

Minutes of the pre-bidding conference MyRFP2021-011 Consultancy to Organize Research project on Temporary Basic Income

Place: ZOOM

Date: 19 May 2021

Time: 15:00 to 16:00 (GMT+8)

Panel from UNDP Malaysia:

- a. Mr. Asfaazam Kasbani, Assistant Resident Representative (P)
- b. Ms. Norhafiza Shafie, Development Economist, Inclusive Development and Growth Cluster
- c. Ms. Herlianna Naning, Research Officer, Inclusive Development and Growth Cluster
- d. Ms. Laine Liew, Operations Associate

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, 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.
- Based on Annex 2, 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. 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/operationalrates/OperationalRates.php>
- Please refer to Annex 2 "Check list" to ensure all essential documents are included in the bid.
- Failure to accept UNDP General Terms will lead to disqualification of the company.
- Locations of work will be at Contractor's Location with possible of 3 missions to Putrajaya or proposed location, the cost should be counted separately and only claimable upon completion of mission(s).
- The expected durations of work will be 12 calendar-months from July 2021 to June 2022.
- UNDP will cover the costs relating to the government's consultation and workshops together with proof reading services for the full draft of Final Report.

- Partial Quotes is not permitted.
- UNDP will award the contract to one and only one Service Provider.

2. Bid submission:

- Submission deadline: Monday,07 June 2021, 11:59PM (GMT+8) Time zone
- 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.
- 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.
- Any submission after the deadline will be rejected.
- 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 should be properly signed and stamped by authorized person.
- Nomination of minimum one (1) Partner Entity for disbursement activity with the summary of related past/existing cash assistance programme to communities is crucial.

3. Evaluation of proposals:

- Eligibility criteria provided in Page 5 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 2, Section D & E.

5. Brief Summary of the RFP:

- The panel have provided a summary of the background and scope of work as refer to the tender document. The panel highlights important points such as expectation to demonstrate plans to leverage on existing cash assistance programme and identify and nominate any entity(ies) that meet the criteria set to carry out TBI disbursement activities during proposal submission.

6. Questions/ Answer Session:

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

#	Query	Answer
1	Can we place a consultancy charge in the cost?	We are procuring a service provider that provides consultant services. As referred to the tender document, the service provider is required to provide a team with minimum number of 2 key personnel. Therefore, you can provide the breakdown on the personnel cost as per Annex 2.

2	Can you elaborate on the frequency of surveys for measuring the change on the defined outcomes and the possibility of proposing a panel-based approach to measure the change?	Regarding the frequency of surveys, we intend to have at least 3 surveys. However, depending on the service provider's own proposal and method of collecting data, if the service provider see the need for more than 3 surveys, please suggest in the proposal, the purpose with justification on the additional survey for the pilot. Service provide is welcome to propose different approaches to measure the impact of the pilot (to meet the outputs of the study) with justification on the advantages of the proposed methods. Please do include evidence-based with reference to the proven scientific basic income study to support the proposed method(s).
3	As the RFP is for 'Low-Valued Services', is there a certain UNDP funding range for this project?	This tender is for consultancy below USD150k.
4	Is the consultancy fee including the cash disbursement for the experiment?	The consultancy service fee does not include the cash disbursement for the experiment. The consultancy service fee will include research, data collection etc. Therefore, both consultancy service fee and cash disbursement for the experiment should be separated in the proposal.

Notes:

1. 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:
 - a. UNGM: <https://www.ungm.org/Public/Notice/128905>
 - b. PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=78581
2. Questions on tender can be sent in writing to procurement.my@undp.org before 8 days to bids submission deadline.
3. Bidders is allowed to participate in the tender even though you missed the pre-conference session.

The meeting completed at 3.40pm. This minute will be posted on website for an easy access.

Useful information/links:

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