



## **BIDDER'S CONFERENCE – MINUTES OF MEETING**

### **RFQ/UNDP/ICT/156295/036/2021**

**Assignment Name: Wireless Cisco Meraki Access Points Upgrade**

**Date and Time:** 1<sup>st</sup> December 2021 starting 1400 hour (GMT+7)

Meeting ID: 859 5938 8102

**Closing Date:**

13<sup>th</sup> December 2021 at 1000 hour (GMT+7)

#### **TO ALL INTERESTED BIDDERS**

<b>No.</b>	<b>Introduction and Guidance</b>	
<b>Information</b>	Bid Conference was opened with following agenda: <ol style="list-style-type: none"><li>1. Explanation on RFQ document – administrative issue (closing date, submission &amp; method, delivery place for submitting offer, contract award, etc.).</li><li>2. Explanation on the Section 1</li><li>3. Explanation on the Section 2</li><li>4. Explanation on the Annex 1</li><li>5. Explanation on the Annex 2</li><li>6. Explanation on the Annex 3</li><li>7. Q &amp; A (going through all sessions)</li></ol>	
1	Q	<b>Does the technical specification have to be cisco products? And can you share the floor plan?</b>
	A	<b>Yes, since cisco is the only approved by the corporate level. UNDP already uses Cisco so it'll be easy to connect and we just need to upgrade the specification. For safety reasons, the floor plan will be given to the selected winner.</b>
2	Q	<b>Is it mandatory to be cisco certified or not for technicians? If yes, what kind of certification?</b>
	A	<b>No, but it will be point plus.</b>
3	Q	<b>Is it mandatory to wear safety clothing when working such as wearing helmet? And how is the mechanism of getting an approval from the building?</b>

	A	No, but it will require health protocol due to covid-19. Since this is for internal, no need for vendor to get an approval from the building. But UNDP will help if it needed.
4	Q	Regarding delivery time, what if it exceeds the specified time? Since the meraki products are indent for 60 weeks.
	A	The contract will be terminated. Please also refer to below amendment
5	Q	For point 1, what is the scope of the Vmware documentation like? Does this mean that we will get the previous document file by configuration?
	A	General documentation such as network configuration and mapping configuration such as storage. But it shouldn't change much considering we just want to upgrade the specification. Yes, the selected vendor will be given existing documents and only need to follow the previous document.
6	Q	Is the training location for certification local or non-local.
	A	The training will be delivered Locally
<b>AMENDMENT TO THE RFQ</b>		
1		Annex 1, Schedule of requirement, point 2 should read as follow:  Delivery Time (max. after PO acceptance) 60 Weeks (delivery items) + 3 Weeks (installation)

7<sup>th</sup> December 2021