

**Minutes of the pre-bidding conference MyRFP2022-010 Consultancy to review and enhance the National Multidimensional Poverty Index (NMPI) as a Policymaking Tool in poverty alleviation (National Service Provider)**

Place: ZOOM

Date: 06 October 2022

Time: 11:00 to 12:00 (GMT+8)

Panel from UNDP Malaysia:

- a. Ms. Norhafiza Shafie, Development Economist
- b. Ms. Laine Liew, Operations Associate
- c. Ms. Nurliana Jamaluddin, Operations Assistant

## **I. Introduction**

UNDP Operations Associate welcomed all meeting participants. She then briefed all bidders that the purpose of this meeting is to help the bidders to fully understand the key requirements in the RFP. Bidders can raise queries through Questions and Answers session. This meeting is not a pre-requisite for application. Those who missed or unable to attend this meeting can still submitted their proposal.

Minutes of this meeting will be posted on UNDP websites and UNGM, so all bidders (including those who were unable to attend) can download for reference.

In case any bidders have queries after the pre-bid meeting, the bidders should send queries to the contact details indicated in the RFP.

Below are some key notes on preparing and submitting the bid:

### **1. Preparing proposal:**

- Proposal validity: 120 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal.
- Please refer to Annex 2 “Check list” to ensure all essential documents are included in the bid. Bidders should provide in their proposal’s relevant information, proof/evidence they have for each criterion.
- The proposal should be submitted in the templates provided in Annex 2, Annex, Annex 4 & Annex 5. Bidders should follow templates.
- Currency of the proposal is Ringgit Malaysia, should the company submit the proposal in different currency, UNDP has right to apply UN Exchange rate effective deadline of the submission. The UN Exchange rates are available by following link: <https://treasury.un.org/operationrates/OperationalRates.php>
- Failure to accept UNDP General Terms will lead to disqualification of the company.
- The expected durations of work will be 20 calendar-months from November 2022– June 2024.
- Partial Quotes is not permitted.
- UNDP will award the contract to one and only one Service Provider.

### **2. Bid submission:**

- Submission deadline: Friday, 14 October 2022, 5:00PM (Malaysia Time)
- Only electronic submissions via e-mail will be accepted. The email address is provided at the tender document.
- Please note that paper-based proposals will not be accepted.
- It is sole responsibility of Supplier to ensure timely and correct submission of proposals. Any submission after the deadline will be rejected.
- Financial proposal should be protected by password. The password details shall not be shared with Procurement Unit or any other members of UNDP Malaysia until the official request from UNDP Procurement Unit is received.
- The submission should be supported with additional documents confirming qualification of the company and other criteria, please refer for details to Annex 2 checklist.
- All Forms must be submitted using the Supplier official letterhead and should be properly signed and stamped by authorized person.

### 3. Evaluation of proposals:

- Evaluation criteria provided in Page 7 of the tender document.
- The evaluation weight is distributed 70% for technical proposal and 30% for financial.
- Only the proposals that obtain minimum 70% out of 100 points will be considered for the financial evaluation.

### 4. Financial proposals:

- The financial proposal shall be provided based on the items listed in Annex 3.

### 5. Questions/ Answer Session:

At the end of this presentation, there were some questions from participants and these were clarified as below:

#	Query	Answer
1	What is the budget UNDP allocated for this study?	The budget will not be indicated at the RFP, the company will indicate the best price it can offer. This is an open tender where the evaluation weight is distributed 70% for technical proposal and 30% for financial proposal. UNDP value your ideation and technical proposal.
2	For the financial proposal, are we required to submit the pricing using MOF eperolehan rates?	Financial proposal should be inclusive all the relevant charges for the consultancy. It is based on Ringgit Malaysia, and we are not using the MOF eperolehan rates.
3	Is the bidder required to sign OSA (Official Secret Act 1972)?	No. The bidder not required to sign OSA 1972.  All data, information and documents obtained under this assignment is the property of the UNDP Malaysia and

		<p>EPU/ Government of Malaysia and be treated as strictly confidential.</p> <p>No such information shall be used and cited by the consultant or company for any other purpose other than for the preparation of the document for the TWG.</p> <p>All soft and hard copies of the data, information and documents must be returned to the UNDP Malaysia and EPU upon completion of this assignment.</p>
4.	Can consultant give a comment on the General Terms and Condition on the RFP?	Bidders can highlight the areas that needed to discuss. However, any changes in UNDP GTC will require clearance from UNDP Legal team in New York.
5.	The requirement of team leader must have both the Master & PhD stipulated in your RFP? Or either one?	<p>The team leader must have Master's degree in the field of poverty &amp; inequality, development economics, social development, human sciences, sociology, public policy or related fields</p> <p>PhD with similar field of study is preferred.</p>

**Notes:**

- Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
  - UNGM: <https://www.ungm.org/Public/Notice/183688>
  - PSO: [https://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=96157](https://procurement-notices.undp.org/view_notice.cfm?notice_id=96157)
- Questions on tender can be sent in writing to [procurement.my@undp.org](mailto:procurement.my@undp.org) before 5 days to bids submission deadline.
- Bidders is allowed to participate in the tender even though you missed the pre-conference session.

The meeting completed at 12pm. This minute will be posted on website for an easy access.

**Useful information/links:**

UN exchange rate: <https://treasury.un.org/operationalrates/OperationalRates.ph>