Minutes of the pre-bidding conference MyRFP2022-003 Consultancy for Event Management for EPU-UNDP Malaysia Innovates Conference 2022

Place: ZOOM
Date: 21 March 2022
Time: 14:00 to 15:00 (GMT+8)

Panel from UNDP Malaysia:
   a. Mr. Chong Yin Wei, Head of Solutions Mapping, Accelerator Lab
   b. Ms. Chin Su Ci, Communication Associate
   c. Ms. Laine Liew, Operations Associate

I. Introduction

UNDP Operations Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help the bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. This meeting is not a pre-requisite for application. Those who missed or unable to attend this meeting can still submitted their proposal.

Minutes of this meeting will be posted on UNDP websites, so all bidders (including those who were unable to attend) can download for reference.

In case any bidders have queries after the pre-bid meeting, the bidders should send queries to the contact details indicated in the RFP.

Below are some key notes on preparing and submitting the bid:

1. Preparing proposal:
   - Proposal validity: 120 days from submission deadline
   - Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal.
   - Based on Annex 2, Bidders should provide in their proposal’s relevant information, proof/evidence they have for each criterion.
   - The proposal should be submitted in the templates provided in Annex 2. Bidders should follow templates.
   - Currency of the proposal is Ringgit Malaysia, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link: https://treasury.un.org/operationalrates/OperationalRates.php
   - Please refer to Annex 2 “Check list” to ensure all essential documents are included in the bid.
   - Failure to accept UNDP General Terms will lead to disqualification of the company.
   - The expected durations of work will be 5 calendar-months from April – August 2022.
   - Partial Quotes is not permitted.
   - UNDP will award the contract to one and only one Service Provider.

2. Bid submission:
- Submission deadline: Wednesday, 30 March 2021, 12:00PM (Malaysia Time)
- Only electronic submissions via e-mail will be accepted. The email address is provided at the
tender document.
- Please note that paper-based proposals will not be accepted.
- It is sole responsibility of Supplier to ensure timely and correct submission of proposals. Any
submission after the deadline will be rejected.
- Financial proposal should be protected by password. The password details shall not be shared
with Procurement Unit or any other members of UNDP Malaysia until the official request from
UNDP Procurement Unit is received.
- The submission should be supported with additional documents confirming qualification of
the company and other criteria, please refer for details to Annex 2 checklist.
- All Forms should be properly signed and stamped by authorized person.

3. Evaluation of proposals:
- Criteria of the assessment of the proposal is provided in Page 5 of the tender document.
- The evaluation weight is distributed 70% for technical proposal and 30% for financial proposal.
- Only the proposals that obtain minimum 70 out of 100 points will be considered for the
financial evaluation.

4. Financial proposals:
- The financial proposal shall be provided based on the items listed in Annex 3.

6. Questions/ Answer Session:
At the end of this presentation, there were some questions from participates and these were clarified
as below:

<table>
<thead>
<tr>
<th>#</th>
<th>Query</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The concept of the hybrid event is suggested from the company. Please clarify if such event organised by UNDP before or first attempt. What is the concept UNDP seeking?</td>
<td>UNDP is seeking for a creative concept. As refer to the Terms of Reference, UNDP briefed in key tonality, key word and etc which will be able to provide direction to the company.</td>
</tr>
<tr>
<td>2</td>
<td>Is UNDP the main organiser?</td>
<td>Economic Planning Unit (EPU) is hosting the event. UNDP is supporting in the planning and implementation.</td>
</tr>
<tr>
<td>3</td>
<td>The pitching exercise will be line to line as per the tender document provided and we can skip on the concept.</td>
<td>Bidders can design your concept based on the proposed event tagline: #Innovate4SustainableWealth #InovasiuntukKekayaanMampan</td>
</tr>
<tr>
<td>4</td>
<td>The event location is yet to be confirm?</td>
<td>Sunway University is not confirmed at this stage.</td>
</tr>
<tr>
<td>5</td>
<td>Do we propose on the event venue or UNDP will handle the locations?</td>
<td>Appreciate if the bidders can provide options of venue for the event. The specification will be listed at the Tender document. The suggestion will be present to EPU for their final decision.</td>
</tr>
<tr>
<td>6</td>
<td>For the montage video content will be provided by UNDP.</td>
<td>Yes. We’re collecting from different innovators in different level such as grassroots innovators,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>7</td>
<td><strong>Is there a budget for this tender?</strong></td>
<td>The budget will not be indicated at the RFP, the company will indicate the best price it can offer. This is an open tender where the evaluation weight is distributed 70% for technical proposal and 30% for financial proposal. UNDP value your ideation and technical proposal.</td>
</tr>
<tr>
<td>8</td>
<td><strong>All speakers will be managed by UNDP?</strong></td>
<td>Speaker management will be from UNDP, but administrative and logistic support is required from the company. The logistic support required is only based on the virtual dial in and technical setup.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Speaker will be local or international?</strong></td>
<td>Mixed of both</td>
</tr>
</tbody>
</table>

**Notes:**

1. Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
2. Questions on tender can be sent in writing to procurement.my@undp.org before 8 days to bids submission deadline.
3. Bidders is allowed to participate in the tender even though you missed the pre-conference session.

The meeting completed at 2.40pm. This minute will be posted on website for an easy access.

**Useful information/links:**

UN exchange rate: [https://treasury.un.org/operationalrates/OperationalRates.ph](https://treasury.un.org/operationalrates/OperationalRates.ph)