conference banners and direction guiding signs, agenda, hand out materials, water, necessary equipment (e.g. projector, laser pointer, dictaphone etc.) can be provided in full scope (40 points max)	40
	b) Quality and variety of premises proposed; direct agreements with hotels and conference venues (40 points max)	40
	c) Catering services agreements with reputable suppliers (40 points max)	40
	d) Transportation services (10 points max)	10
	e) Translation/Interpretation services (10 points max)	10
	f) Other services (10 points max)	10
2.3	Management of large number of requests for each client/organization at the same time. Demonstration of how the Proposer deals with incoming requests for events management where several requests are required in more than one place. And in case simultaneous events are required.	10
2.4	Presence of company’s capacity and control management systems to deal with several requests/ entities/clients at the same time	10
2.5	Minimal extent to which any event management services would be subcontracted (subcontracting carries additional risks which may affect implementation of event management services, but properly done it Proposals a chance to access specialized skills.)	10
2.6	System of unforeseen situations management that might affect the continuation or even the commencement of a certain event on time (example).	10
2.7	Risk mitigation system in place.	10
2.8	Presence of the personnel/monitoring system(s) to manage events in an efficient manner and within the required time.	10
2.90	System of ensuring the quality of services provided within the acceptable range	10
Total Section 2		260

Evaluation Matrix		
Section 1. Organizational strength and relevant expertise		Points obtainable
Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Project manager	
	Bachelor's degree in Administration, International Relations or related field	20
	At least 3 years of experience in the area of leading provision of the event management services (3 years – 20 points; 4-5 years – 25 points; more than 5 years – 30 points)	30
	At least 3 years of experience in the area of leading provision of the event management services (3 years – 20 points; 4-5 years – 25 points; more than 5 years – 30 points)	30
	Proven successful experience in the similar assignments projects with acknowledged results, including projects for the international organizations, government (up to 10 points)	10
	Language Qualifications (Tok Pisin and command English – 5 points, Tok Pisin and fluent English – 10 points)	10
3.2	Event manager/s to be directly involved during contract implementation #1	
	At least 3 years of experience in the area of event management (3 years – 15 points; more than 3 years – 20 points)	20
	Proven successful experience in the event management for the national government/international organizations/companies (up to 10 points)	10
	Language Qualifications (Tok Pisin – 5 points, Tok Pisin and English – 10 points)	10
Total Section 3		140
Comments		
Summary of Technical Proposal Evaluation Forms		Points Obtainable
1	Bidder's qualifications, capacity and experience	300
2	Proposed Methodology, Approach and Implementation Plan	260
3	Management Structure and Key Personnel	140
	Total	700

3. Section 5 has been revised as following:
UNDP is soliciting these services by lots as following:

Lot #	Name of event	Preliminary Dates and Location	Approximate Size of the Event
1	Bougainville Economic Investment Summit and side-events prior or after the Summit (tentatively 3-4 days)	2022 (tbc), Buka or Arawa	300/per one day of event
2	Post-referendum Consultation Dialogue meetings (up to three two-day meetings)	2022 (tbc)	100/per one two-day meeting

Lot #	Name of event	Preliminary Dates and Location	Approximate Size of the Event
	Joint Supervisory Body meetings (up to two two-day meetings)	2022 (tbc)	100/per one two-day meeting
3	Livelihood skills, digital and computer literacy trainings (up to four five-day trainings) to youth and women	February 2022- December 2022; Buka, Buin and Arawa	100/per one training in each town

4. Section 6. Form G. The financial proposal template has been revised. Please refer to the Annex attached hereto.