

## Pre-Bid Meeting Minutes-RE-RFP-PNG-010-2021

Questions and answers (1st round)

Date of the Meeting: 15 October 2021

**REQUEST FOR PROPOSAL IMPLEMENTATION OF THE CAPACITY DEVELOPMENT PLAN.**

**RFP No.: RE-RFP/PNG/010-2021**

No.	Question	Answer
1	Could you clarify how the bid will be assessed in case we apply as a consortium?	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>The evaluation of such consortium will be done as an assessment of one entity.</p>
2	Does the eTendering system has limits to the size of the documents to be uploaded?	<p>Kindly ensure attaching the required supporting documents (with file name less than 60 characters) in pdf, word or excel format, zip with the size below 35 MB per one file.</p> <p>Also, do not use special characters (symbols) for the file names.</p>
3	Is it okay to propose more experts than requested by RFP?	<p>As the minimum, we request two experts as stated in RFP. But please include this in your technical and financial proposals.</p> <p>Also, you need to consider its influence on your financial proposal and the overall competitiveness of your bid.</p>

		<p>If you propose a few consultants for a specific position stated in the RFP, we will consider average scoring while assessing by the evaluation matrix.</p> <p>If you offer a new profile, this can be considered only during the evaluation of your approach to work (section 2 of the valuation matrix).</p>
	Should we provide alternative budget for a high Covid-risk/low Covid-risk context?	We ask to submit one financial proposal which will respond to minimum technical requirements including those related to services to be performed on the ground.
	In Annex 2, the Team Leader's work duration is stated as 20 months, while the rest of the document states 9 months (November to August 2022). Would you please confirm clarify on the above?	This is a typo – the duration of Team Leader's involvement is 9 months.

## ANNEX-ATTENDANCE SCREENSHOT

The screenshot displays a Zoom meeting interface. At the top left, a 'Recording' indicator is visible. The main area shows a grid of video feeds. The top-left feed displays the United Nations logo, with the name 'Ehsanul K Chowdhury' below it. The top-right feed shows a woman's face. Below these, the name 'ckaluwin' is visible. The bottom-left feed shows the name 'Yana Dovga', and the bottom-right feed shows 'Square Circle an...'. A 'Participants (6)' window is open on the right, listing the following attendees with their status icons (eye, microphone, video):

Participant	Eye Icon	Microphone Icon	Video Icon
Lynette Migile (Me)	✗	✗	✗
Ehsanul K Chowdhury (Host)	✓	✓	✗
YD Yana Dovga (Co-host)	✓	✓	✗
Takfulu Sariman (Co-host)	✓	✗	✗
ckaluwin	✗	✓	✗
SC Square Circle and The Carbon Hub	✗	✗	✗

At the bottom of the participants window are buttons for 'Invite', 'Unmute Me', and 'Merge to Meeting Window'. The bottom of the Zoom window features a toolbar with icons for 'Unmute', 'Start Video', 'Participants', 'Chat', 'Share Screen', 'Record', 'Reactions', and a 'Leave' button. The Windows taskbar is visible at the very bottom, showing the search bar and various application icons.