

Pak-HIV-UNDP-RFP-2022-004-IBBS

HIV Second Generation Surveillance in Pakistan-Round 6

Date of Advertisement: September 08, 2022

S#	Query	UNDP Response
1.	<p>The RFP asks for appropriate signatures and power of attorney among the preliminary examination criteria.</p> <p>a) What is meant by "appropriate" signatures? And since this is e-submission, does this mean that the scanned signatures would be accepted?</p> <p>b) It is not clear from whom the power of attorney is needed to be issued? If for example the head of lead party signs, then is the power of attorney needed by consortium members authorising her/him to sign on their behalf as well? Or is it a power of attorney issued by for example the board of governors of the lead party to authorise her/him to legally represent the organisation?</p>	<p>a) The appropriate signatures mean authorized signatory's signatures. All submission forms must be signed by the authorised signatory. E-signatures are also acceptable.</p> <p>b) Power of Attorney should be issued by the legal representative of the bidding entity to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of the bidding entity.</p> <p>If you are head of the company and signing the documents, then there is no need of giving power of attorney.</p> <p>In case of JV, the power of attorney should be given to lead party signed by all other partners in the JV/consortium.</p>
2.	<p>The RFP requires that the consortium agreement be notarised. With members of consortium in different countries, we find it very challenging for all parties to be in one location for signing the agreement in front of notary public for notarisation. Can you please advise if any alternative means, for example e-signatures on the document, are acceptable? Guidance on this matter shall be appreciated please.</p>	<p>There must be a legal binding agreement between the partners of the JV/consortium/ and clear roles and responsibilities of each party must be clearly mentioned in the JV agreement. This agreement must be signed by all parties and have legal standing which is attested/signed by notary public under your (lead party) country's law.</p>
3.	<p>Mapping can be affected as key populations from flood affected areas may temporarily be located in places that are not their normal places of residence. Also in all likelihood the displaced might return to their normal places of residence in a few months as recovery and rehab build momentum. This would also affect the GIS outcomes of the exercise leading to inaccuracies</p>	<p>Agreed, given the current flood situation, UNDP understands that mapping data/information and GIS data provided in proposals may be subject to change in line with the actual situation on the ground (to reflect the post-flood relocation of affected key populations). This may also be mentioned/factored into the bidders' methodology. Please refer to the following government portal for real time flood related updates: https://nfrcc.nitb.gov.pk/</p>
4.	<p>Key populations from the flood affected areas may not be visible in their temporary places of residence due to change in circumstances and activities that put them at risk. For example, sex work and supply of drugs may be affected. In this situation would these people still be practising the risk behaviours or identify themselves with such behaviours while activity is disrupted? Also, would they be known in their temporary places of residence for the risk behaviours and be found (for the study)? This could also</p>	<p>UNDP understands that there may be a temporary disruption in key populations' behaviours and places of residence due to the flood, and notes that information provided on these areas (key populations' behaviours and places of residence) in proposals may be subject to change in line with the actual situation on the ground (to reflect the post-flood situation of affected key populations). This may also be mentioned/factored into the bidders' methodology. Please refer to the following government portal for real time flood related updates: https://nfrcc.nitb.gov.pk/</p>

	potentially bring in bias related to HIV prevalence among the key populations.	
5.	Assessment of service coverage would be affected as infrastructure is severely compromised and most activity is pivoted towards recovery and rehab. Any assessment may carry this bias.	Agreed, given the current flood situation and ongoing recovery and rehab activities, UNDP understands that information provided regarding assessment of service coverage in proposals may be subject to change in line with the actual situation on the ground (to reflect the post-flood situation for affected key populations). This may also be factored into the bidders' methodology. . Please refer to the following government portal for real time flood related updates: https://nfrcc.nitb.gov.pk/
6.	Is there already a list of selected kits for testing in this round or can we recommend the kits/types of tests needed in this study? Are the HIV tests aimed at screening or diagnosis?	The WHO approved and GF quality assurance test kits will be provided by UNDP for the field work. People should receive their results and be treated accordingly.
7.	What is the rationale for making DBS cards from 100% HIV samples for QA?	The DBS will be collected as 100% of the positive and 10% of the negative tests will be sent for quality assurance and the field team will not be going again to the subjects for sample collection.
8.	Will DBS cards be made from all HCV, HBV and syphilis positive samples for QA?	There is no QA test for the HCV, HBC & Syphilis
9.	Will we be required to interact with the Quality Assurance lab for testing? If yes what will be the scope and responsibility of our interaction and support in this regard?	The recipient should provide the specimens and discuss correct storage and shipping. Additionally, if the QA lab finds problematic results from the primary testing, those needed to be communicated in a timely manner and the problems corrected or mitigated. This might be a negotiation with the QA lab in terms of how they want to do it.
10.	We understand that the external QA agent will undertake QA of tests, but will this also include QA of procedure followed in the field by the data collectors in the shape of a locally available and participating trained technical monitor provided by the QA agent for on-site evaluation of testing and process?	Data collection QA is probably coming from a different source and the same would be true for testing. Labs may comment on specimen collection though.
11.	Will the results of HIV, HCV, HBV and syphilis tests be communicated to the participants of the study? If yes, then the participants will need to be linked with service delivery & treatment services. Is there a list/contact details of service delivery providers and treatment services that UNDP will provide?	Best ethical practice is the return of results and referral to indicated services. UNDP will coordinate with the MNHSRC for the list of providers.
12.	Will the external quality assurance agency take the DBS samples, or would our data collectors be required to undertake both rapid tests and DBS samples?	This is a good question. QA lab will not interact with any vials of serum and that DBS is made by the study lab.
13.	Can anonymised datasets of biological, behavioural and service coverage be shared outside of Pakistan for analysis purposes? Are there any data security restrictions?	Additionally, some IRBs will require this be mentioned in the consent.
14.	Following award of contract, can the lead party authorise another person from one of the consortium	Please see Section 2. Instruction to Bidders, item # 14

	members, but not from the lead party, to communicate on behalf of the lead party/consortium for all legal, programmatic, financial and operational matters? If yes would this be based on a formal authorisation letter?	
15.	The minutes of pre-proposal meeting of 15 Sep 2022, point 5: response to question: Should all of the team register in e-tender or the PI, makes reference to the RFP items 14 which is about Joint Venture, Consortium or Association and quotes 14.1 in italics for reference. However, under the quoted italicised text, UNDP notes that 'In case on non JV, the firm should be registered with an email of any of its representative'. Does the use of term 'JV' by UNDP in its response include Consortium and Association or is limited to JV?	.Yes the term JV includes Consortium and Association also
16.	What should be the currency of Bid/Proposal Security? In what currency does the bank provide guarantee in, USD or PKR?	Please note that the currency of the bid as follows: <ul style="list-style-type: none"> - For international bidders: US Dollar - For Local Bidders: Pak Rupee (PKR)
17.	What should be the currency of Performance Security?	As per the currency of submitted bid by the bidder
18.	To whom should the bid and performance security be made out to, UNDP Pakistan or UNDP International?	Please refer to clause 9, SECTION 3. BID DATA SHEET of the RFP. Must be in the name of “UNDP Representative Account”
19.	Clarity on sample size which automatically has an impact on the budget. We will be basing our calculations on census and HIV prevalence rates, however if a different bidder selects a sample of 5,000 with a significantly lower budget, what is the guarantee that we still hold a chance for an award?	THE SAMPLE SIZE CALCULATIIN IS EXPECTED TO BE DONE AS PART OF THE METHODOLOGY. THE SELECTION WILL BE BASED ON THE EVALUATION CRITERIA AND METHODOLOGY IS A SIGNIFICANT COMPONENT IN THAT. THE TECHNICAL EVALUATION HAS MORE WEIGHTAGE THAN THE FINANCIAL ONE.
20.	RFP mentions Rapid testing kits for HIV/HCV/HBV/Syphilis, and also "laboratory testing process" - which would most likely happen through blood draw and requires proper protocol for blood sample storage and transport and infection control management. Are we to propose both methodologies, and what sample size is required; 100% of respondents or up to us to decide a %age?	THE RAPID TEST KITS WILL BE PROCIDED BY UNDP AND THE METHODOLOGY SHOULD REFLECT THE FIELD WORK AND THE TESTING METHODOLOGY WITH PROPOER PROTOCOLS. SAMPLE SIZE ESTIMATION SHOULD BE DONE AS PART OF THE METHODOLOGY BY THE BIDDER.
21.	Can we submit the Bid Security in the form of a demand draft?	Bidder can submit the Bid Security in shape of Pay Order/Demand Draft/Call Deposit CDR or Bank Guarantee (as per UNDP template).
22.	Is it possible that these securities (bid and performance) can be provided by an insurance company?	For Bid security please refer to response of point no. 21. For performance security (which would be required from a successful bidder) please refer to section 7 in the RFP.