

## **Pre Bid Conference call minutes**

### **Request for Proposals: Ref: RFP/2021/18695 - Advancing Solutions to Innovation – Consultancy Services for the RBM Partnership to End Malaria**

**9 February 2021, 13:00 CET**

The UNOPS representative started presenting the agenda and introducing the team. He later went through the important deadlines. Next, the RBM Partnership representative presented the Schedule of Requirements, clarifying the scope of the work needed under each LOT and a first session of questions and answers took place (the transcription of the questions and answers can be found in the table below the text).

The procurement official further highlighted the Eligibility, Formal and Qualification Criteria and the evaluation method used in the process, which is cumulative analysis. The UNOPS representative also noted the importance of submitting a complete proposal and duly signed documents, in order to increase the chances of compliance. It was also requested to the bidders to clearly mark

To reduce the risk of submissions being non-compliant, the UNOPS representative continued to present the Returnable bidding forms, emphasizing the importance of submitting them completed and duly signed. Lessons learnt from previous processes for the same services were shared, including:

- Form A: Proposal submission form: Ensure bid validity is 90 days and clearly mark which Lot(s) bidders are applying for.
- Form B Financial Proposal Form – There are 2 price detail tables, one for each lot. Please complete the table for the lot(s) you are applying for and complete the summary table with the total price as well.
- Form C Technical Proposal Form – There are 2 tables, one for each lot. Please complete the table for the lot(s) you are applying for. You need to duly complete all sections of the table.
- Form D Past Experience form – Previous works/contracts and related information should be provided in a wide range of years to prove 2 years of similar experience to the lot(s) you are applying for.
- Form E CVs of key personnel – Emphasis on using this template for the CVs was given
- Form F: Joint Venture - This is OPTIONAL
- Form G: No Adverse Action Confirmation Form

Q & As:

<b>Question 1</b>	I have a question related to the platform. Do we also have to register key personnel separately? or do we submit the application from the organisation only and the key personnel are listed in the proposal documents?
<b>Answer 1</b>	The institution/organisation who has the legal entity needs to register only and submit the proposal. Key personnel are just listed in the proposal documents.
<b>Question 2</b>	In relation to Stakeholder mapping and key stakeholder interviews. How much of this is expected to be within the stakeholders and organisations that were targeted in the two white papers that led to the recommendations? Are we attempting to reach back to those of the same organisations? And understand where they think are the best avenues for

	dissemination of the recommendations or shall we be trying to branch up much broader than like you said the malaria space and looking into other regions and institutions related to global public health?
<b>Answer 2</b>	Thank you. It is certainly the latter. The recommendations from organisations, individuals and institutions who helped us draft those reports, if there are any questions on what they intended we can help clarify from RBM partnership. But really what this mapping is intending to do is to really let us know who we need to engage with that we have not done yet. Especially in the global space, because the recommendations were coming from country level perspectives. Where especially in the global space do we need to be sure that organisations and particularly influential individuals within those organisations are engaged in this work. We really want the awardee to tell us who we need to talk to, how to talk to them and how we should strategically aim to get in terms of concurrence and way forward.
<b>Question 3</b>	In regards to the two events support for LoT 2. Initially when I was reading the TOR I was anticipating it would be two events that the organisation would develop and organise? But is this more so in regards to two events that may have already been planned and take place in the coming next two years? That it would be to provide support to? versus planning out a new event that specifically speaks to these recommendations?
<b>Answer 3</b>	It is open. We have not decided which of them we would want the support for. In fact we were hoping is that with the calendar events developed in LoT 1, it includes identification of two key opportunities for engagement and for getting these recommendations on the table with the right audience and look to potential for leading to a concrete action or commitment. We would really be looking to the calendar for when those two events may be. There are various options, they could be separate or close in time, one might be in person and the other virtual, etc. We are hoping to define first of all where we are to be focusing our energies and then secondarily with LOT 2 the tools in order to engage to those opportunities the best possible.
<b>Question 4</b>	I was wondering if the bidder has to apply to both lots at the same time or it has to be only one lot at the beginning. Can one bidder be assigned to both LOTs?
<b>Answer 4</b>	This was designed to open the possibility that the two lots could be awarded to two different bidders. However, it is possible and we welcome bidders to apply for both LOTs.