

**REQUEST FOR PROPOSAL: RFP No.: RFP/PNG/005-2022**

**Hiring Firm/ NGO for provision support for strengthened food and nutrition security**

**Pre-bidding meeting minutes (questions and answers - 1<sup>st</sup> round)**

Date of meeting: 1 February 2022

	<b>Questions</b>	<b>Answers</b>
1	Should the selected service provider conduct monitoring and evaluation?	The activities do not include M&E. The project team will monitor the work of the chosen service provider and perform M&E.
2	Have you consulted the National Research Institute (PNG NRI) and/or the University of Goroka, while preparing the scope of work?  Can such institutions bid?	The project has a steering committee that includes different national and international partners and activities. The project activities and TOR has been discussed with them.  The tender is open for participation, so yes, intuitions can apply as well.
3	Can local NGOs be involved in the contract implementation?	<p>The NGOs can participate. Also, bidder may apply in consortium with local NGO or any other type of entity.</p> <p><i>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</i></p> <p><i>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity</i></p>

	Questions	Answers
		<p><i>in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</i></p> <p><i>The evaluation of such consortium will be done as an assessment of one entity.</i></p> <p>Also, the bidder can engage such local NGO through subcontracting. In such a case, the technical proposal should contain all relevant details.</p>
4	Should the training materials be submitted as part of a bid?	We do not expect to see the developed training materials as part of a bid. The technical proposal should provide information about the approach to the development of training materials.
5	Are there any preferences for local-based NGOs during the evaluation?	<p>There won't be any preference, all bidders will be assessed impartially through minimum evaluation criteria and the technical evaluation matrix.</p> <p>However, the technical evaluation matrix provided additional scoring points for bidder's personnel who have work experience in Enga province or highlands.</p>