

## **Pre Bid Conference call minutes**

**Request for Proposals: Ref: RFP/2021/18841 - Consulting services to develop a revised version of the document "Action and Investment to Defeat Malaria 2016-2030" for the RBM Partnership to End Malaria**

**19 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 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

The procurement officer also highlighted the importance of submitting other mandatory documents besides the bidding submission forms. These documents are:

- Drive Sustainability questionnaire
- Licenses and/or registration certificate from the country of incorporation
- Financial statements for the last two years
- Three references contact details

The RBM Partnership representative presented the Schedule of Requirements, starting with a historic background of the development of the first AIM document, then clarifying the specific scope of the work needed for this solicitation and the deliverables. Then the floor was open for bidders to ask any questions. There were however no questions, and the procurement officer reminded the bidders to pose any questions through the system clarification tool.