

RFP/2022/42441

Optional online clarification - Meeting Minutes

Project name	" Design services for Restoration, Reconstruction and Musealization of The National Historical Museum "
Meeting ref:	n/a
Meeting date	01 July 2022
Time:	10:00 am UTC (12:00 Tirana time)
Location:	Online
Prepared by:	A.J

UNOPS team			
Name of participant	Position	Organisation	Signature
L.Tsaava	SS Manager	UNOPS	
L.Hadzic	Cultural Heritage Advisor	UNOPS	
A.Jahaj	SSS Assistant	UNOPS	

Potential Bidders Attendees			
Name of participant	Position	Organisation	Signature
Bidder 1			Online
Bidder 2			Online

Issues Discussed	Comments/Action points
1. Introduction of UNOPS team participating	Lela Tsaava
2. RFP particulars, Returnable schedules, Evaluation method and criteria	<p>L.Tsaava - Explained how the evaluation will be done, as it will be considered as a two envelopes system, first will be checked administrative eligibility criterias, eligibility. flexible bid security options are offered, Next step will follow the evaluation of the technical criteria, which are quite demanding, TOR requested by the client - Ministry of Culture. Technical criteria evaluation process itself is divided in two steps. First one are 4 criteria components and the companies that will pass the threshold of 70% of maximum obtainable score of 65 for these 4 components, will be invited for the oral presentation which is evaluated at maximum 5 points. And then after the assessment of the oral presentation will follow up the financial assessment with 30% of the points. All bidders who passed the threshold and invited for oral presentation, will be assessed for Financial evaluation.</p> <p>L.Tsaava went through the criteria and explained to them that during the clarification process , that starts after the evaluation proceeds, UNOPS cannot add, amend or change any substantial mandatory requirements save to historical documents if it is missing.i.e. Bidders cannot add team members, or something that changes the proposal.</p> <p>New UNOPS contract will be applied, the sample is attached.</p> <p>For JVs it is important to put down all the partners or subcontractors, because all will be eligible to apply for VAT exemption.</p> <p>No prepayments will be done for this contract.</p> <p>Some references from previous works will be appreciated.</p> <p>L.T went through the returnable schedules, explaining each of them and how the points are shared through the criterias.</p> <p>L.T emphasised the importance of the checklist and the Drive Sustainability Questionnaire (DSQ) that need to be signed.</p>
3- Q&A section	Q- Bidder 2 Do we have an appropriate time to prepare the presentation?

	<p>A- LT. We will have participants in the evaluation process from our counterparts, the Ministry, and this process sometimes takes time but we will try to give you enough time to prepare proposals. These three weeks given in the ToR are indicative.</p> <p>Q-Bidder 1 In the checklist the last point is RACI for personnel and JV if applicable. Can you elaborate it please?</p> <p>A- LT: Yes, for example if you are 3 companies in the JV please explain how you divide the percentage/ratio for the execution of the service, who will be the leading company, who will be the finance manager. So we need the organisational structure in case of JV, who will do what. So RACI could be good tool to present the organisation of works.</p> <p>Q- Bidder 1 -I have more questions, should I ask now or write them down?</p> <p>A- LT proposed to write all the questions so when UNOPS will answer in e-sourcing everybody will see the answer.</p> <p>Q-Bidder 1 - We have registered our company in the UNGM and we got a number. Is it important that all JVs register and which one applies to this Tender? What about in the JV case?</p> <p>A- LT. As long as all partners of the JV are declared in the proposal documents it does not matter which one applies. However it should state which company is the lead ,</p> <p>We can now finish the presentation, and we are looking forward to your proposals. There is still time for clarification questions in esourcing. Thank you</p>
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