

Pre Bid Conference call minutes

Request for Proposals: Ref: RFP/2021/18646 - Consultancy Services to Develop a Malaria Guidebook for Parliamentarians for the RBM Partnership to End Malaria

18 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 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: Joint Venture - This is OPTIONAL
- Form B Proposal submission form: Ensure bid validity is 90 days
- Form C Financial Proposal Form – There are 2 price detail tables. For Table 1 deliverables need to be priced. For Table two a breakdown of the cost component is requested. Please bear in mind that the total cost for table 1 and 2 should match.
- Form D Technical Proposal Form – There is one table with three sections. You need to duly complete all sections of the table.
- Form E CVs of key personnel – Emphasis on using this template for the CVs was given
- Form F: Performance Statement form – Previous works/contracts and related information should be provided in a wide range of years to prove 2 years of providing similar services.
- Form G: No Adverse Action Confirmation Form

Q & As:

Question 1	On the outputs there was a bullet on develop and pass budgets for the health sector and allied sector.. What format would you like that to take? Would you like to include that in the guidebook as a list of recommendations?
Answer 1	One of the areas that parliamentarians can effect change is to pass budgets that include support either through the health sector or for the health sector or multisectorial through other ministry departments and agencies outside of health and it is framed this way as it includes domestic support for malaria endemic countries and ODA from donor countries that means that if the reader of this guide is an MP on a donor country, what would be a pass from a donor budget, but if this is a malaria endemic country then this is about implementation nationally.. The guide is designed to help parliamentarians and this is one of the key ways parliamentarians can work effectively.
Question 2	There was a clarification on the timeline for the deliverables being 3 months since contract

	signature. Are the deliverables scheduled to match with World Malaria Day or World Health Assembly? Or is it not really aligned with those deadlines
Answer 2	Initially there were specific calendar dates included, however in order to avoid delays on contract signature and start of the work we wanted to make it clear that this is expected to be 3 months of work since the contract is signed. Yes, we recognise that it could be good to launch around specific events but that is not primarily our concern for this work. Our concern is just to add this important tool to those advocacy materials that MPs and organisations working with governments can use to support Malaria. There may be various launches in which the guide will feature, but the timing of the work is only what is expected to complete it satisfactorily.
Question 3	Could you please share the bidding submission forms?
Answer 3	All bidding submission forms are available in the main solicitation platform in the documents section.
Question 4	How donor or endemic countries or stakeholders will be decided upon? Will it be using RBM network or the supplier's network? How do you expect that process to play out?
Answer 4	When we review the technical proposal from the submissions, one of the key areas we will look at the Methodology. We would like to hear from the bidders how they would propose to proceed and how and why their approach and networks can help make this project a success. We would want to hear proactively in a proposal what a good mix of stakeholders to engage with would look like, what resources, networks or relationships may already exist that would allow the vendor to start that work. But even if there are acknowledged needs for which the vendor does not already have an existing network or relationships and requests support from RBM to make connexions , that can and should also be included in the proposal. So for example the vendor includes in the proposal a group of parliamentarians with which they have already engaged and could easily get a high response rate from them but then it could be a mention that, for example, some specific sub-groups are not included or part of that network that the bidder has. It can be proposed to request facilitation from the RBM Partnership to make these connections. There should be a clear plan in the proposal, the stronger that is the higher quality the technical proposal is. And the network the bidder is bringing is a strength in the technical quality but we have resources as well to support this work with a group of partners and we will be prepared to support the final product.