MINUTES OF PRE-BID MEETING INVITATION TO BID
RFP – Development of Disaster Risk Management (DRM) Application

Date: 26/07/2022
Time: 14:00hrs
Venue: ZOOM Meeting

<u>Agenda</u>
- Introduction
- Background of Project
- Technical Requirements and Scope
- Administrative Requirements
- Question and Answers

After having companies introduce themselves, UNDP- Timor-Leste gave a brief overview of the objectives of the UNDP GoTL GCF project "Safeguarding Rural Communities and their physical assets from climate induced disaster in Timor Leste".

The following staff/representatives participated in the pre-bid meeting:

UNDP Representatives:

#	Name	Job Title
1	Ronald Kumar	Operation Manager
2	Domingos Lequi Siga Maria	Head of Climate Change & Environment Unit
4	Ulderico Machado	ICT Analyst
5	Ahmed Shifaz	GCF-SRC Project Manager (Interim)
6	Ermezinda Freitas	GCF-SRC Procurement & Operation Officer
7	Petronilo P. Munez, Jr.	GCF-SRC GIS-International Consultant

13 Bidders (via Zoom)

#	Bidder Name	Country	Representative	Email	Mobile
1	Nordlogic Software,	Romania	Andrei Olariu	andrei.olariu@nordlogic.com	+40 722 603537
2	eBiZolution Inc.	Philippines	Arthur J Geronimo	ageronimo@ebizolution.com	+639178111514
			Edwin Villapando (E-EbiZ)	evillapando@ebizolution.com	+639610679355
			Nuel Lapis		
			James Avila		
3	CDM Smith Europe GmbH	Indonesia	Edwin Halim	halime@cdmsmith.com	+62 821 25499989
4	Viettel International Center	Vietnam	Hoan Micheal Zero	hoannv12@viettel.com.vn	+84978612848
5	VietGIS Co.,Ltd	Vietnam	Nhung_VietGIS	kinhdoanh1@vietgis.com.vn	

#	Bidder Name	Country	Representative	Email	Mobile
			Nguyen Viet Hung	hung.nguyen@vietgis.com.vn	+84 904880993
6	CDM Smith	United State	Dave Spector	spectorda@gmail.com	
			Jhon Huy		
7	Geoinformatics Center, Asian Institute of technology	Thailand	Dr. Manzul Hazarika	manzul@ait.ac.th	+66 8 1826 3942
		Thailand	Hilson Ghimire	hillson@ait.asia	
8	Reddot Digital IT	Bangladesh	S M Nafiul Hossain	smnafiulhossain@gmail.com	+8801833181361
			Senjuti Bala	senjutibala15@gmail.com	
9	Poket	Canada	Kamil Shafiq	kamil_s@poketapp.com	+16475057371
10	Fincon Services Inc	Canada	Owen Robson	faris@fincon-services.com	
11	Beyond Success Technology Timor	Timor-Leste	Narasimmarao Sinnaiah (raojhi)	raojhi@bsttimor.com	

The UNDP technical staff outlined the scope of the assignment including the technical requirements as per the RFP. Following this the UNDP Operations Manager went through the administrative requirements and bid data sheet mainly outlining the etendering requirements, eligibility and evaluation criteria and other supporting documents.

QUESTIONS AND ANSWERS

During the presentation the following questions and inquiries were raised by the bidders:

#	Questions Raised During the Meeting	#	Answers
Q1	Level of the detailed functionality and projected applications of the tool are unclear. This limits bidder ability to provide realistic pricing for each deliverable. Will this new application be an upgrade of or be modeled after an existing platform/application that is currently in use?	A1	Yes. The DRM application will upgrade and replate the already existing data platform of the Government. The project is using open source tools for data collection. More data is being collected by another contractor responsible for developing the Multiple Hazard Risk and Vulnerability Assessment (MHRVA) map layers. All of these are being performed on open-source applications/software which the bidder will be able to integrate into the new platform. The idea is to make use of those applications and merge them into one
	Follow up question, does this mean that the full scope of work will be known once the assessment phase is completed, and the final requirements are submitted and approved?		Correct
Q2	What is the IP ownership here? If we develop the tool, is the IP owned by UNDP?	A2	IP belongs to UNDP, it stated in GTC - please refer to page 21 of the RFP. (BDS no 22).

#	Questions Raised During the Meeting	#	Answers
Q3	Is UNDP open to a license-based / SaaS-based approach, where we can license our platform (that has 80%+) of the technology you require already built?		One-time-cost products.
Q4	Will the application be webbased and require internet connection at all times, or should it be usable in offline mode as well?	A4	Both; Internet & Offline
Q5	To assess the development effort in Task 3 it is very much important to have Task 2 in the hand Because all the budget and financial in task 3, cannot be known right now. Since task 3 will depend on the outcomes of task 2, there should be 2 different involvements. Need to know details and development of task 2. What is the level of the development the bidders need to submit at this moment? This is the risk for both the company developing the application and UNDP if the information is not clear, either the bid will be high or low. If it's low the project might get stuck in some point or run out of fund, and it's not good for everyone.	A5	The starting point is to look at existing webportal disasters in TL. How to improve functionality and user friendly. The BDDTL web-page in Task 3 is the local version of the Desinventar web-page (https://www.desinventar.net/DesInventar/profiletab.jsp?countrycode=tls&continue=y) focusing on data for Timor-Leste. Currently, data is being fed manually to the backend database. One of the objectives of the expected deliverables is for DRM App to be able to access the BDDTL database (and perhaps vice-versa) and also be able to seamlessly sync data collected from the field to update its content (if possible in real-time)." For a company who had experienced in developing as similar application(on Disaster Risk Management) Task 2 should not be a difficult one to achieve as it will be based on the needs assessment of existing systems. As mentioned in the response to Q1 above, the project had already developed some GIS based mobile data collection tools and an updated GIS layers of MHRVA is soon to be completed. The purpose is to have all these tools accessible in one simple, user friendly and readily accessible app that will allow users to use it (online/offline) for planning and in making effective and efficient judgement/decision. There are also similar national disaster risk information platforms in the region which the bidders could research.
Q6	Page 31, it's required on Desktop and Web-based portal, does it mean to develop 3 software (desktop, web-based portal and mobile)?	A6	This means the application should be able to access the same data set using different forms of interfaces on different devices like desktop, laptop, mobile devices such as tablets and mobile phones running on IOS or Android operating system. Platform will display in a form that is optimized for each device.
Q7	Deliverables & Payment Schedule: Deliverable#2, these should carry more percentage, at least 15 % - 20 % minimum requirement 15%	A7	Noted and UNDP will review this and consider if required.

#	Questions Raised During the Meeting	#	Answers
Q8	Regarding to E-tendering registration: It should be individual registration and should Institutional/Company registration	A8	When doing registration, there is 2 section, self-registration, and company registration. Since this bidding is for companies, then company registration should be chosen. UNDP recommends to register more than 1 focal point. This would help business continuity and also allow access to other users in the company should 1 individual loose or forget their login credentials. UNDP recommends to register early in the system to avoid any last minute challenges or surprises.

REMARKS

UNDP informed bidders that they can send their requests for clarifications till five (5) calendar days before the submission deadline.
Minutes of the pre-bid meeting will be published on the e-tendering website available for all interested bidders.

CLOSURE

The meeting finished at 15:00 hrs.