

Minutes of the Pre-Proposal Conference

Date & Time: 17th June 2022, 11:00 am

Venue: Zoom Meeting

Request for Proposal (RFP) for
RFP-076-IND-2022-"Strengthening School Preparedness for Tsunami"

Participants

UNDP:

- Shubham Tandon, Project Officer, UNDP
- Manikandan Srinivasan, Procurement Unit
- Jagadish Singh, Procurement Unit

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

- Sarat Panda -DRR and division
- Tejas Patel - Taru Leading Edge
- Lakshman S - SEEDS Technical Services Private Limited
- Vishal Phathak- All India Disaster Mitigation Institute
- Manprit. Kaur - Ernst & Young India LLP

Proceedings:

Mr. Manikandan Srinivasan from Procurement Unit, UNDP welcomed the representatives of the participating agencies.

The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies. Following the introduction, Mr. Shubham Tandon, Project Officer, provided an overview of the scope under the RFP.

Subsequently, the bidders present raised various technical and commercial queries and UNDP's team provided responses.

Things to remember while sumitting 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 authorised person submitting the proposal.
4. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter. And the person should be available for answering queries after submission of the proposal.
5. Financial proposal must be password protected; further do not disclose price anywhere on the technical proposal / e-tendering portal. Otherwise, proposal will be disqualified.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Bidders had also sought clarification by email, the clarification of which are being provided in these minutes of meeting. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP.

The participants were informed that all replies to their queries and suggestions would be reflected in the RFP document through appropriate Amendment/Clarification. It was also informed that the minutes of the Pre-Proposal Conference would be uploaded on the eTendering Portal.

Mr. Manikandan Srinivasan from Procurement Unit – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agencies.

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

Annexure-1

RFP Ref./Description: RFP-076-IND-2022-"Strengthening School Preparedness for Tsunami"

Sl. No.	Query	Response
1	<u>Regarding the number of TOT</u> What are the number of TOTs which are to be conducted under the project	A minimum of 3 TOTs are to be conducted
2	<u>Regarding the selection of schools</u> Are the schools finalized by the UNDP	Yes, the schools are already finalised. As mentioned in the RFP 8 of them are in Vizag and 4 are in Srikakulam
3	Does all the selected schools have the DM plan prepared	Yes, the SDMP for all schools was developed in phase 1 of the project
4	How many mock drills are to be conducted under the project?	A minimum of 6 mock drills will be conducted under the project, covering 2 schools at a time.
5	What are the number of participants which will be covered under the project	The first phase covered around 7000 participants from different schools. Almost a similar number is expected in this phase as well.
6	For the district brief on post COVID-19 impact on education, is a primary survey required at the district level.	Yes, a primary survey majorly reaching out to the departments and a few sample schools will formulate the part of the study.
7	What is meant by 'sector' in the term 'sectorspecific experts'	The sector expert is majorly referred to the disaster management expert who holds the experience of developing school DM plans and conducting mockdrills
8	Kindly clarify if it is permitted to form a consortium or hire a subcontractor for the project.	Yes, a consortium can be formed by the agencies
9	Are the mock drills to be done by the trained teachers / parents / community?	No, the mock drills will be conducted by the subject matter expert but the parents and teachers can be a part of it.
10	Kindly specify the language of the deliverables, considering the locations to be covered	Speaking and understanding knowledge of Telugu is important for atleast one team member.

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

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

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>
