

Pre-Bidding Meeting Minutes

RFP/2021/22790: Provision of services for conducting a baseline crime survey in Ukraine (UNOPS-PRAVO2-2021-S-001)

Date

16 July 2021, online via Google Meet, 11:00 am Kyiv time

Summary

The pre-bidding meeting started on 16 July 2021 at 11:00 Kyiv Time (9:00 UTC) and was closed at 12:10 Kyiv Time (10:10 UTC). The meeting was held online via Google Meet and was attended by one representative of UNOPS Procurement Unit in Ukraine and one representative of UNOPS Procurement Unit in Serbia, both Procurement Officials for this case; Project Manager for PRAVO project; UNOPS Capacity Building Sr Specialist for Prosecution; UNOPS consultant, expert on Criminal Policy; 3 representatives of the market (potential Bidders).

The minutes of this meeting (in English) will be made available to all bidders who can refer to the minutes in their proposals. The Bidders are encouraged to follow the Revisions tab of this tender on UNGM where answers to the requests for clarification will be posted.

The Clarifications on tender requirements was divided into three segments:

- a) clarifications - brief presentation of the background and ToR requirements;
- b) clarifications - brief presentation of the tender particulars, criteria and evaluation methodology.
- c) questions and answers.

Part 1: Clarifications on the project background, ToR and tender requirements

Potential Bidders were informed by the representatives of the PRAVO project, UNOPS Capacity Building Sr Specialist for Prosecution and the UNOPS consultant, expert on Criminal Policy on the PRAVO project on the ToR background, goals and objectives of the intervention, the methodology of the survey; the deliverables and phases of the implementation. The main expected results of this tender and the expected impact of this intervention were outlined.

Upon completion of this presentation, the participant potential bidders were invited to ask questions in relation to the ToR. The questions and answers are reported below in the segment "questions & answers".

Part 2: Clarifications on the tender particulars, criteria and evaluation method

UNOPS Procurement Officials drew particular attention of the participant potential bidders to the following:

- The RFP is announced and administered through the UNOPS eSourcing, an automated transparent platform for announcement and assessment of tenders, which is linked to the United Nations Global Marketplace (UNGM). The complete bids should be prepared in English and submitted before the announced deadline. The bidders are encouraged to submit their bids earlier than in the last moments of the tender duration, as all the bids remain secured, unopened and anonymous until the tender closure. Only after the tender is closed, the bid opening can take place.
- The deadline for submission of bids is 4 August 2021, 12:00 noon Kyiv time. In UNGM i.e. through the eSourcing portal, the bidders can file requests for clarifications before 3 August 2021. The requests will be anonymised and made publicly available together with the answers. Requests for clarification submitted after 3 August 2021 will not be received.

- All UNOPS tenders in Ukraine are exempt from VAT based on Decree No. 153 of the Cabinet of Ministers of Ukraine and other applicable legislation. PRAVO project has a valid Registration Card and Procurement Plan issued by the Ministry of Economic Development and Trade of Ukraine. These documents qualify PRAVO Police as the International Technical Assistance Project implemented by UNOPS in Ukraine, meaning that all Project-related procurements are subject to VAT exemption. All financial bids shall be quoted without VAT. The contract with the successful bidder will be exempted from VAT.
- The technical proposal (the mandatory forms and other documents) should be submitted by bidders separately from the financial proposal. The financial proposal must be uploaded to the specifically designed field (financial envelope). The evaluation committee must not have access to any information regarding the financial proposal or any budgetary details before the finalization of the technical evaluation and the opening of the financial proposals. Any disclosure by the Bidder of the financial information within their technical proposal envelope will be considered eliminatory.
- Form A shall only be filled in if the bidder is applying as a consortium.
- Please use Form E for CVs. Be brief and to the point in the Employment Record/Experience section.
- The purpose of Form F is to guarantee that a team member will be available for the period of the assignment.
- In Form H, please show the previous experience of the bidder or consortium. If the subject of the contract is confidential, please state so. Background checks shall be performed by UNOPS Procurement Unit not only through public registers, tax/court registers, but also by contacting the bidder's previous clients.
- Financial proposal shall contain 2 tables, as in the template; total amounts in each table must be equal.
- Apart from the mandatory returnable bidding forms, the bidders must provide other documents, as listed in the documents checklist.
- Attention should be paid to the two sustainability criteria introduced in this tender, as well as the DrVe Sustainability Questionnaire.
- A two-stage assessment procedure, as specified in the Schedule of requirements and tender particulars was explained in detail.
- Professional Services contract with the winner of the tender will be signed under the framework of UNOPS General Terms and Conditions.

Part 3: Questions and Answers

Q1: Do you have any idea on the size of the questionnaire to be used in the survey?

A1: The size of the questionnaire should be defined in the Inception phase by the contracted supplier, in consultation with the Working Group and in agreement with the Client (UNOPS), based on manageable length of time of an interview with a respondent.

Q2: Is there any specific requirement regarding focus groups for discussion - their composition, size, number etc.?

A2: A total of six focus group discussions should be held with the representatives of the general population, or the particular target groups, per consultation with the Working Group and in agreement with UNOPS. However, the Bidders are invited to propose within their Technical proposals the solution which is considered the most appropriate for the achievement of the results related to the focus group discussions and to the overall objectives of the intervention.

This clarification will also be reflected in the Tender Amendment No. 1, in particular: Schedule of Requirements Amendment #1, Terms of Reference, X. Deliverables.

Q3: The samples should be representative of all the population in Ukraine. Is there a boosted sample for the survey?

A3: Boosting sampling is not envisaged.