

Pak-HIV-UNDP-RFP-2022-004-IBBS**HIV Second Generation Surveillance in Pakistan-Round 6****Minutes of Virtual Pre-bid Meeting
15th September 2022, 3:30 pm (PST)****Date of Advertisement: September 08, 2022**

Pre-proposal meeting was held virtually through zoom. The participants of the meeting were relevant officials of UNDP HIV GF project, UNAIDS, colleagues from UNDP Health Information Support Team (HIST) and representatives of potential bidding firms. Meeting started with an introduction whereby UNDP/PSM team gave an overview of the RFP document and explained in detail how the proposal should be developed and submitted through e-tendering system. Below questions were asked by the bidder which were answered by the PSM team and technical experts of the UNDP and UNAIDS.

The detail of participants is as follows:

Technical experts (UNDP):

1. Dr. Umar Riaz, Program Specialist, HIV GF Grant UNDP
2. Dr. Nashmia Mahmood, Program Specialist, HIV GF Grant UNDP
3. Mehr Bajwa, National M&E Specialist, HIV GF Grant UNDP

Technical experts (UNAIDS):

1. Yuki Takemoto, Country Director, UNAIDS Pakistan and Afghanistan
2. Dr. Rajwal Khan, Strategic Information Advisor, UNAIDS Pakistan and Afghanistan

Observers:

1. Heather Doyle, Project Coordinator, HIV GF Grant UNDP
2. Linda Program Specialist, HIST

PSM Team:

1. Osama Hussian, PSM Specialist, HIV GF Grant UNDP
2. Saqlain Abbas, National PSM Specialist, HIV GF Grant UNDP
3. Pramila Tripathi, Procurement Analyst, CO Procurement Unit UNDP
4. Sadia Ali, Procurement Officer, HIV GF Grant UNDP

Firms' Representative:

1. Tahira Gul, Public Health Specialist, University of Manitoba Islamabad
2. Fahim Baig, University of Manitoba Islamabad
3. Doris, University of Manitoba Canada
4. Faran Emanuel, University of Manitoba Islamabad
5. Dr. Hassan Mahmood, Integral Global Islamabad
6. Abdullah Mahmood, Center of Economic Research Islamabad
7. Mehmood Rind Project Coordinator Baluchistan Rural Development Program
8. Dr. Simon Azariah, PDI UK
9. Rashid Masaud, PDI UK
10. Dr. Sarosh Iqbal, Quantum International
11. Eman Haider, Center of Economic Research Islamabad
12. Hamid Sharifi, WHO collaborative Center Iran
13. Asad Ali, Program Coordinator Baluchistan Program

Below is the summary of the discussion: -

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S#	Query	UNDP Response												
1.	How financial proposal is signed when it is password protected?	A printout copy of the financial proposal should be signed, stamped and scanned in pdf. The pdf version should be Password protected and uploaded with the bid on e-tender.												
2.	Due to recent floods, we lost precious time in contacting colleagues in KP and Sindh as phone/internet was not working. Is it possible to extend the submission date? At least two weeks and By when can we learn about the decision to extend?	Two weeks extension is agreed till October 13, 2022.												
3.	Is it mandatory to have any quality assurance certification (ISO9001) and Accreditation (14001)?	<p>The evaluation criteria are revised as below:</p> <p>Initial criteria as per the advertised RFP:</p> <p>Technical Evaluation Criteria</p> <table border="1"> <tr> <td>1.5</td><td>Organizational Commitment to Sustainability (mandatory weight)</td><td>50</td></tr> <tr> <td></td><td> <ul style="list-style-type: none"> Organization is compliant with ISO 14001 or ISO 14064 or equivalent (40 points) Organization is a member of the UN Global Compact (5 points) Organization demonstrates significant commitment to sustainability through some other means (5 points), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues </td><td></td></tr> </table> <p>Revised Criteria:</p> <p>Technical Evaluation Criteria</p> <table border="1"> <tr> <td>1.5</td><td>Organizational Commitment to Sustainability</td><td>50</td></tr> <tr> <td></td><td> <ul style="list-style-type: none"> Organization (lead entity in case of JV) is compliant with ISO 14001 or ISO 14064 or equivalent (40 points), in case of JV member other than Lead (20 Points) Organization (lead entity in case of JV) is a member of the UN Global Compact (5 points) Organization (lead entity in case of JV) demonstrates significant commitment to sustainability through some other means (5 points), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues </td><td></td></tr> </table>	1.5	Organizational Commitment to Sustainability (mandatory weight)	50		<ul style="list-style-type: none"> Organization is compliant with ISO 14001 or ISO 14064 or equivalent (40 points) Organization is a member of the UN Global Compact (5 points) Organization demonstrates significant commitment to sustainability through some other means (5 points), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 		1.5	Organizational Commitment to Sustainability	50		<ul style="list-style-type: none"> Organization (lead entity in case of JV) is compliant with ISO 14001 or ISO 14064 or equivalent (40 points), in case of JV member other than Lead (20 Points) Organization (lead entity in case of JV) is a member of the UN Global Compact (5 points) Organization (lead entity in case of JV) demonstrates significant commitment to sustainability through some other means (5 points), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 	
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4.	Should all partners in a consortium be registered as ISO 14001 or ISO 14064 or equivalent, as well as the member of the UN Global Compact?	As above mentioned, see revised criteria												

5.	Should all of the team register in E-tender or the PI	<p>If the question mean JV, please note that only the lead entity is one should register in E -tender and submit the tender documents as per items 14. Joint Venture, Consortium or Association</p> <p><i>14.1, they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</i></p> <p>In case on non JV, the firm should be registered with an email of any of its representative.</p>
6.	if an organization is already registered with your e-tendering, can we use the same login and password?	Yes you can
7.	Clause 4.4 at page 6 under RFP need to be clarified.	In case of Government entity: The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
8.	Is it required to submit additional evidence or documentation in case of government owned organization?	Please check the tender requirement and adhere accordingly, please feel free to submit any evidence that supporting your application as per RFP requirement
9.	Reference to Form B: bidder Information Form p48, Regarding the IBBS section, please let us know, how many cities are you planned for each key population?	Form B is for bidder information, For the Second part, please refer to Annex A of the RFP for detailed information.
10.	To which email address should further queries be sent?	pakistan.procurement.info@undp.org
11.	Is it compulsory to take ethical approval from Pakistan health research council as it takes 3 to 6 months, in order to save time can we take approval from other government body if you allow, Page 37 of the RFP.	It is not required during bid submission;
12.	How will the current flood situation effect the timelines? more than half of the cities are effected... which has a huge impact on key populations ?	Closing date extended by two weeks till October 13, 2022
13.	Can we have a sample of full financial proposal?	Sample is provided " Form G: Financial Proposal Submission Form "
14.	Kindly guide, if the proposed sample of 5,000 prison population for 4 provinces is fixed? as we need to propose sample for other key population.	Yes; The sample size for the key population is required and for the prison it is proposed already. Rapid test will be performed in the field and DBS for quality assurance. the kits will be provided by UNDP
15.	There is no mention of EQA of biological samples which is part of WHO latest surveillance guidelines. If	For the EQA, the commodities will be procured, and laboratory will be onboarded by UNDP

	EQA is suggested, can the cost of kits/reagents etc be budgeted?	
16.	The RFP says that tests kits and paraphernalia will be provided by UNDP (5.10.1). What tests are planned? is it rapid tests or venous blood needs to be collected.	Yes The sample size for the key population is required and for the prison it is proposed already. Rapid test will be performed in the field and DBS for quality assurance. the kits will be provided by UNDP
17.	Which lab will perform analysis, any suggestion from UNDP or we should select it by bidders? Syphilis and other information on STIs as self reported (5.2.2) seems to have disparity with 5.6.2 procurement of kits for additional tests of Hepatitis B, C & Syphilis tests which are also part of this IBBS study. IS SYPHYLIS SELF REPORTED OR need to be tested	Syphilis test will be conducted
18.	For syphilis what tests are proposed?	Tests as per guidance of WHO.
19.	5.9.1 Responsibilities of the bidder Preliminary data analysis (generation of frequencies and basic data cleaning for each study and survey group) will be done by the selected agency. Initial descriptive analysis of the data should be available within 1 month of the completion of the fieldwork. The consulting firm will prepare an outline and dummy tables for the final report. THIS STATEMENT HAVE 3 DIFFEENT NAMES ..BIDDER, AGENCY AND CONSULTING FIRM. ARE THESE ALL DIFFERENT TERMS FOR BIDDERS	All terms (bidder, agency, and consulting firm) indicate bidder
20.	5.6.1 states electronic base data collection from field for IBBS whereas 5.9.1 says that the firm will keep hard copies of filled questionnaires....is there a preferred mode of data collection	The preferred mode is electronic; however, where it is not possible to use electronic mode of data collection e.g. prisons, hard copies of questionnaires are to be used.
21.	Syphilis is recommended for all population?	Yes for all population in the tender
22.	5.6.1 states electronic base data collection from field for IBBS whereas 5.9.1 says that the firm will keep hard copies of filled questionnaires....is there a preferred mode of data collection	The preferred mode is electronic; however, where it is not possible to use electronic mode of data collection e.g. prisons, hard copies of questionnaires are to be used.
23.	Do we need to apply for Government level approvals such as an NOC?	For selected firm it would be necessary to get NOCs and ethical permissions from the government.
24.	How many surveys need to be completed? Is this something we need to propose?	This should be proposed by the firm

25.	Can we use tablet inside the prisons in Pakistan?	It should be paper based in prison.					
26.	Is it necessary to have a partner in Pakistan for an international applicant?	The field work would require the local data collectors and staff. The methodology should reflect the field work management					
27.	<p>The RFP requires demonstration of relevant bio-behavioural surveillance experience for at least 5 years, a minimum annual financial turnover of US\$500,000 for the last 5 years and a proposal security of US\$15000, in addition to ISO compliance and other requirements given in 'Section 1. Bidder's qualification, capacity and experience' on page 25 of the RFP document.</p> <p>We note that these are significant requirements and can potentially lead to exclusion of strong parties who can otherwise bring extremely relevant and high quality expertise as their joint strength in the shape of a consortium, rather than only one party, as lead, meeting all these parameters. Also, if only one party meets all the criteria there would not be much reason and impetus to form partnerships and/or consortia which can lead to monopolising the study.</p> <p>It is therefore requested to kindly clarify that even if one party is presented as a lead of the consortium to sign the contract with UNDP and be responsible for financial management and deliverables of the study, would UNDP permit that all the RFP criteria including those referred to above, can be met by the consortium member jointly rather than all criteria to be met by the lead party alone?</p>	<p>No changes to Minimum Eligibility and Qualification Criteria</p> <p>For more clarity kindly review the Minimum Eligibility and Qualification Criteria</p> <p>Extract from the Tender document:</p> <table border="1"> <tr> <td rowspan="2">Financial Standing</td><td>Minimum average annual turnover of USD 500,000 for the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></td><td>Form D: Qualification Form</td></tr> <tr> <td>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></td><td>Form D: Qualification Form</td></tr> </table>	Financial Standing	Minimum average annual turnover of USD 500,000 for the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
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28.	Can we use our own formats for Financial Proposal?	<p>The Bidder is required to prepare the Financial Proposal following the RFP (Form G) format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.</p> <p>The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal and should be password protected.</p>					
29.	Can UNDP waived off the bid security?	No					

30.	Is there any ceiling amount/budget for this activity?	This information can't be shared
31.	Is there any external quality assurance which is not found in the RFP?	Separate firm will be hired by UNDP.
32.	Are we doing electronic data collection or hard copy?	The preferred mode is electronic; however, where it is not possible to use electronic mode of data collection e.g. prisons, hard copies of questionnaires are to be used.

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