

## **Minutes of Meeting Between UNOPS and Prospective Bidders under RFP/2022/40688**

Date: 18 February, 2021 14:00 CET

Attended:

### **UNOPS, Presented by**

Alenka Verbole, Senior Project Manager

Ramesh Singh, Procurement Official

Natalia Gorbacheva, Support Services Assistant

Venue: GoogleMeet

Subject: Pre-Bid Meeting under RFP/2022/40688 Consultancy Services under the “ Knowledge for Reform Action in the Western Balkans Project”

Agenda: Introduction of the project by Senior Project Manager, going through the RFP, Q&A session

UNOPS expressed its own gratitude for the interest and participation in the meeting.

### **1. Background**

Alenka Verbole presents Project “**Knowledge for the Reform Action in the Western Balkans**”. The main objective of the project is to provide expertise and knowledge to beneficiary countries across Western Balkans region which would assist on their path to EU integration. The project is currently looking for a supplier who will provide consultancy services that will support the governments and governmental institutions including learning components.

### **2. Introduction of Participants**

Only one ( 1) bidder participated

### **3. Questions - Answers Session**

Should there be 2 focal points per each LOT? 1 Team Leader and 1 Finance Manager? What will be the workload/engagement in terms of working days for these team members?	Yes, there will be 2 focal points for each lot, All the recruitment and deployment of experts is needs based and each country in the WB region has different needs. The WB Project Team determined the estimated number of working days for experts and focal points. There is currently no exact quantitative information.
The available 320 total working days should be allocated between all the experts proposed for 30 month of implementation of the contract?	Total number of expert days per each lot/country shall not exceed 300 expert days for a 30 months period This is not incorporating the days of the Team Leader

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	and Financial Manager.
How to identify the number of experts? There are no number of experts, moreover, in the financial template it is specified that UNOPS may add as many roles as needed.	There is no possibility to indicate the number of experts at the moment. The project is currently performing workshops at the country level where development of road maps take place in coordination with governments. It will allow the Project to estimate the area of expertise and number of experts. The budget shall be prepared based on the number of expert days indicated in the ToR rather than number of experts as this will vary.
What do you mean by indicating title International Junior Expert? The bidder may have Local Senior Experts in the field, is it mandatory to provide "Junior"?	Kindly refer to the RFP Section II Schedule of requirements for the Senior expert and Junior Expert.

UNOPS may provide support to the winning bidder with identification of the experts from its internal roster if will be needed

#### 4. Procurement official presents the Terms of Reference and Procedure

The Scope of the Request for Proposal:

- Provision of consultancy (local and international experts) on EU integration based on the needs of the beneficiaries.
- Monitoring and evaluating the experts' performance and delivery, analysing and reporting on their delivery and impact of their work.
- Closely monitoring and following up on all the EU integration related developments (including those relevant to the Chapters of the EU acquis and/or Clusters as per the new EU enlargement methodology) in synergy with the recruitment and deployment of experts and outcome of their work.
- Providing regular analytical country reports as relevant to the country's needs for expertise and bringing it to the attention of the Senior Project Manager.

Instructions to Offerors:

- It has 43 clauses – please refer to RFP.
- Eligibility of Offerors – clause 4.
- Proposal submission deadline - no later than the time and date set out in the Tender Particulars section – clause 22.
- Proposal Closing Date – refer to Tender Info : March 10, 2022 , 21:59:00 PM (UTC).
- Proposal Submission - only through the UNOPS eSourcing system – clause 23.

Returnable Bidding Forms:

- Form A: Joint Venture Partner Information Form
- Form B: Proposal Submission Form

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- Form C: Financial Proposal Form
- Form D: Technical Proposal Form
- Form E: Format for Resume of Proposed Key Personnel
- Form F: Performance Statement Form

Contract Forms:

- RFP Section IV-1: UNOPS General Conditions of Contract
- RFP Section IV-3 - UNOPS sample Contract for Services

Document Checklist:

- This forms Technical Proposal, complete and upload the following
- Form A: Joint Venture Partner Information Form
- Form B: Proposal Submission Form
- Form D: Technical Proposal Form
- Form E: Format for Resume of Proposed Key Personnel
- Form F: Performance Statement Form
- Attach supporting Documents

Evaluation:

1. Stage: Eligibility and formal criteria

Evaluated as Pass/Fail

Only offers that pass all criteria are evaluated in the next stage

2. Stage: Qualification criteria

Evaluated as Pass/Fail

Only offers that pass all criteria are evaluated in the next stage

3. Stage: Technical criteria

Numeric type evaluation

Proposals that do not score 70 point and above will not pass for financial proposal

4. Financial Evaluation

Only carried on offers that score minimum 70 points

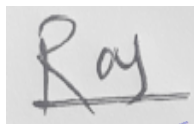
The system automatically reject proposals with less than 70 points

Senior Project Manager Alenka Verbole thanks everyone for participating and closes the event.

**Agreed/signed:**

Alenka Verbole, Senior Project Manager

Ramesh Singh, Procurement Official



Natalia Gorbacheva, Support Services Assistant

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