

## Prebid Meeting Minutes – ESTABLISHING LTA(s) WITH QUALITY IMPLEMENTATION SUPPORT SERVICE PROVIDERS FOR UNICEF CASH TRANSFER PROJECTS

Date	21/02/2022 at 13:00 (Sana'a Local Time)	
Participants	<ul style="list-style-type: none"> <li>• Ali Hasan Mohammad Saleh / Jumaan Exchange &amp; Financial Services Co.</li> <li>• Mohsen Rajeh / Moore Yemen</li> <li>• Ahlam Salah / i-APS</li> <li>• Ahmed Al-Akwa</li> <li>• Sameer Hajar / Grant Thornton Yemen</li> </ul>	<ul style="list-style-type: none"> <li>• Abdullah Alttowi / KIB</li> <li>• Abdulwahab Alnami / KIB</li> <li>• Abdulrahman Alaswani / KIB</li> <li>• Ahmad Omar / UNICEF</li> <li>• Mira Talat Metri Zuraikat /UNICEF</li> <li>• Omar Hamdallah /UNICEF</li> </ul>
Modality	Teams Online Meeting	
Rapporteur	Omar Hamdallah	

Item	Issue point / topic discussion	Response
1	The call between UNICEF Yemen PMU and interested bidders is to present the Request for Proposal LRPS ref. <b>2022-9173124</b> and address any specific inquiries.	N/A
2	Omar Hamdallah started by briefing all attendees about the submission instructions detailed on the first page of the LRPS document as posted on UNGM, including submission the signed NDA, technical proposal and financial proposal in response to this tender. Moreover, Omar briefed all attendees on the required scope of work, methodology and the organizational qualification and experience required, as detailed in the RFP ToR.	N/A
3	Omar Hamdallah briefed all attendees on the technical evaluation and the required contents of the technical proposal, as detailed in the RFP ToR. Omar highlighted the scoring weights and emphasized that company experience (with examples) and the team resumes (with relevant experience), as they carry high scoring weight when evaluating the technical proposals. Finally, Omar briefed all attendees on the required pricing structure to be used by all bidders when submitting their financial proposal.	N/A
4	<p>Omar concluded the briefing to the bidders on the RFP requirements and advised that all participants may ask questions, where the following inquiries were noted:</p> <ul style="list-style-type: none"> <li>- Abdullah Alttowi of KIB inquired if this tender is to provide cash transfer services or it is providing investigation support for ongoing cash projects.</li> <li>- Ahmed Al-Akwa inquired about the methodology section on pg.4 of the RFP's ToR (Annex C), can we know where are the technical annex is?</li> </ul>	<ul style="list-style-type: none"> <li>- Omar advised that the tender is fraud investigation services under the cash transfer projects, not for payment services.</li> <li>- Omar advised that the technical annex is provided at a contract level, not in the long-term arrangement (LTA). In relation to this tender, this ToR is general for award of an LTA, but the technical annex would have more detailed description of how the QISS services will be conducted in each project (where each project will have a separate awarded contract). Therefore, the technical annex will be shared when a contract is awarded to an LTA holder.</li> </ul>

5	<ul style="list-style-type: none"> <li>- Omar advised the bidders on the difference between use of an LTA and use of the contract. The award of an LTA would allow UNICEF to contract a service provider under the same LTA ToR and with a fixed price for the LTA period. Omar explained that the LTA does not guarantee an award of a contract for provision of services.</li> </ul>	- N/A
6	<ul style="list-style-type: none"> <li>- Mira advised all bidders that they can email <a href="mailto:ohamdallah@unicef.org">ohamdallah@unicef.org</a> with any other inquiries by the 3<sup>rd</sup> of March 2022, and UNICEF will post the responses to the inquiries on the RFP's UNGM site.</li> </ul>	- N/A
7	<ul style="list-style-type: none"> <li>- Mohsen Rajeh of Moore Yemen inquired on when awarded a contract, will UNICEF advise which cases will be done as field investigations and which cases will be done as remote investigations? If we go to the field visit, but we don't find the beneficiaries, will this case be considered a field investigation.</li> </ul>	<ul style="list-style-type: none"> <li>- Mira advised on the difference between the two types of investigations. Moreover, Mira advised that if the beneficiary is not found in the field visit and the investigation was continued by the QISS organization remotely by phone, then it will be considered a remote investigation as per the remote investigation pricing.</li> </ul>
8	<p>Omar Hamdallah reminded all proposers to submit two emails by the deadline as per instructions with (1) email with the technical proposal and (1) email with the financial proposal.</p> <p>Moreover, Omar advised that the prebid minutes and any clarifications submitted by 3 March 2022 will posted on the RFP's UNGM site.</p>	N/A