

Pre- Bid Meeting Minutes
RFP/2023/49108

Case Description	RFP for the Establishment of Long Term Agreement for Engineering Consultancy Services in Europe and Central Asia
Date	14 November 2023, 13.00 UTC
Location	Virtual through Google Meet
Participants	<p>UNOPS Representatives:</p> <ol style="list-style-type: none"> 1. Stefan Kholer, Regional Infrastructure and Project Management Advisor, UNOPS ECR. 2. Mariana Curci, Procurement Specialist, UNOPS. <p>Number of suppliers representatives attended the Pre-bid Meeting: 28</p>
Meeting Introduction and presentation for the pre-bid meeting	<ol style="list-style-type: none"> 1. About UNOPS 2. Scope of the services 3. Tender Particulars and Overview 4. Components of the Solicitation Documents 5. Submission Contents 6. Evaluation Criteria and Methodology 7. Schedule of Requirements overview 8. Final Points 9. Q & A
Q & A	<p>Q1. In the Documents checklist section on eSourcing there are 2 fields for the CVs. How should these be managed? A1. All the mandatory documents must be uploaded. In Schedule 0.5 please provide a brief description of the main information regarding the personnel and in addition, the complete CV of each personnel should be also uploaded.</p> <p>Q2. Regarding the financial proposal, it is required to indicate the unit price: What unit price should we indicate? A2. For evaluation purposes the whole "06 Financial Proposal" file will be considered. In the eSourcing field that offerors must complete in order for the system to allow the submission of the proposal, an average unit price or just "1 euro" could be indicated in that field.</p> <p>Q3. For Rapid Deployment do we need to provide the Schedule 0.6 "Statement of Exclusivity and Availability" ? A3. No. For Rapid deployment it is only necessary to indicate "YES" or "NO" in "Matrix 6 - Disciplines Summary".</p> <p>Q4: With regards to the infrastructure sectors, it is requested to choose at least 2 sectors. Is it necessary to cover all the sub-sectors</p>

	<p>indicated in the sector description or we just consider the sectors in a global sense? For example, for For building you indicate a lot of sub-sectors: Health, Education, Agriculture..., the question is if we have to cover all the subsectors when we choose the subsectors? A4: It is not necessary to cover all the sub-sectors. You must indicate which sub-sectors you will cover, it is not required to cover all the sub-sectors.</p> <p>Q5: A similar question regarding Service Type. Is it necessary to cover all the types requested in the services description? A5: No, not all of them, but as many as you can.</p> <p>Q6: Related to the financial offer, the platform should be used for a lump-sum offer. Is it possible to put 1 Euro to allow us to “close” the tender to make it easier for all of us? A6: Yes, as the evaluation committee will consider the complete financial proposal in the excel file, offerors can indicate “1 Euro” in the Financial Proposal field on eSourcing platform, in order to submit their proposals.</p> <p>Q7: Regarding the methodology that we must submit in the technical proposal, it is different to prepare a methodology for example for a road project or for a transportation infrastructure project and for instance, water supply, so how many methodologies we must prepare? So, what do you mean with “methodology”? Is it a standard way of working?</p> <p>A7: As Long Term Agreements contracts shall be signed as a result of this tender exercise and there is not a specific requirement at the moment, offerors must submit a general approach that the company will take to do an infrastructure project: This is what we do and how we do it.</p> <p>Q8: Regarding the experts, can we propose the same experts in more than 2 positions? A8: Yes, it is possible to propose the same experts in more than 2 positions, as long as in their CVs it is shown that they have the experience and the knowledge required for those positions.</p> <p>Q9: Are we allowed to propose sub-contractors? In case we win we can cover a country with their licences? A9: As long as there is a formal arrangement with the offeror and the subcontractor it can be proposed. It should be taken into account that subcontractors must be approved by UNOPS.</p> <p>Q10: Could you extend the deadline for submission? A10: This will be considered.</p> <p>Q11: Related to the sub-contractors, as we cannot be registered in many countries, we will rely on some contractors. Do we have to mention them in the offer or it is sufficient that we provide a declaration that we have reliable engineers and architects in specific countries and then we select them at a later stage? A11: For the offer to be substantially compliant the offeror must</p>
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	<p>submit all the required documents related to the sub-contractors, in the future, if the suppliers need to change a subcontractor, they will be able to ask for written approval from UNOPS.</p> <p>Q12: Is it necessary for the firm to be registered in the country to provide the engineering services?</p> <p>A12: In general companies that is willing to provide engineering services in a country, in particular Design services, is required by law to be registered and engineers to be certified under the law of the country that they can actually produce designs, so if you are going to provide professional services in a country it is requirement to be registered in that country. It could be that the sub-contractor is registered in the country as long as it is clear in the proposal the relationship between the offeror and the subcontractor.</p>
Pre-bid Meeting finished time	13.55 UTC