

10 July 2023

Subject: Pre-Bid meeting minutes for RFP/2023/46910 - Procurement Event #23291 | Establishment of the Long-Term Agreements (LTA) for the provision of multi-disciplinary consultancy services related to EU accession negotiation process and EU harmonization

This Note to file explains the process of the Pre-Bid meeting held on the 10 of July 2023 further to the Solicitation Process RFP/2023/46910.

The RFP was published on 2023-06-13 with the deadline for submission of quotations on 2023-07-17. The date and time for the Pre-Bid meeting as well as the Google Meet link were communicated on the UNGM platform.

The following are the details of the Pre-Bid meeting, as published in the RFP:

- The meeting was set to take place on 10th July 2023 from 14:00 - 15:00 hrs CET Time (UTC +1 hrs).
- Though participation wasn't mandatory, bidders were strongly encouraged to attend the pre-bid meeting in order to avoid the risk of non-compliant quotations. Procedure for registration was described in the RFP.

The purpose of the Pre-Bid meeting was to explain the relevant procurement process by giving an overview of the RFP Contents and Particulars, Evaluation Criteria, Questionnaire, Checklist, the uploaded Documents including the Instructions to Offerors, the Schedule of Requirements, the Returnable Forms and the Contract form. At the end of the presentation participants were given a chance to ask questions. This session was conducted in order to help the potential bidders in preparing their submissions and have a clear understanding of the documents that are required to be submitted in line with the tendering requirements.

UNOPS Representatives:

1. Tornike Gororishvili, Procurement Officer
2. Jochen Penker, Chief Technical Advisor
3. Alisher Igamberdiev, Project Manager
4. Dejan Radivojevic, Project Management Support - Senior Analyst
5. Natalia Gorbacheva, Support Services Assistant

Project Title	22482 Knowledge for Reform Action in the Western Balkans Project
Meeting ref	Pre-Bid meeting for RFP/2023/46910
RFP Case No.	RFP/2023/46910 Consultancy services related to EU accession negotiation process and EU harmonization
Date and time	10 July, 2023 14:00 - 15:00 CET
Location of the Meeting	Google Meet Platform
Participants in the Pre-Bid meeting	<p>UNOPS Representatives:</p> <ul style="list-style-type: none"> • Tornike Gororishvili, Procurement Officer • Jochen Penker, Chief Technical Advisor • Alisher Igamberdiev, Project Manager • Dejan Radivojevic, Project Management Support - Senior Analyst • Natalia Gorbacheva, Support Services Assistant

Pre-Bid meeting	
Meeting Introduction	The Chief Technical Advisor opened the meeting by thanking the participants for attendance outlining the purpose of the meeting and presented the project. Knowledge for Reform Action in the Western Balkans project is funded by the Norwegian Government and implemented by UNOPS Austria Multi-Country Office. It covers all the six Western Balkan beneficiaries, providing EU accession related technical support on the ground with a network of international consultants.
Process Presentation	Procurement Officer continued explaining the aim of the Pre-Bid meeting presentation which was to explain in details the subject RFP's content and particulars, the questionnaire, the evaluation criteria, the checklist of documents to be submitted, and the contents of the Documents' section, which included Section I - Instructions to Offerors, Section II - Schedule of Requirements, Section III - Evaluation Criteria, Section IV: Schedule of Requirements, Section V: Returnable Bidding Forms. The meeting participants were given a detailed overview of the UNOPS requirements, how bidders should submit their quotations, what forms and documents were mandatory and which ones were optional. This was done in order to help all potential suppliers in preparing their submissions better and have a clear understanding of the documents that are required to be submitted with their submissions.
Q/A session	Question 1: The financial form has a provision to indicate the rates for the experts only. What about the fee for the global coordinator? Answer 1: It must be noted that the fee for the global coordinator should be included in the rates of the experts that are provided. You can include them in the breakdown of the costs under other related costs. If you open the financial template document, there you have consulting fees at

the administrative and overhead fees, corporate profits and any other costs and you can incorporate because of all overhead in the submission.

Question 2: All joint venture members must meet Qualification criteria (financial capability and experience)? **Answer 2:** Each member of the consortium must individually submit at least 2 reference letters in addition to other required documents. We ask that all the organizations that will submit their offers as a joint venture have experience in this specific field and financial capability in order to employ experienced organizations.

Question 3: In the financial form, we should list only the fees from the experts, not naming them chapter by chapter, we should only put in the offer chapters that you already indicated, 14, 15 and 9 for successful quotation? **Answer 3:** No, rates should be provided. A certain amount of CVs was requested in this tender in order to avoid overburdening the suppliers. The idea behind asking only certain chapters was that those chapters will be most frequently used.

Question 4: Can you clarify what is promulgated policy development and other analytical documents that assists the beneficiary in the checklist document? **Answer 4:** This may be described as a document that was adopted by the beneficiary country under which the experts or the consulting company facilitated the EU accession process. In case the consultancy supported law enforcement, supported the beneficial country to develop a particular law the company can specify if that law was somehow promulgated by the beneficiary country.

Question 5: How much will the selected bidder be obliged to use the services from the pool of experts presented in the proposal? **Answer 5:** There will be a requirement to provide experts in the key chapters upon UNOPS request (the ones provided in the submission). However, we understand that this is a two-year contract or with the possibility of extension and there are cases, when the experts will need to be changed this will take place in agreement with UNOPS.

Question 6: How would the bullet points described in Section IV: Schedule of Requirements; 4. Purpose, Scope and Required Services Request for Proposal/services applied? Does it mean that this is a requirement to the individual that will be selected for the particular task? **Answer 6:** The overall requirements will be applied to the company. The agreement will be concluded with the company and the company will be overall responsible for the delivery of the services.

Question 7: Please, advise on the way forward regarding the submission of Form D: Joint Venture Partner information Form. It is indicated in the system that it is mandatory to upload it while our entity is not going to apply as a joint venture. **Answer 7:** This is noted and will be included in the upcoming amendment as it could be changed to an optional.

Question 8: Is there a particular reason for particular experience request (advisors & experts) on chapters related to financial services, transports and energy? **Answer 8:** The idea behind asking only certain chapters was that those chapters will be most frequently used.

Question 9: While submitting the profiles of NKEs, we assume that we may submit more than one expert profile for the same chapter/cluster. For instance, Expert 1 and Expert 2 are specialized in Chapter 13/Cluster 2. In this regard, based on our interpretation, we assume that we may submit these two profiles of the same chapter/cluster. Could you please confirm this? **Answer 9:** The supplier is expected to provide different experts for each of the required chapters (9,14,15) for evaluation purposes (one profile per chapter). In addition, the supplier will provide the company's internal list (pool) of experts/advisors available to the supplier to engage upon request. In the pool the supplier can propose multiple profiles for the same cluster/chapter.

Question 10: In Section III., under qualification criteria, it is mentioned that at least 2 reference letters from previous projects/contracts (explicitly mentioning the bidder's technical capacity in provision of local and/or international experts supporting government institutions towards alignment of legislation of those of the EU) at a satisfactory level. According to this statement, is it eligible to present our on-going projects as references? **Answer 10:** This Qualification criteria #2 requires recommendation letters for the projects that have already been implemented at a satisfactory level. We mean that the project was already successfully completed and it's not ongoing so suppliers do not have the ability to submit in their experience form or reference letters from the projects that are currently ongoing. They have to be successfully completed.

Question 11: Is there a possibility to extend the submission deadline? **Answer 11:** There is no plan to extend the submission deadline. However, if there will be an extension of the tender, all bidders will be duly notified, a couple of days before the deadline through the portal, and this information will be distributed to every supplier simultaneously.

Question 12: Due to the time sensitivity, would it be possible to publish the complete LTA with respective T&Cs to the portal today? **Answer 12:** The terms and conditions are referred to the long-term agreement draft document that was already issued through the clarification. UNOPS will provide the correct link to the terms and conditions of the long term agreement.

Question 13: In the Financial offer template, do we need to supply costs of ALL experts for each area or just for the three areas (Transport Policy, Financial Services

	<p>and Energy) ? Answer 13: Yeah. the financial form should be completely filled with no blank spots left.</p> <p>Question 14: In Form G (technical proposal form) there is one question regarding the experience of similar engagement provided in the target region. This experience has to be provided by the organization (bidder) or can it be provided by the proposed experts? Answer 14: There we are discussing the experience of the individual experts. However, if we are speaking about the form where it has to be filled by the organization, we require the experience that the organization has previously.</p> <p>Question 15: Do you have any indication of the volume of requested services over the following 2 years? And how exactly will the request for services proposal need to look like- forms, templates, duration to respond, etc? Answer 15: The reason why a long-term agreement format was approached is because there is no clarity regarding the scope of the engagement. This will very much depend on the beneficiary countries. The pricing will be compared based on the secondary bidding among LTA suppliers.</p> <p>Question 16: Under the Attachment 2 of the LTA, which General Conditions of Contract from below would be relevant in this case: a) UNOPS General Conditions of Contract for the provision of Services b) UNOPS General Conditions of Contract for the provision of Goods and Services ? Answer 16: a) UNOPS General Conditions of Contract for the provision of Services</p> <p>Question 17: Regarding the experience of similar engagement provided in the target region, in case the applying organization is part of the network, can experiences of other entities from the network be presented? Answer 17: Experiences should be provided by a specific company after the entity has been registered officially.</p> <p>It was agreed with the suppliers that other questions would be submitted via the e-sourcing platform.</p>
Meeting Conclusion	<p>The Chief Technical Advisor concluded the meeting by thanking the participants for their attendance. The meeting ended at 15:00 CEST</p>