

Minutes-Pre-Bid Meeting (Online)

RFP-Hiring of Firm/Organization for Providing Information Dissemination and Social Management Services

RFP-UNDP-2022-223

Participants (UNDP): *Muhammad Tahir ul Islam (Procurement Officer), Ms. Samia Mani (Civic and Voters Education Officer SELP/DGU), Hanif Khan (Admin and Logistic Officer, SELP/DGU), Nemat Ullah Baloch, Operation Officer SELP/DGU.*

Participants (Partners): *Mr. Imran Aslam, Ms. Fatima Ghani and Sherry Ahmed (from M/s Black Box Sounds), Saif Taufiq, Shahrukh Ali (from M&CSAATCHI), Maida Zafar, and Zeenoor Sheikh (from Viamo).*

After introduction of participants, Ms. Samia Mani briefed about the project background and went through the project ToRs and described the deliverables and timelines for the intervention. Following this, a detailed overview of the technical and financial proposal was discussed with the participant. The participant was asked to thoroughly review the ToRs, technical and financial templates, and quote market rates for the implementation of project activities. Civic and Voter Education Officer clarified below points during meeting:

- *One content refers to the audio recording in one language.*
- *Content for social media would be provided and is not part of the content.*
- *One bundle refers to a bundle for one electoral event.*

Mr. Tahir ul Islam reiterated that financial proposal should be in PKR. It can be submitted in USD, however rates will be converted in PKR as per UNDP exchange rate. He also stressed that the financial proposal must be password protected. Failure to do one or both would result in a disqualification. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organisation or any other international Organisation. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.

One of the participants pointed out soft copy of Form A not found. Mr. Tahir informed participants that soft copy of Form A and other missing forms will be uploaded on the website.

Mr. Tahir also explained the e-tendering process and asked participants to raise their questions related to RFP through email. He requested Bidders to submit their technical and financial proposals at least 24 hours before the submission deadline to solve any possible technical issue.