



**Joint project of the Ministry of Justice of the Republic of Uzbekistan (MoJ), the European Union (EU) and the United Nations Development Program (UNDP)  
"Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan."**

**MINUTES**

of the Pre-bid online conference for the tender  
RFP/023/22 - Business process reengineering (BPR) of 9 certain public services of the Off-budget Pension Fund under the Ministry of Finance of the Republic of Uzbekistan.

Date: September 20, 2022  
Time: 15:00 (Tashkent time)  
Venue: ZOOM (Meeting ID: 83916603166):  
Participants: UNDP CO Procurement Unit, IPSD Project and interested companies

**Conference Agenda**

<b>15.00 – 15.05</b>	Welcoming
<b>10 minutes</b>	Instructions for Bidders
<b>10 minutes</b>	Special conditions of the instruction to Bidders
<b>10 minutes</b>	Description of the technical task
<b>10 minutes</b>	Description of expected results
<b>10 minutes</b>	<b>Q&amp;A</b>

**THE BRIEFING BACKGROUND:**

UNDP Uzbekistan has announced the Request for Proposal (#RFP/023/22 announcement) to select a company for business process reengineering (BPR) of 9 certain public services of the Off-budget Pension Fund under the Ministry of Finance of the Republic of Uzbekistan. In this regard, potential bidders were invited to the pre-bid conference, held on September 20<sup>th</sup>, 2022 at 15:00 (GMT +5) via Zoom. The main purpose of the pre-bid conference was to brief interested companies on terms and conditions of the tender, explain scope of work and respond to the questions of bidders pertaining to the solicitation document

**THE KEY MEETING OUTCOMES:**

UNDP Project (IPSD) and Procurement Unit Representatives gave meeting participants a brief information on purpose of the tender, terms, conditions and requirements to the bidders.

Specifically, companies were briefed on the following important requirements outlined in the bidding document:

- Expected duration of work with deadlines for each Output.
- Implementation Schedule indicating breakdown and timing of activities/subactivities and Names and curriculum vitae of individuals who will be involved in completing the services are required to be submitted.
- The language of the Proposal must be English or Russian.
- Offer should remain valid for 90 calendar days.
- Advanced Payment is not applied. Payment will be proceeded by output basis by bank transfer to the account of a Contractor in accordance with the Breakdown of Costs, upon completion of the works as per outputs.
- Currency of Proposal for foreign suppliers is registered abroad in United States Dollars (USD) and Uzbekistan soum (UZS) for suppliers registered in Uzbekistan. Please refer to Clause "Currency of Proposal" of "Description of Requirements" for more details on bid currency.
- Deadline for Submission is on or before **7<sup>th</sup> of October, 2022, 6:00 pm local time (Tashkent)**. Late bids are not accepted for the evaluation. Bids should be sent to [bids.uz@undp.org](mailto:bids.uz@undp.org) address.
- All questions and clarifications regarding tender document must be sent to [pu.uz@undp.org](mailto:pu.uz@undp.org)
- Bidders must demonstrate their financial standing by providing financial statements for the last 2 years verified by independent third party such as auditors or similar as may be applicable OR Confirmation from bank regarding strong financial stand.
- 3 copies of contracts for business process reengineering (BPR) in other countries successfully performed in the last 3 years.
- The documents which are outlined in the tender document must be presented during submission of proposal (Documents to be submitted, Page 8).
- "Criteria for the Assessment of Proposal", as well as "Eligibility Criteria" were explained in detailed.

The bidders received a detailed explanation and were requested to pay attention to the Annex 2. "Form for submitting service provider's proposal" and Annex-3 which have to be signed and sealed by bidder.

The ToR was briefly described by project manager while providing special conditions of the instruction to bidders. Based on the research conducted by the project in the past period and the results of studying problematic public services that are in high demand among the population, as well as proposals from experts from the Ministry of Justice and the Off-budget Pension Fund under the Ministry of Finance, it was found expedient to reengineer the business processes of certain 9 public services provided by the Off-budget Pension Fund under Ministry of Finance for public services in 2022.

#### QUESTIONS AND ANSWERS:

#	Questions	Answers
1.	Are consortiums and JVs allowed to submit proposals?	Yes, consortiums and Joint Venture are allowed.

2.	Are there page restrictions for CVs?	No, there are not.
3.	Is deadline extended?	Yes, it is. The extended deadline for submission of proposals is <b>7<sup>th</sup> of October 2022, 18:00 Tashkent time.</b> The amendment 1 to the tender document was posted on the websites and disseminated among potential vendors: 1. UNDP Procurement Notices: <a href="https://procurement-notices.undp.org/view_notice.cfm?notice_id=95526">https://procurement-notices.undp.org/view_notice.cfm?notice_id=95526</a> 2. UNGM: <a href="https://www.ungm.org/Public/Notice/182257">https://www.ungm.org/Public/Notice/182257</a>
4.	Can successful contracts be submitted by references or recommendations from clients, because of some confidential parts in contracts?	No, they cannot be submitted, but confidential parts can be excluded, or text maybe closed. References or recommendations can be submitted as an asset.
5.	What are your expectations from vendor regarding of Output 3 part?	Please see the pages 21-31 Annex 4 Terms of Reference of the solicitation document.
6.	Will the lowest price win the contract and is the budget indicated for the current assignment?	Only technically responsive lowest price will win the contract. We do not indicate the budget of the contract.
7.	While analyzing the proposals you will consider the lowest price only and not qualified in terms of quality?	At the preliminary stage of evaluation, the proposals will be assessed according to the minimum requirements. At the second stage the proposals will be technically evaluated regarding the experience of the company, the methodology proposed and the experience and qualification of key specialists according to the scores outlined in the solicitation document. The bidders who obtained more than 70 out of 100 points will pass the technical evaluation. Respectively, the lowest technically responsive bid will be proposed for contracting. The criteria for contract award of the tender as following: <ul style="list-style-type: none"><li>– Lowest Price Quote among technically responsive offers.</li><li>– Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</li></ul>
8.	The results of work done will be accepted by UNDP or beneficiaries?	By UNDP in Uzbekistan

9.	Will UNDP support us in terms of organizing interviews? And in pilot regions also?	It will be based on the methodology that you are proposing for conducting the assignments mentioned on the page 23 of ToR and the project will support in conducting survey and interviews.
10.	In what format we will receive the description of existing processes of 9 services?	They will be provided in Word document format.
11.	Then we should study existing documents and then provide our recommendations?	Yes, the recommendations have to be provided
12.	As we should present our recommendations as workshops or round tables who will cover expenses, organizational costs and?	UNDP in Uzbekistan will provide facility for workshop/round table, stationery for participants, water and invite participants.
13.	Can you send updated documents?	The solicitation document and its amendment 1 can be found on the following websites: <ul style="list-style-type: none"> <li>– UNDP Procurement Notices: <a href="https://procurement-notices.undp.org/view_notice.cfm?notice_id=95526">https://procurement-notices.undp.org/view_notice.cfm?notice_id=95526</a></li> <li>– UNGM: <a href="https://www.ungm.org/Public/Notice/182257">https://www.ungm.org/Public/Notice/182257</a></li> </ul>

#### NOTES:

1. Minutes of the conference will be posted at the following websites:

UNDP Procurement Notices: [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=95526](https://procurement-notices.undp.org/view_notice.cfm?notice_id=95526)

UNGM: <https://www.ungm.org/Public/Notice/182257>

2. Questions on tender must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org) prior to bids submission deadline.