

Pak-HIV-UNDP-CFP-2022-001**Call for Proposals to select Sub-Recipients (SRs) for Accelerating Response to HIV through Effective Prevention, Treatment, Care, and Support interventions for Key Populations and Surveillance in High-Risk areas in Pakistan****Minutes of Virtual Pre-bid Meeting
3rd October 2022, 2:00 pm (PST)****Date of Advertisement: September 22, 2022**

Pre-proposal meeting was held virtually through zoom. The participants of the meeting were relevant officials of UNDP HIV GF project, and Potential Bidders for Call for Proposal. Meeting started with an introduction whereby UNDP/PSM team gave an overview of the CFP 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.

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. Summayyah Rasheed, Program Associate

Observers:

1. Heather Doyle, Project Coordinator, HIV GF Grant UNDP
2. Sajida Qureshi, Program Associate

PSM Team:

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

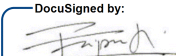
Firms' Representative:

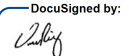
1	Center for Sustainable Development - Pakistan
2	SOCIO Pakistan
3	Da Hawwa Lur
4	URDO
5	Youth Association for Development (YAD)
6	Peace Foundation, Pakistan
7	Active Help Organization (AHO)
8	Riverside Development Organization (RDO)
9	CARAVAN
10	Humraz Male Health Society
11	BAHAM Foundation


12	Satrangi Organization
13	Shaeed Society
14	Rafique Research and Educational Society Lodhran Punjab
15	STAR WELFARE ORGANIZATION PUNJAB-PAKISATAN
16	Transgender Rights Consultants Pakistan
17	Satrangi Development Organization
18	Team Dreams the Art of Living
19	Manzil Foundation
20	MDG Achieving organization
21	BAHAM
22	Women Health and Welfare Organization
23	SHEED
24	Ghazi Welfare Society
25	OATH
26	Khawaja Sira Society KSS 1
27	Gender Interactive Alliance (Previous SR)
28	Dareecha
29	Khawaja Sira Society KSS 2
30	Sathi Foundation
31	Wasaib Sanwaro
32	Dostana
33	Humraz
34	Parwaz
35	Association of People Living with HIV/ AIDS
36	Pireh

Below is the summary of the discussion: -

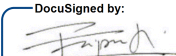
S#	Query	UNDP Response
1.	Kindly confirm if the SRs currently working with UNDP and performing well should apply?	Yes, this is a new competitive bidding process so all NGO's/CSO's currently working with UNDP/wish to work with UNDP can apply.
2.	Is it possible to Extend the deadline considering the upcoming Global Fund Country Team Mission and upcoming trainings/activities/Assessments? (Raised by existing SR)	10 days extension is agreed till October 31, 2022, 3:00 PM Pakistan Time.
3.	Kindly confirm if Joint Consortium is allowed?	No, Joint Consortium will not be accepted.

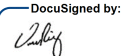
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4.	If the NGO/CSO wants to apply for more than one lot, do we need to submit separate technical and financial proposal or a single technical and financial?	The NGOs/CBOs applying for more than one lot should prepare one technical proposal with detail methodology for each lot and separate financial proposal for each lot as per the template provided in excel.
5.	Will priority be given to SR's working with UNDP?	The selection of the Sub Recipient will be based on the qualification requirement and evaluation criteria in the Call for Proposal (CFP).
6.	Is there any flexibility on the HR structure mentioned in the budget sheet? Can we make changes?	The budget should be prepared as per the template attached with CFP. The bidder however can adjust the price/amount not exceeding the total allocated budget for each lot. For bidders, who wants to submit for more than one lot, please refer to the guidance page 6-7.
7.	what about a CBOs who want to start working on new KP but having no prior experience on it, can they apply?	Applicants can apply for any Lot and any KP if they fulfil the eligibility criteria. Please see the eligibility criteria and the other tender qualification required in the CFP (page 5)
8.	Is it possible to include the documents/forms to be submitted with proposal in the pre-bid meeting minutes considering that most of the participating organizations are new?	All information regarding submission and required documentations are already part of the Call for Proposal and attached separately in the advertisement notice. Please go through the documentation and you can write back to us if there is any further clarifications required.
9.	As per the advertisement, INGO's are also eligible. In such case it will be very difficult for the local NGOs and CBOs to compete.	Please refer to eligibility criteria (page 5) and CFP technical qualification required (page 7-11).
10.	To which email address should further queries be sent?	pakistan.procurement.info@undp.org
11.	Regarding eligibility criteria, it is mentioned that experience is specifically on HIV work 1. Is it necessary or if we have the outreach experience only? 2. Can we have either prevention and treatment options or do we need to go for both 3. If we are talking about MSM, increasing the coverage of services by 39%, the baseline of 2019, is it available in website and how are going to find and what is the baseline in each district and	In terms of eligibility, preference will be given to the organizations working in HIV area but if you are working on health or outreach, you are eligible to apply. Please note that the first point in the Eligibility Criteria and Qualification mentioned in page 5, Section IV is amended as following. Minimum 2 years relevant experience at least in the field of HIV, or Disease and Prevention, or Public health and experience around outreach, identification and referral, awareness and behavior change, community empowerment; community led advocacy and research; building community linkages and coordination and management. 2. This CFP is only prevention, not related treatment. Please refer to Description of Proposed Summary of the Prevention Activities for Key Populations (TG/TGSW, MSM/MSW and FSW) in page 17. 3. The report of last IBBS survey is available on the website of National AIDS Control Programme (https://nacp.gov.pk/whatwedo/surveillance.html). Please refer to the report for baseline information. This is 39% is cumulative national to be achieved till end of grant.

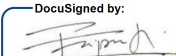
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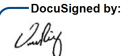
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	how much we are going to increase if you are talking about 39 or 59?	
12.	In the budget page, the total lots are 57 and the ceiling amount is 17, 18, and 13 which total outs 48. Is there any error in the table?	Yes, although there are 57 lots, no target in 9 lots. So, the budget is for 48 lots. Bidders should quote for the lot those have target.
13.	<p>1. In CFP, we must propose furniture and fixture cost, However, in previous CFP, 1. UNDP was doing the procurement of equipment, furniture and health commodities so kindly clarify</p> <p>2. Can we change the structure of methodology or preferably we should follow the previous one for example if we want to work with outreach works plus peer educators, is it possible to change HR structure?</p>	<p>1. After selection and signing the SR agreement, any procurement under the project including furniture, assets, equipment, health and non-health commodities will be managed by UNDP only. Please refer to CFP and the SR template for more details</p> <p>2. The bidders should adhere to the CFP budget template and CFP requirement.</p>
14.	<p>In CFP, you have mentioned about distribution of condoms.</p> <p>1. Will UNDP provide the budget for this, or we must build in the budget.</p> <p>2. For financial proposal, do we need to prepare separate budget for each lot, or we can prepare one single financial proposal for all lots applied.</p>	<p>1. After selection and signing of the agreement, as mentioned in point no 13 that procurement of any health and non-health commodities including Condoms will be procured by UNDP.</p> <p>2. The NGOs/CBOs applying for more than one lot should prepare one technical proposal with detail methodology for each lot and separate financial proposal for each lot as per the template provided in excel.</p>
15.	In Karachi, the key population in terms of TG is increasing every quarter. In such can we increase the HR, outreach worker, and DEO?	Please adhere to the target, budget sheet and CFP requirement.
16.	Can we apply only in one Category from FSW, MSM, TG or we need to apply in all?	Any applicant can apply for any category and Lots however the maximum ceiling of Lots will be 11 for each applicant. The applicant will be required to demonstrate the technical capacity and resources against all the Lots.
17.	IF we want to apply in more than one city, do we need to have an office? Further, if one CBO is working on TG, can they apply in other two categories?	Please refer to point 16 for applying for other categories and Lots. Please refer to Selection Procedure for Award of Lots, page 6-11.
18.	Please let us know that if an organization has not worked for project for which the audit reflects little cash flow than the current project, will that reduce his weightage.	Please see CFP evaluation criteria and marking (page 6- 11). An organization will be required to obtain minimum passing marks to be considered for next round of evaluation.
19.	I just want to confirm that u have mentioned targets of 8568 for FSW	All the mentioned targets under each lot must be completed by the organization who is awarded that specific Lot. Any

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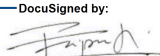
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
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	in Lahore. Do we have to opt whatever targets we can achieve and contribute towards this total figure or are we will be the only CBO to accomplish this target?	distribution of target among two entities will be prior informed (in special conditions)
20.	If the organization is working geographically in a different area but in the same city and applying from another geographical area it will be an issue or ok for UNDP?	The organization having presence in a specific geographical area can apply for any other geographic area(s) subject to justifying their technical capacity to manage the new locations. (Page 6-10) Please refer to CFP criteria scoring and requirement
21.	We understand that the e-tendering is updated in 2020 and we have not used the new system yet, now we can't access our account, the support says that we should contact the contact person of the bidding opportunity to ask help to reset the password, please if you can give the details of the contact person whom we can reach out to recover our account?	If the e-tendering system is not used for 2 to 3 months, the system automatically de-activates the user account. Kindly, send us the error message, we will send it to the IT support and get it resolved in 2 to 3 days. Bidders who are already registered are requested to log-in to the system at least once in 15 days or a month to avoid such errors in future.
22.	If any organization is applying for two different lots, then is there any possibility of getting more than one key personnel for different lots e.g. DEO, M&E and Finance officer	Please refer to relevant section (Selection Procedure for Award of Lots, page 6-11) for bidder applying for more than one Lot
23.	What is the deadline for obtaining clarifications	Request for Clarifications can be sent to the email address mentioned in query no. 10 until 21 st October 2022 and response will be communicated through email by 24 th October 2022.

After the pre-bid meeting, the interested bidders were also provided training on bidder's registration in Atlas E-tendering.

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