Subject: Long-Term Agreement for Harmonized Approach to Cash Transfers (HACT) Assurance Services

Date and time: 21 March 2022, 16:00 BKK time

UNDP (3)

1. Gloria Kiondo, Risk Management Specialist
2. Mariam Mkhitaryan, Procurement Analyst
3. Payal Suri, Operations Specialist

List of Participating Companies (12)

1. Jitendra K. Sarawgi, J.K.SARAWGI & COMPANY
2. Jeet Agarwal, J.K.SARAWGI & COMPANY
3. Sumit Sharma, J.K.SARAWGI & COMPANY
4. Smita Rathore, J.K.SARAWGI & COMPANY
5. Lubna Alzatreh, BDO Jordan
6. Wasan Diab, BDO

Annex 1
Minutes of Pre-bid meeting for RFP-2022-006

Subject: Long-Term Agreement for Harmonized Approach to Cash Transfers (HACT) Assurance Services

Date and time: 21 March 2022, 16:00 BKK time

To: All bidders

From: Procurement Unit, UNDP Bangkok Regional Hub

1. A non-mandatory pre-bid teleconference via ZOOM was held on Monday 21 March 2022 at 16:00 PM BKK time. The duration of meeting was one hour. The participants list is attached for reference.

2. The pre-bid session was organized as per the following agenda:

• Project Background
• Procurement instructions: evaluation process, evaluation criteria
• E-Tendering
• Q&A

3. The minutes are a synopsis of the entire meeting. Nothing referenced in the minutes is intended to change the meaning of the solicitation documents unless, and until, specifically amended by a formal, written addendum.

4. Questions and Answers

The bidders were given the floor to raise their questions and concerns during the Q&A session.

Question 1

• **Question:** In bid data sheet there is a clause on penalty for non-timely assignments. From our past experience during or after the assessment the RP or IP may not be giving sufficient information or documents in timely manner. Will those cases be excluded from this time period?

• **Answer:** As this is a long-term agreement the clause on liquidated damages was included to give the bidders general information on penalty charges in case of delays. Should such delays occur during actual engagement they will be discussed and treated on a case-by-case basis depending on the context and reasons that led to the delay.
Question 2

- **Question:** The RFP specifies that the contract may be used by other UN Agencies but terms and conditions may vary. Please advise if we shall apply the same price list in case we are engaged by other UN entities.
- **Answer:** The price list must remain the same however each UN Agency has its own set of General Terms and Conditions for contracting. The respective document shall be shared with the LTA holders at time of call offs for their review and acceptance.
- **Question:** We have and LTA with UNDP India for HACT, which pricelist will prevail?
- **Answer:** It depends on which LTA the requesting unit piggybacks on at time of the secondary bidding. If the CO decided to use the current LTA which is being managed by UNDP Bangkok Regional Hub then this price list will prevail.

Question 3

- **Question:** For previous experience you are requesting to provide Contracts of similar nature and complexity implemented over the last thee (03) years, as per following requirements: List the relevant contracts carried out within the last 3 years (2018, 2019, 2020), of which the cumulative contract value over the three years should not be less than USD 250,000. What is the definition of the contract value? Does it refer to the project value
- **Answer:** It refers to the contract value that was signed between the service provider and the contracting entity. We have not specified the number of contracts but the cumulative value of the submitted contracts for the purpose of evaluation must be not less than USD 250,000.

Question 4

- **Question:** As per Bid Data Sheet, the bidders are asked to provide sample or anonymous CVs for key staff members as follows: 1 sample for the Team Lead and 6 samples for Senior and 6 for Junior auditors. How UNDP will evaluate sample CVs and can we provide more CVs.
- **Answer:** As this a long terms agreement we give the bidders the flexibility to provide sample CVs instead of actual ones even though the bidders are also welcomed to provide actual CVs. It is expected that the consultants deployed for actual engagement(s) later shall have equivalent or superior profile for the respective role. We recommend the bidders to submit the requested number of CVs since we will evaluate the requested minimum numbers of CVs.
- **Question:** If we participate as a JV shall we submit separate set of CVs for JV members.
- **Answer:** Please provide the requested number of CVs as per the RFP and we do not require additional set of CVs for each JV member. Kindly make sure to fill in all JV related information forms and submit the related documents.
- **Question:** In India CPA is equal to Masters degree. As per your requirements you ask the Team Lead to be a CPA and have Master’s degree. Please advise if CPA will be counted as Masters Degree.
Answer: We confirm that CPA will be equivalent to Master’s degree and no separate Master’s degree will be required.

Question 5

*Question:* Do we need to include the details of the assessment in e-tools (specific to UNDP/India and UNICEF/India). Is it a requirement in this case?

*Answer:* At the moment we do not have that specific requirement. The call-off TORs shared at the time of secondary bidding will guide the arrangement for the specific assignment.

*Question:* Please advise if the micro assessment questionnaire is the latest version? The latest version has been revised after 2016

*Answer:* Enclosed micro assessment questionnaire is the latest version for UNDP, which encompasses some additional questions that are specific to UNDP. It is pertinent to note that the questionnaire used by other UN agencies might vary slightly from UNDP.

Question 6

*Question:* If we want to apply for two LOTs do we need to submit two different sets for technical or it will automatically be considered for two LOTS?

*Answer:* You do not need to submit two separate proposals. Bidders shall indicate in their technical proposal the list of countries where they have experience, for each Lot which they are bidding for. If applying for LOT 1, the Bidder will have to demonstrate by showing proof of one completed contract in each of the countries under LOT 1 other than in the business license country of origin of the Bidder. The financial standing requirement will also vary based on the number of LOTs the bidder applies. Please refer to RFP document to learn more.

*Question:* Do we need to include the travel related cost in the financial proposal.

*Answer:* No, as elaborated in the RFP document, if travel is required, the travel costs shall be quoted at the stage of secondary bidding.

Question 7

*Question:* can you share with us the presentation

*Answer:* This presentation including the recording of the session will not be shared with the bidders. The meeting minutes will be uploaded the e-tendering portal.