

Minutes of the Pre-Proposal Conference

Date & Time: 1<sup>st</sup> December, 2021 at 1200 hrs.

Venue: Zoom Meeting

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Request for Proposal (RFP) for

**“Livelihood strategy study in energy sector to evaluate employment and entrepreneurship opportunities within energy sector and drafting policy recommendations for Green Transport Sector in Karnataka”**

RFP-140-IND-2021- Event ID-IND10-11074

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Participants

UNDP:

- Govindaraj Jeyachandran, State Project Head, Karnataka
- Manikandan Srinivasan, Procurement Unit
- Jagadish Singh, Procurement Unit

Representatives of the following agencies attended the Pre-bid meeting:

- Prateek Kumar – Ecobell Environmental Solutions
- Bindhya KR - Enzen Global Solutions Pvt Ltd
- Nidhi Taparia – Kamtech Associates Pvt Ltd.
- Girish - Enzen Global Solutions Pvt Ltd

## Proceedings:

Mr. Manikandan Srinivasan from Procurement Unit, UNDP welcomed the representatives of the participating agencies.

The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies. Following introduction, the bidding process and the evaluation process was explained by Mr Manikandan.

Mr. Jeyachandaran, State Project Head, Karnataka provided an overview of the scope under the RFP.

Subsequently, the bidders present raised various technical and commercial queries and UNDP's team provided responses.

## Things to remember while sumitting the bid:

1. Go through the UNDP user guide for bidders on UNDP website. In case of any clarification write a mail to the procurement focal point name given in the RFP document.
2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
3. Technical & Financial proposal is submitted on the letter head of the organisation and should be signed by the authorised person submitting the proposal.
4. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter. And the person should be available for answering queries after submission of the proposal.
5. Financial proposal must be password protected; further do not disclose price anywhere on the technical proposal / e-tendering portal. Otherwise, proposal will be disqualified.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Bidders had also sought clarification by email, the clarification of which are being provided in these minutes of meeting. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP.

The participants were informed that all replies to their queries and suggestions would be reflected in the RFP document through appropriate Amendment/Clarification. It was also informed that the minutes of the Pre-Proposal Conference would be uploaded on the eTendering Portal.

Mr. Manikandan Srinivasan from Procurement Unit – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agencies.

Clarifications requested during the Pre-Proposal Conference & sent via email; and UNDP's response attached as Annexure-1.

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### Annexure-1

RFP Ref./Description: RFP-140-IND-2021 - Livelihood strategy study in energy sector to evaluate employment and entrepreneurship opportunities within energy sector and drafting policy recommendations for Green Transport Sector in Karnataka

Sl. No.	Query	Response
1	<u>Regarding primary research and sample size</u> What is the kind of primary research we are looking at for this project, what is the nature of the stakeholders and sample size?	The stake holders are all the persons who are part of the ecosystem which will include, employers, start-ups, industry associations, etc. The service providers can propose the sample size and the tools for research including interviews, FGDs etc.
3	<u>Regarding workshops and FGDs to be conducted</u> What is the mode in which these can be conducted, physical or virtual? And should the cost of conducting physical interactions be included.	Since the group size can be small (10-15) it is expected that they are conducted in a physical mode and the cost for conducting them should be considered and the location can be in Bangalore.
4	Can we get more details about the stake holder consultation on 'Green Transport' conducted on Sept 9 referred in the RFP.	Yes, details can be shared.
5	Is there a mandatory list of stakeholders that needs to be covered or is it the service providers responsibility to identify them?	There are indicative sectors & categories and the service provider needs to decide and identify the stake holders.
6	Will UNDP facilitate the interaction with identified stake holders.	Yes, UNDP can facilitate some interactions, but it is the service providers responsibility to identify the stakeholders and conduct the interactions.
7	<u>Regarding the team composition</u> The suggested composition is focused towards livelihood development expertise, we feel an EV expert with knowledge of the entire EV value chain will add value to the team.	The suggested team composition is only indicative and the service provider can propose other compositions as required to meet the objectives of the environments.
8	Do all the workshops have to be conducted physically in Bangalore.	Preferably yes and the groups can be small.
9	Is there a possibility of getting an extension on the deadline?	No, there is no possibility of an extension.
10	<u>Regarding the duration</u> Is the mentioned duration of 3 months in terms of man days?	No, three months is the duration for delivery of the project, based on the proportion of the deliverables the service providers can allocate the resources.
11	Is there as indicative budget for the project	The service providers need to propose the budget.

Please go through the weblink below for accessing the UNDP e-tendering user guide for bidders and video guide on how to register a bidder profile on e-tendering and video guide on how to submit a bid on eTendering.

UNDP eTendering User Guide for Bidders

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Video Guide on How to Register a Bidder Profile on eTendering

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

Video Guide on How to Submit a Bid on eTendering

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

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