

Minutes of the pre-bidding conference MyITB2022-004 Provision of Travel Management Services for UN Agencies in Malaysia on a Long-term Agreement Basis

Place: ZOOM

Date: 8 August 2022

Time: 10:30 to 11:30 (GMT+8)

Panel from UNDP Malaysia:

- a. Mr. Patrick Pee, Assistant Resident Representative (O)
- b. Ms. Laine Liew, Operations Associate
- c. Ms. Hanis Syamilah, Operations Support

I. Introduction

UNDP Operations team 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 ITB. 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 ATLAS etendering, 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 ITB.

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 Section 4 for UNDP requirements while preparing proposal and 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 Section 6: Returnable Bidding Forms/ Checklist. 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.
- This is a Long-Term Agreement (LTA) with one Travel Agency to provide the travel management services for an initial period of three year with the options to extend for two additional years.
- Partial Quotes is not permitted.
- UNDP will award the contract to one and only one Service Provider.

2. Bid submission:

- Submission deadline: Monday, 19 August 2022, 1:00PM (EST). For eTendering submission – as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
- Only electronic submissions via Atlas e-tendering will be accepted.
- Please note that paper-based or email 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.
- The submission should be supported with additional documents confirming qualification of the company and other criteria, please refer for details to Section 4 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 Section 4 of the tender document.
- The evaluation reviewed based on a non-discretionary “pass/fail” method

4. Financial proposals:

- The financial proposal shall be provided based on the items listed in Section 6: Form F- Annex 1

5. Questions/ Answer Session:

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

#	Query	Answer
1	What is the Mode of submission?	Please register through atlas e-tendering and please submit the proposal in the e-tendering systems.
2	Form A: Bid Submission. Can you elaborate on Price Schedule is for the sum on the second paragraph?	The Bidder can ignore this paragraph because the submission for the price schedule based on the Form F which we had state based on the table there.
3	Is Price schedule 2 compulsory for submission?	Yes, Price schedule 2 is required if the service is provided by the agency. Please show the price rate if other optional service is provided.
4	Step2: Enter Bid Responses in e-Tendering. What should I fill up?	It just the question/response by bidders. Please be guided by the question and respond Yes or No. Eg. if the Bidder fully accepts and agreed the UNDP General Contract Terms and Conditions. Please select Yes.
5	It the bids mandatory submit online or and options to submit offline (go to the office)? And do we need to submit price schedule 2 or it is only for the UNDP own evaluation?	The bidder must submit online through the atlas e-tendering system only.

		<p>As refer to the price schedule, please be guided by Form F, Annex 1 & 2.</p> <p>Annex 1 is compulsory to submit. Annex 2 is optional depend on the services that you can provide.</p> <p>The price schedule 2 will not consider as the evaluation financial proposal. We will only use Price schedule 1 for the evaluation.</p>
6	In e-tendering, can we upload and save without submit and return to it later for editing.	Yes, you can upload and save, and go back to the system to continue working on the bid and edit.
7	In the online submission, in the first page say requested quantity is 1 then vacant. What do we need to fill in here?	The bidder can just put quantity=1 because the figure will be based on your financial proposal Form F.
8	I have register under the e-Tendering, but I can't seem to locate this tender documents. It's said I'm not authorised something like this. Can your advice how to locate e-tendering document?	<p>Please refer to eTendering Guide, Pg 11.</p> <p>Event ID: Please select Malaysia (MYS10) as the country and follow by the event ID number.</p> <p>Please accept the event invitation and download the bidding documents.</p>
9	I do understand of the some of the questions raised regarding the price on annex, the Annex 1 & 2. The Annex 1 is compulsory and discounts on the pricing schedule. Be referring to the discount, the tender document stated "proof from airlines is required", may I know currently UNDP has any contract with the airlines? How can we explain the discount here? If no discount yet, the discount will be 0 because there will be no negotiations with the airlines from the agency yet until we were awarded. Kindly explain how we from Air Carrier Company explain on discount is required?	<p>There are those airlines which UNDP would have the agreement or any discount with them, but not all airlines. So, if your agency does have specific agreements with airlines and you would make that available to UNDP, should a better discount apply, then you could reflect it in there and send any proof of documents to support it.</p> <p>The proof of documents can be in the form of award letter.</p>

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/179341>
 - b. PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=93996

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 11.15am. This minute will be posted on website for an easy access.

Useful information/links:

UN exchange rate: <https://treasury.un.org/operationalrates/OperationalRates.ph>