

**Questions and Answers
Minutes of the Pre-Bid Conference**



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Resilient nations.*

United Nations Development Programme (UNDP)		
Subject: RFP Ref. No. UNDP/AFG/RFP/2022/ 0000011471		
Title: Lot 1 - Identification and training of 4,000 individual women on business management and entrepreneurship skills Lot 2 - Identification of 10 existing women-led businesses associations, establishment of an additional 10 women-led business associations (technical support and capacity building for 20 women-led business associations in total)		
Venue:	Virtually via Zoom call	
Date of Conference: 21 February 2022	From: 11.30am	To: 12:30pm
Number of participants attended the pre-bid meeting:	10	
Pre-Bid conference was opened with following agenda:	1. Introduction of UNDP team and bidders 2. Briefing on scope of RFP 3. Questions and Answers	

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

	Queries	Responses
Overarching		
1	Is the project scope limited to Herat only or it covers the entire Western region?	The project is not limited to Herat only, it covers the entire Western region.
2	Does the project involve all provinces in the Western region or only specific provinces?	All four provinces in the Western region will be considered for the project.
3	Can you clarify on the contract duration – is it 5 months, 7 months or 14 months?	The contract duration is 7 months, where trainings are to be completed within 4.5 months after signing of contract. Lot 1 and Lot 2 shall take place in parallel.
4	Please clarify on the requirement for training materials.	Any standard training materials that has been tried and tested before can be considered. We do not expect the Contractor to develop new curriculum as part of this contract.
Lot 1		
5	The current timeline for completion of trainings for 4,000 participants (4.5 months) appear to be challenging given the current	UNDP is seeking for a Contractor(s) who can train the required number of participants within the stipulated timeframe. As

	situation in Afghanistan. Can it be reconsidered?	mentioned in the TOR, the selected Contractor shall run multiple classes in parallel to cover both morning and afternoon slots. As such, the timeframes stipulated in the TOR will remain unchanged.										
6	In regard to selection of participants, is there any targeted district? Locations may have a cost implication; especially when remote areas are involved.	Exact locations will be identified later in close collaboration with the selected partner. Bidders shall prepare the financial proposal based on estimation of average cost for reaching the furthest areas in the Western region.										
7	Can you advise the amount of cash grant for the 3100 individual women? Should this be included in the financial proposal?	Cash grants for individual women will not be part of the financial proposal. It will be managed separately outside of this contract.										
8	We have engaged/trained 1000 people previously. Can we include them in the training program?	Only women who have not been trained before and need capacity building should be enrolled for this training program. Those who have been trained as part of other/previous programme/projects should not be considered.										
9	Have the selection criteria set for identifying the training participants?	The Contractor is expected develop the selection criteria in close coordination with UNDP.										
10	Given the volume of work associated with Lot 1, especially on the training components, is it possible to review the payment schedule to increase the percentage associated with trainings?	<div>The payment schedule for Lot 1 is revised as below:</div> <table><tr><th>Deliverables</th><th>% Payment</th></tr><tr><td>Inception Report</td><td>15%</td></tr><tr><td>Adapted training course curriculum and training of first batch of 2000 trainees</td><td>30%</td></tr><tr><td>Trainee evaluation from the 2nd batch of trainings</td><td>35%</td></tr><tr><td>Final training report</td><td>20%</td></tr></table>	Deliverables	% Payment	Inception Report	15%	Adapted training course curriculum and training of first batch of 2000 trainees	30%	Trainee evaluation from the 2 nd batch of trainings	35%	Final training report	20%
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Lot 2												
11	In respect to the 20 grants for women-owned/led business associations, please advise the amount of financial support to the given and whether that should be part of the financial proposal.	Yes, please refer to the Financial Proposal template (Annex 2 to Lot 2).										
12	Has UNDP identified the existing 10 business associations?	Contractor shall identify the associations as part of the scope of work under Lot 2.										
13	Please advise the number of members in the identified associations.	Contractor shall identify the associations as part of the scope of work under Lot 2.										
Procurement												
14	What is the ceiling amount?	As per our procurement policy, we do not disclose procurement budget. Bidders are										

		expected to submit their best offer based on the TOR requirements.
15	How many Contractors will be selected from this procurement process?	UNDP will select either one or two Contractors to cover both lots. Kindly refer to the RFP for more details.
16	Should separate proposal be submitted for each lot?	Bidder can submit one proposal covering both lots. However, there are specific eligibility and evaluation criteria for each lot. Bidders shall carefully review the RFP to understand the requirements for each lot and ensure compliance.
17	Is it possible to waive the 10% performance security?	UNDP cannot waive the requirement for performance security for this procurement.
18	Can UNDP accept a guarantee letter from insurance company as performance security?	Point no. 9 of ITB Section 3 has been revised to reflect an additional option of performance security tool.
19	Can UNDP consider advance payment for this contract?	Advance payment will not be allowed. The first payment of 15% will be released upon UNDP acceptance of the inception report, which should be submitted within 20 days after signing of the contract.
20	How long does the payment process take in UNDP?	Payment will be processed as per UNDP standard process. Kindly refer to clause no. 44 in Section 2 of the RFP.
21	Is there any limitation on the type of partners for joint venture?	There is no restriction on types of organizations to form joint venture as long as they meet the requirements stipulated in the RFP. Please carefully review all RFP sections related to joint venture.
22	<p>Given the local situation in Afghanistan as well as the economic impact of COVID-19, is it possible to review the value threshold and timeframe in below evaluation criteria?</p> <p><i>Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. One of the contracts must be value of USD 200k for Lot 1, and USD 400,000 for Lot 2.</i></p>	<p>The mentioned criteria were developed after taking into account the local situation in Afghanistan, the economic impact of COVID-19, as well as the value and complexity of the procurement, hence they will largely remain with slight modification as below:</p> <p><i>Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. One of the contracts must be value of USD 200k for Lot 1, and USD 400k for Lot 2.</i></p> <p>Under these criteria, any past contracts dated from 2017 meeting the above requirements will be considered as eligible.</p>
23	Is it possible to extend the tender closing date to allow more time for submission of a quality proposal?	Given the urgency and tight timeline of the project, we have to maintain the same tender closing date, i.e. 1 st March.

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DocuSigned by:

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