



**Pre-Bid Minutes of the Meeting**  
Among: UNDP and CSOs/NGOs

<b>United Nations Development Programme (UNDP)</b>		
<b>Subject: RFI Ref. No - UNDP/AFG/RFI/2021/ 00000010189 –</b>		
<b>Title: RFI for UNDP Afghanistan NGO/CSO Roster</b>		
Venue:	Via Zoom Call	
Date of Conference: 8 September 2021	From: 11:00 AM	To: 12:00 PM
Closing Time & Date of RFI	19 September 2021 at 4:PM kabul time	
Number of NGOs attended the pre bid meeting	70 plus	
Pre-Bid conference was opened with following agenda:	<ol style="list-style-type: none"> <li>1. Information, instructions and explanation on RFI document by procurement unit – administrative requirements (closing date, submission form &amp; method), required documents such as (a) <b>Request for Information (RFI) Questionnaire</b>, and (b) <b>Capacity Assessment Checklist (CACHE)</b>, attaching all supporting documentation where specifically requested,</li> <li>2. Clarifications provided to NGOs' Technical Questions and Administrative Questions.</li> </ol>	

The following queries were raised by the participating representatives from the prospective bidders, and the following respective responses are provided:

	<b>Queries</b>	<b>Responses</b>
1	If a CSO/NGO has already been approved as an CSO/NGO of UNDP roster, does it require to reapply?	<p><b>Yes, they are encouraged to apply in this round for two reasons:</b></p> <ol style="list-style-type: none"> <li>1. New sub thematic areas are added in this RFI. If they do not apply, there is a risk that they will miss the opportunity for qualifying for new thematic/sub thematic activities</li> <li>2. As per the technical experiences and financial capabilities, UNDP has four categories of CSO/NGOs. Some CSOs/NGOs might have completed new project (since finalizing our earlier roster process) and have gained new experiences and financial capabilities. They might be eligible for the next higher category of financial capability.</li> </ol>

2	If a CSO/NGO has experience technical issue in their account to e-tendering system how to be solved	CSO/NGO need to send an email along with their original username and password for e-tendering (if available) to <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a> . The issue will be sent to the relevant department to look and resolve their account.
3	No phone number has been mentioned in the RFI if case if any NGO has experiencing to contact	As per UNDP office practice, phone number can not be mentioned in the solicitation documents. All enquiries need to be submitted through <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a>
4	NGO applied for the last roster which toke place in the last year and they were requested to provide some documents including banking information and they did so. Now we do not know whether those NGOs are approved in the roster or not?	That roster is still valid for three years. We are still using that roster. if the NGO is included in that roster, then their information is still valid for the three years. If you did not receive response from UNDP, that means your organization was not included in the roster. We encourage you to reapply.
5	Some local organization has concern about the transparency of UNDP.	UNDP is committed to providing equal opportunity to all organizations and practice transparency, fairness and integrity in the evaluation and selection process. Having a pre-bid meeting and providing all an equal opportunity to ask questions and receive the same information is a way of maintaining transparency and fairness.
6	A new NGO can apply for this RFI?	UNDP provides equal opportunity to all organizations. We encourage you to apply and submit the requested documents as stated in the RFI. Evaluation panel will evaluate the proposals based on the pre-disclosed criteria for inclusion in the roster.
7	Does UNDP have any preferred geographic location or provinces where UNDP would encourage potential supplier/NGO to work?	UNDP is considering all regions. You are encouraged to apply for all locations where the organization has current access and operational capacities as well as any areas that you will be expanding to.
8	Some NGOs are already in the roster list. Their suggestion is that UNDP procurement unit could coordinate with programs colleagues and ask them that whenever they have any project/request for proposal, they should consider those NGOs which are already in the roster list.	The purpose of this RFI process is to expand and update the existing roster. The NGOs already in the roster are encouraged to participate again if they have obtained experience in different regions, new thematic areas and enhanced their financial capacities.

	They feel that UNDP brings another NGOs other than those who are in the roster list.	
9	Why it is not advertised in the ACBAR site?	UNDP places advertisement on UNDP CO, UNDP corporate and UNGM websites.
10	Some NGO are not familiar with e-tendering system and do not know how to submit their proposal	<p>UNDP Procurement unit has sent the links and guidance manual through <a href="mailto:procurement.af@undp.org">procurement.af@undp.org</a></p> <ul style="list-style-type: none"> <li>• User guide for bidder</li> <li>• New atlas log in page</li> <li>• FAQ</li> </ul> <p>Furthermore, please use below links which will guide you how to use e-tendering modality:</p> <p>How to register and submit the bid  <a href="https://www.youtube.com/watch?v=Trv1FX6reu8">https://www.youtube.com/watch?v=Trv1FX6reu8</a></p> <p>Resources for bidders  <a href="https://www.undp.org/procurement/business/resources-for-bidders">https://www.undp.org/procurement/business/resources-for-bidders</a></p>

End of Pre bid meeting minutes.  
Thank you.