Minutes of the Pre-Bid Meeting

Date & Time: Wednesday 02 March, 2022, at 1400 hrs.
Venue: Zoom Meeting

Request for Quotation (RFQ) for
“Provision of Cafeteria & Catering Services”

Participants

UN:

- Deepti Handa, UNDP
- Debasish Banerjee, UNDP
- Sanjana Subramanian, UNIC
- Sucheta Oberoi, UNICEF
- Manikandan Srinivasan, UNDP

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

- Mr. Rishi Sehgal, Max Catering Services
- Mr. D.K. Soni & Mr Khan, Flavor Factory Pvt. Ltd.

Proceedings:

Initiating the discussions, Ms. Deepti Handa, UNDP welcomed the participants and after a round of introduction from the participating agencies the floor was open for the agencies to raise

Things to remember while submitting 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 authorized person submitting the proposal.

4. Name, Email id. And contact number of the authorized person submitting the proposals should be clearly mentioned on the cover letter.

5. Please make sure that the user ID and password on the e-bidding portal is functioning well before the closing day as technical assistance with the same requires a 24-hour time frame.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFQ. It was also informed that the minutes of the Pre-Proposal Conference would be uploaded on the e Tendering Portal.

Ms. Deepti Handa – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agency.

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

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### Annexure-1


**“Provision of Cafeteria & Catering Services”**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Query</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please clarify as to how the Billing for official meetings and personal consumption should be made..?</td>
<td>The official meeting bills will be cleared within 15 days of receipt of correct bills as per our format. All personal consumption will be directly billed to staff and responsibility of the selected vendor for follow up and payment. Any delays or non-payment will not be the responsibility of the UN.</td>
</tr>
<tr>
<td>2</td>
<td>Is it necessary to submit the certificate of health status at the time of submitting the proposal?</td>
<td>The Health Certificate can be submitted post selection of the vendor. The COVID vaccination certificate need to be submitted at the time proposal submission.</td>
</tr>
<tr>
<td>3</td>
<td>Is it necessary to submit the CVs of all the staff at the time of submitting the quote..?</td>
<td>The CV’s of the staff who will be assigned to the UN, will need to be submitted with the quote.</td>
</tr>
</tbody>
</table>
| 4      | Need clarity on the financial offer -- Mini meal / Thali Full meal / Thali (this is repeated three times, what does this mean..?) | Please quote separately for Mini meal and full meal for all the three options as listed below:  
- Indian Thali  
- Chinese & Asian  
- Continental |
| 5      | Please share the format for submitting the UN Sanction statement | Please provide a certificate/undertaking on the following lines on your letterhead:  
“This is to confirm/declare that ‘name of agency’ is not in the UN Security Council 1267/1989 list, UN procurement Division list or other UN Ineligibility list”. |
| 6      | One of the vendors suggested that the Coffee Machine should be procured directly by UNDP... | The Coffee Machine should be directly rented/procured by the selected vendor. The rental cost can be billed to the UN on actual.                                                                            |
| 7      | One of the vendors raised a concern that in the RFQ there is a clause saying that prices quoted should not be changed after signing of the Contract. However, for items like, | Any price increase requested by the selected vendor will be reviewed by the UN cafeteria committee based on the available market rates during that period. This will only be considered |
Milk, Coffee bean, the prices will vary and a provision should be kept for modifying the price... once it is approved by the committee and subsequently by the approving authority.

| 8 | Kitchen Equipment | The list of kitchen equipment available will be made available during the site visit at both UN House and UNICEF. |

Kindly check UNDP e-tendering portal for updates.

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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**


**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