Minutes of the Second Pre-Proposal Conference

REFERENCE UNDP/SDN/RFP/22/029- Provision of Media Production Services on Long Term Agreement basis

Event ID: SDN10-0000013508
Date: 5th September 2022, 1:00 – 2:00 PM “Khartoum time”
Venue: Physically in Marawi Conference Room, UNDP Compound, Gama Avenue, Khartoum

The purpose of conducting the second pre-bid meeting is upon request of bidders who did not attend physically to the first meeting due to demonstrations on 31 August 2022 and instability of internet.

The second pre-proposal meeting was attended by the following:

UNDP
1. Siham Mohammed, Procurement Associate, UNDP Sudan
2. Lameese Badr, Communications Analyst, UNDP Sudan
3. Mona Mohamed, Communications Associate, UNDP Sudan

Bidders:

<table>
<thead>
<tr>
<th>Ser #</th>
<th>Company</th>
<th>Representative</th>
<th>Email Address</th>
<th>Attend the 1st Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Luminous Media</td>
<td>Rayan Omer</td>
<td><a href="mailto:luminous.media.sd@gmail.com">luminous.media.sd@gmail.com</a></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Naser Mohammed Yagoub</td>
<td><a href="mailto:luminous.media.sd@gmail.com">luminous.media.sd@gmail.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Indeepvision</td>
<td>Ibrahim Mohamed</td>
<td><a href="mailto:brahimahmdsnoopy@gmail.com">brahimahmdsnoopy@gmail.com</a></td>
<td>No</td>
</tr>
</tbody>
</table>

The pre-proposal meeting started at 1:05 PM.
Prebid Agenda:

1. Welcoming the attendees and explain why we conducted the second pre-bid meeting, background of the requested service (RFP), the end users (UNDP Programme) through Comms as focal Unit, guide bidders about proposals submission on eTendering system. “Siham”

2. Updated Technical Criteria and TOR “Lameese”

3. Floor is open for bidders

   The meeting started by Siham by welcoming the audience and explain why we conducted the second pre-bid meeting, which we usually do not do, due to situation out of control (demonstrations), then gave background of the requested service (RFP) which sometime include travel to the field, and the end users of the services (UNDP Programme) through Comms as focal Unit, then guide bidders on proposals submission and how to log and register in UNDP e-Tendering system and the documents that comprising the proposal, which are documents
establishing the eligibility and qualifications of bidder including the returnable forms from A to G, Technical Proposal and financial proposal and submitting the financial proposal protected by password and to be provided only upon request of UNDP and explain who to log and how to register in e-Tendering system and submit proposal

- Lameese presented the updated Technical Criteria, TOR and service needed.
- Floor was given to the bidders for requesting clarifications

Questions and clarifications:

1- What is the notice for producing the products identified on the TORs once the LTA commences?
   - For the notice timeline, please find the details in the SOPs attached to the ToR in the RFP document.
   - For the products, the type of video required by UNDP are identified in the ToR, and the detail requirement will be informed to the awarded vendor whenever needed by UNDP.

2- Sometimes projects require outsourcing staff, will this be allowed?
   - Yes, staff can be outsourced if the project requires it, however the staff to be listed as per the evaluation criteria need to be permanent staff of the firm only, not outsourced.

3- Some of the samples belong to projects that haven't launched yet, will they remain confidential if we upload them?
   - The samples remain confidential and used for the purpose of bid evaluation only.

4- How to attach our sample (videos) in eTendering?
   - Samples shall be shared via FTP link (link shall be valid for 90 days in line with the bid validity).

Prepared by:
Siham Mohammed, procurement Associate, UNDP Sudan

Reviewed by:
Ei Cho Nyunt, Head of Procurement, UNDP Sudan