

Minutes of the pre-bidding conference MyRFP2022-008 Consultancy to develop an Inclusive Social Protection policy system in Malaysia.

Place: ZOOM

Date: 28 June 2022

Time: 14:00 to 15:00 (GMT+8)

Panel from UNDP Malaysia:

- a. Ms. Herlianna Naning, Programme Analyst Inclusivity and Growth
- b. Ms. Laine Liew, Operations Associate
- c. Ms. Hanis Syamilah, Operations Team Member

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 and UNGM, 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.
- Please refer to Annex 2 “Check list” to ensure all essential documents are included in the bid. 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, Annex 3 & Annex 4. 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>
- Failure to accept UNDP General Terms will lead to disqualification of the company.
- The expected durations of work will be 20 calendar-months from July 2022– March 2024.
- Partial Quotes is not permitted.
- UNDP will award the contract to one and only one Service Provider.

2. Bid submission:

- Submission deadline: Friday, 08 July 2021, 5:00PM (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 must be submitted using the Supplier official letterhead and should be properly signed and stamped by authorized person.

3. Evaluation of proposals:

- Evaluation criteria provided in Page 7 of the tender document.
- The evaluation weight is distributed 70% for technical proposal and 30% for financial.
- 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.

5. Brief Summary of the RFP:

UNDP Malaysia is supporting the government in strengthening the social protection system which cover the broad area of social assistance, social insurance and labour market intervention. The project also aimed to support the government in integrating the social protection databases by proposing an integrated architecture of the databases through an assessment of the interoperability of databases. Additionally, the consultancy is expected to support strengthening the capacity building of the social protection agencies through the development of training module and implementation of the capacity building throughout the project period. The consultant is expected to work along with an international consultant who will be hired separately. The role of the international consultant is to provide advice on technical matters and bring international experience to this project. The consultancy of this project is expected to commence in July or early August and to be completed by April 2024.

6. Questions/ Answer Session:

At the end of this presentation, there were some questions from participants and these were clarified as below:

#	Query	Answer
1	Within Objective 2 – it mentions “piloting” the integrations of IT systems within the social protection landscape. Does this mean, you are looking to procure specific technology to integrate and create a unified social protection information system landscape? Or create a pilot, and write a TOR for future social protection information system implementation	Technology support and capacity are available within the government but needed support to advise on the architecture of the integration that will cover Social Assistance, Social Insurance and Labour Market Intervention. The pilot is needed to test the feasibility of the integration, to capture lessons

		learnt and improvements needed in improving the unified social protection information system landscape
2	Referring to “Below 100k” – can we clarify that this tender is for below USD100k in value?	According to UNDP tender, there are 2 types of Requests for Proposal (RFP) tender and it’s differentiated by below USD100k and above USD100k. However, this does not interpret as the budget for this RFP
3	Can the team leader and social protection specialist be the same person?	Please propose accordingly based on the Scope of work requirement.
4	For Team Leaders’ qualification, “Master’s degree in the field of development economics, social development, humansciences, poverty reduction, sociology, public policy or related fields”, could we propose a CV with a bachelor’s degree with >10 years of experience in the related field?	As refer to the Terms of Reference, the qualification for Team Leader minimum requirement is master’s degree.
5	Is there a limit on the team members? Eg: can we have two people as data & information specialist	As long as the bidders proposed the minimum team member listed in the Terms of Reference. Any additional personnel can be provided accordingly.
6	What are other databases in Objective 2?	Based on the current ongoing mapping work, identified databases are JPN and social assistance agencies ie Department of Welfare.
7	When we select a specific database, do we need to seek permission from the owner of the database? Integration is a big word. Does this mean the Department of Social of Welfare can give access to the database? Please explain the meaning of integration. PDPA is a concern also.	Currently, for the purpose of this project, cross-databases accessibility has been established within a specific level of authority and scope to ensure PDPA remain protected.
8	Have the key agencies in Objective 2 been identify or we need to source our own?	Yes – current ongoing mapping work has identified key agencies but potential key agencies can still be considered, not set in stone
9	The team leader listed in the TOR need to be an International Consultant?	Not necessary, can be national or international person. But the Team Leader will be recommended by the service provider. The international consultant will be engaging separately by UNDP.
10	In preparing of the proposal, should we look into the general overview of social protection. Can we focus on specific target group? Eg. Elderly and etc.	The overview should cover all the three main areas of Social Protection system, namely the Social Assistance, Social Insurance and Labour Market Intervention.

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:
 - a. UNGM: <https://www.ungm.org/Public/Notice/176922>
 - b. PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=92703
2. Questions on tender can be sent in writing to procurement.my@undp.org before 5 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>