Minutes of Pre-Proposal Conference

RFP-2022-24
Stakeholder workshop for NAP

Date: 17 June 2022
Time: 11:00AM t0 12:00PM (Bangkok Time)
Organizer: UNDP Thailand

Reference: **RFP-2022-24**

Meeting participants:

Representatives from the interested organizations:

Sl.	Name	Organization and Title	Contact email & Phone
1	Asst.Prof.Suthirat Kittipongvises	Environmental Research Institute, Chulalongkorn University	suthirat.k@gmail.com
2	Wansuk Senanan, Ph.D.	Department of Aquatic Science, Faculty of Science, Burapha University	wansuk@buu.ac.th
3	Adirake Markphol	Phuket Environmental Foundation	adirakemarkphol@gmail.com

From UNDP:
1. Phattareeya Suanrattanachai, Project Manager
2. Onanong Wuthimonkolkul, Procurement Associate

The meeting initiated with the introduction session by Onanong Wuthimonkolkul.

Then, she provided detailed information on the bidding process, going through the RFP document, and explaining therequirements in detail. The following points were highlighted:

- Bid validity is 120 days from the deadline of the RFP submission;
- Recommended presentation of the Technical and Financial proposals, use of provided templates;
- Completeness of the required documentation;
- Importance of thorough review of TOR;
- Evaluation criteria with corresponding scoring and weight;
- Selection method based on cumulative analysis where technical component comprises 70% and financial weigh 30% out of total 100%. The passing threshold for the technical offer is 70% of total technical score;
- The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. **Submitted Financial proposal should be set password protected and the Password should be provided only when requested by UNDP**. Failure in compliance with the mentioned condition shall result in rejection of the offer.
- Do not disclose the price in e-tendering line Item. Bidders must put the line item Price as 1 USD.
- Emphasize that the bidder is allowed for proposing minimum One LOT or maximum TWO LOTs and indicate the Lot no. in the title of the file and inside the proposal

Phattareeya Suanrattanachai then briefly described the scope of work expected to be undertaken and shared a background information on the announced assignment in detail.

Then the floor was open to the representative of the different firms to raise their questions and queries related to the assignment and the solicitation process.

Questions raised during the pre-proposal meeting and answers thereto from UNDP is listed below:

#	Questions raised by participants	Response provided
1	As per TOR, it indicated to focus only 3 sectors.	Representatives of 3 economic sectors-agriculture, fisheries and tourism, who are sub-national officers/local stakeholders living/working in 18 coastal provinces along the Gulf of Thailand, are the key stakeholders as priority.
2	For the financial statement and tax registration, is it ok to submit in Thai version?	Actually, the supporting document in English is preferable, but it is understandable that the supporting documents which are issued by the government or used in office in Thai, so it is acceptable.
3	Please explain more about the Track Record?	The bidder is requested to provide the track record including list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address.
4	When does this tender start?	This tender is already started on e-tendering portal, and as of now the deadline is on 30 Jun 2022, but please check in e-tendering portal if there is any change in the deadline of the tender.
5	How many workshops and forums to be required for this task.	For the details of workshops and forum, please refer to the solicitation document: Annex 2_TOR in the section E. Location of Work. There will be the information of the workshop / forum provided, including the frequency, targets area and targeted venue. Please be reminded that there are 2 TORs under LOT 1 and LOT 2 with different details of the workshop and forum. Hence, please be more careful to check TOR on each LOT number that you are interested.
6	The Content of workshops and forums will mainly rely on the existed research reports of the NAP project, isn't it?	Yes
7	Can the information of the existed research reports can be provided prior the deadline of bid submission?	No, the existed research reports cannot be shared at this moment and will be shared after the awards. For technical proposal, please provide the broaden scope to see the direction and idea towards this task. We will discuss on the technical details later.

Note: Above clarification in response to queries raised during the pre-proposal meeting shall be an integral part of the RFP document and supersede all provisions as applicable

At the end of the meeting, the companies are requested again to thoroughly examine the RFP and submit their proposals in accordance with the requirement.