

MINUTES OF THE PRE-BID CONFERENCE

Request for Proposal (RFP-033-PHL-2022): Consultancy Services (Firm) to Manage the Entrepreneurship Component of the Innovation for Social Impact Partnership Project

Location : Zoom Virtual Meeting
Date and Time: 13 July 2022, 10:00am, Manila Time
Moderator : Joseph Pangilinan, Procurement Assistant, UNDP

Participants from UNDP:

Anthony Dela Cruz – Project Manager
Riza Teresita Halili – Project Manager, Pintig Lab
Reinabelle Reyes – Chief Technical Advisor for Pintig Lab
Alyanna Marie Carrion – Circular Economy Experiment Coordinator

Participant Bidders:

IPA – Karisha Anne Cruz, Policy Associate
IPA – Yuna Liang, Research Manager

The Pre-bid conference commenced at 10:00AM with UNDP procurement focal welcoming the participants and discussed what will be the flow of the meeting, 1st to be discuss are the important items of the procurement process followed by the detailed presentation of the Terms of Reference last will be the questions and answers from the interested firms.

A. Procurement Process and submission of proposal:

- Proposal should be submitted in e-tender in ATLAS, BU Code: PHL10, Event ID number: 0000012973
- Deadline of submission of proposal is 19 July 2022; 5:00 PM, Manila Time
- Target contract start date is last week of July 2022
- Target contract completion date February 2023
- Firms Eligibility and documents to submitted with the proposal was also discussed as mentioned in the issued RFP
- The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with a PASSWORD and clearly labelled.

B. Presentation of the Terms of Reference (TOR):

The Project Team gave a project overview; particular attention was drawn to the Terms of Reference (TOR), the scope of work, the major activities to be implemented as follows:

1. Data Analytics and Research for the Design of a Social and Behavior Change Communication (SBCC) Campaign for Circular Economy
2. Impact Assessment and Monitoring of the Social and Behavior Change Communication (SBCC) Campaign for Circular Economy
3. Integration of Gender Equality and Social Inclusion (GESI) throughout the project

The project team also presented the project timeline and the required personnel.

After the presentation of UNDP, the floor was then open to the interested firms.

C. Questions and responses from interested firms:

Bidder's Queries	UNDP Response
1. Does UNDP have their own lead researchers/principal investigators to lead this study?	No, the bidders will have to propose their own lead researchers/principal investigators.
2. May we know to what extent is primary data from nontraditional data sources such as social media listening required to inform the data-driven SBCC campaign?	This will depend on your proposed research design. Kindly note that the TOR specifies "Generation of social and behavioral insights through social media listening, sentiment analysis, discourse analysis, and other data-driven tools".
3. Can the firm propose their own project timeline? Are there specific dates/deadlines that cannot be changed?	Period mentioned in the TOR are indicative timelines on the submission of the deliverables, you may propose a different timeline of the deliverable in connection with your methodology. Please take note that the project end date is February 28, 2023.
4. Is UNDP envisioning an online or offline SBCC campaign? We ask this since the costs will depend on the campaign modality.	This will depend on the results and recommendations of the SBCC Campaign Design Recommendations Report, but we do anticipate a mix of both.
5. Is baseline data required and how is it envisioned to be gathered?	Yes, it is required; the baseline data is envisioned to be gathered before the conduct of the communication campaign, to be compared with data gathered during the course and after the campaign.
6. May we know the budget for this contract?	As per UNDP policy, budget for this procurement cannot be disclosed.

UNDP reminded the participants that further clarifications may be sent to procurement.ph@undp.org. Bidders were reminded to register on the eTendering site and accept the invite to the eTender event to be able to access all solicitation documents and get notifications on any and all Minutes of the Conference, bid bulletins and amendments to the solicitation document, and responses to bidders' clarifications.

Without any further inquiries from bidders, the meeting adjourned at 10:45 AM.