

Pre-Bid Minutes of the Meeting
Among UNDP and Bidders



United Nations Development Programme (UNDP)		
Subject: ITB Ref. No – ITB-008/22- Establishment of Long-Term Agreement(s) for the provision of Consultancy and support personnel services to facilitate the implementation of UNDP projects in Iraq		
Venue:	Through Zoom Application	
Date of Conference: 23-June-2022	From: 10:00 AM	To: 12:00 PM
Closing Time & Date of ITB:	18-July-2022, 7:00 EDT	
Participants: UNDP	a) UNDP: 1. Dler Mohamad, procurement Analyst 2. Mohammad Taani, Management Specialist 3. Tamara Ali, Programme and operations officer	
Bid conference was opened with following agenda:	1. Information, instructions, and explanation of the ITB document by procurement unit – administrative requirements (closing date, bid security, mandatory submission forms & method, required documents, Bid data sheet, TOR, e-tendering submission procedure, bids submission requirement, UNDP rules and regulations, etc.) 2. Clarifications provided to Bidders' Questions.	

The following queries were raised by the participating representatives from the prospective bidders, and the following respective responses are provided:

SN.	Queries	Responses
1	As the tender requests for electronic submission, shall we scan and submit the scan copy of bid security or to submit the original hard copy?	Submitting the scanned copy of signed/scanned bid security using UNDP's prescribed template is required (refer to form G and form G1 in ITB). Verification of the authenticity of the bid security will be done by UNDP, however the original copy will be kept with the company and shall be provided through secured pouch upon UNDP after the closing deadline.
2	Can the Company submit for both Lots (Lot A National & Lot B International)?	Yes, bidders can submit for one or both lots, however the proposal shall clearly indicate which Lot(s) the company is offering its proposal.
3	Technical proposal can be the same for both Lots?	Company has to indicate whether the technical proposal is for Lot A or Lot B, and whether it is the same.
4	Daily or monthly rate will be paid based on the rates provided in page 39 of the ITB, adding to that the management fees?	Yes, the management fee will be added to the daily/monthly fee scales that are indicated in tables at pages 38 & 39. The fee scales are indicative and the management fees are to be calculated based on the final fees reflected in the eventual call-off contracts/POs.
5	The individual will be paid by the UNDP or the Company?	The individuals will be paid by the Company.
6	How UNDP will arrange the requirement between primary and Back up LTA holders to request the their services	UNDP will contract both primary and backup companies, the primary LTA holder will be requested to provide the services for each request. In case the primary LTA holder is

		unable to provide adequate response to UNDP or demonstrates unsatisfactory performance, UNDP will request the backup LTA holder to provide the services.
7	If the bidder submits for two Lots, should the bidder submit two supporting documents, two methodology and two financial proposals or One methodology, One supporting documents	The bidder to submit each Lot separately, that is including methodology and financial proposal.
8	Should the bidder submit two bank guarantee or one bank guarantee for both Lots.	One Bank Guarantee (Bid Security) should be submitted for the amount US\$20,000.
9	Part of the Contractors responsibility is transportation, insurance, communication and security, all of these has a cost associated. Shall we consider the cost of these in our percentage or the contractor will add such costs at a later stage? The percentage should include insurance, security, and sourcing? Can we breakdown for security, an insurance and add the management fee. Does the company should bear cost of medical insurance, security?	<p>The management fee shall consist of the Proposer's operational costs to provide the services, including but not limited to:</p> <ul style="list-style-type: none"> • Sourcing and deploying individual contractors • Basic security services as outlined in the terms of reference • Life/Medical insurance along with any other entitlements as may be required under local Iraqi labor laws. • Contract administration and management • Profit margin • Any other services as provided in the Terms of Reference <p>It should be one fixed management fee represents in percentage (%)</p>
10	Does the management fee include another additional fee?	UNDP will pay only management fee -Refer to the answer for Q9.
11	Does UNDP have list of approved insurance provider or company or we can go for any company have experience with us.	UNDP does not have list of insurance providers.
12	Will UNDP consider extending the deadline of submission? That's due to Eid holiday to allow the bidders have enough time to respond and to extend for additional days. "Request raised by three bidders"	The submission deadline has been extended to 01 August 2022, 7:00 AM EDT (New York Time)
13	Is there any specific evaluation criteria to the companies to write when we answer?	Evaluation criteria are clearly stated in the bid under section (4) of the ITB.
14	Company must have presence of office in Erbil now or during the contract award?	The bidder shall indicate in the bidding document if has office in Erbil or will establish office in Erbil in the near future after contract award. Refer to TOR para 21 "the contractor must have a physical presence in Iraq – Erbil City". This is required due to facilitate operational and administrative activities for performing the services.
15	Could you elaborate on the estimation cost, is it for one year or three years	The estimate amount of US\$ 20M is for three years, however may higher or lower based on the projects requirements. The estimation cost is for both Lots (local and international), and UNDP does not guarantee any minimum volume of services to be rendered during the LTA contract period.
16	In the data sheet mentioned that the bids will be evaluated on Pass/Fail basis, Is there any other evaluation grid to provide like ISO certificate,....etc.	<p>Evaluation will be done based on the Criteria's are mentioned under section 4.</p> <p>The documents requested are mentioned under Form B</p>

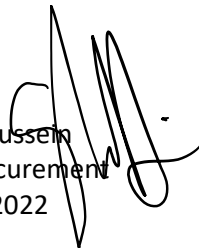
17	Can you let us know the contractor will submit monthly combined invoice or invoice will be submitted at the end of each individual contract	The monthly invoice will be submitted for each contract, however UNDP may consider combined invoices in future if it reduces administrative burdens.
18	How transportation cost will be paid	Transportation cost will be paid separately out of the contract, if any.
19	On the minimum qualification for two similar contracts implemented in the last 7 years, can this expanded to 10 years?	The Criteria set in the ITB will remain unchanged as 7 years is considered practical for this type of services. Accordingly, UNDP will follow the bid instructions using criteria currently set in the ITB.
20	For companies HQ outside Iraq, but they have separate registration in Iraq, how this will be handled?	In case of joint venture, the bidders should indicate in the form C the share of each company, submission will be as a joint venture between partners, lead partner to be indicated. Companies who have HQ outside of Iraq is acceptable if they are registered to provide services in Iraq.
21	Does it make difference if company registered either in the north/south Iraq?	Iraq considered one area, registration in the north, center and south of Iraq and KRG area are accepted
22	Any taxes should we consider when we submit the offer	UN is tax exempted organization, however company must assess what tax obligations they may be liable for providing such services, if any.
23	The scope of geography will covers all Iraq, could you assist as what kind of percentage of implementation work in each region in Iraq, (north, center and south) during the implementation?	The areas have most work in (Ninewa, Anbar, Diyala and Salahaddin) governorates, however percentage of implementation work still depends on the project requirements.
24	The contractor will be buying IT equipment & communication, will this be invoiced to UNDP and who will be pay the cost?	IT and communication equipment will not be invoiced to UNDP, the contractor will pay the cost and can retrieve the assets from the individuals upon completion of contracts.
25	Regarding the social security, this is a percentage that to be paid official to the government office and the salary of the employee , there are two types of taxes social security & personnel tax to government which should be deducted by the employee & the company and to be delivered to the government. How UNDP will seize this? Clarify insurance & Social security if includes in company management fee?	The management fee is to incorporate all such costs. Entitlements related to social security, etc. shall be in line with local labor laws.
26	If company submitting for Int Lot, the company have travel insurance that includes the security with life insurance, will that be enough, or we need to do more?	The insurance shall be sufficient to ensure it covers all necessary liabilities in accordance with local laws.
27	Can you clarify third party liability insurance?	Please refer to Section 13 of UNDP's General Terms & Conditions.
28	Does the contractor only charge management fee for sourcing and is the management fee includes insurance & security	Please refer to response provided in Question 9.
29	Medical and health insurance, does UNDP mean visiting doctors, covering maternities, surgeries only or this medical health related to the accident as a result of car accident, during the insurance period?	Medical/Health insurance provided shall be in line with requirements under local law.

30	Medical clearance is a must for each contract? How we can consider in our request	Please refer to Terms of Reference. Medical clearance will be required for individuals aged 65 or older, or otherwise requested by UNDP.
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Sincerely yours,



Dler Mohamad
Procurement Analyst/Case Officer
14 July 2022



Shadi Hussein
Head of Procurement
14 July 2022