

Pre-bid meeting minutes

Reference: RFP/2024/51763, Provision of Services for Strengthening Local eGovernance, eGovernment and Open Data

The pre-bid meeting was held online, using the Google Meet platform on 21 May 2024. Two potential bidders expressed interest, while only one participated in the meeting. After the initial presentation of the Procurement procedure for the particular activity, the project, the context and the intervention itself, the participants in the meeting raised several questions. The UNOPS team prepared responses that will be published through the eSourcing platform.

Question 1:

In the case of a consortium, when filling out the drive questionnaire in the bid submission system, the data of which consortium member is entered into the system?

Answer:

You can enter the lead company/member of the consortium data.

Question 2:

The document checklist states a 20 MB limit. Is it 20 MB per document or in total?

Answer:

Limit of 20 MB per document.

Question 3:

Is the Joint Venture Partner Information Form where the structure and obligations of partners are defined?

Answer:

The Joint Venture Form includes basic information about the Joint Venture Partners, who is the leading partners, and the proposed proportion of responsibilities. An internal agreement, contract, or memorandum can accompany the Joint Venture Form.

Question 4:

Can entrepreneurs and lawyers be consortium members, since they are registered as legal entities?

Answer:

All legal entities registered by the relevant national laws are eligible to apply for this tender as a sole company or partner in a Joint Venture.

Question 5:

Can the company hire lawyers and entrepreneurs as consultants or only natural persons?

Answer:

The Bidder has to propose the team's structure as required in the tender documentation. Any JV member should employ the proposed team members in available forms of employment contracts.

Question 6:

Does UNOPS provide the bidder with information on the expected number of days?

Answer:

No, UNOPS does not provide such information, it is precisely the part of the methodology and proposal within the technical offer that is evaluated.

Question 7:

Is the Form G - Past Contract Form completed for each member of the consortium?

Answer:

Information is filled in for each consortium member by the relevant expertise they possess about the requirements of the ToR.

Question 8:

When it comes to the normative documents that local self-governments need to develop, does the selected service provider provide technical support in adapting and adopting those documents?

Answer:

In accordance with the requirements of the ToR, as well as the practice of UNOPS in working with local self-governments, the selected service provider leads, monitors, and gives guidelines during the entire process, but they do not write the documents themselves, so the local self-governments may acquire the ownership over the process and the adopted documents.

Question 9:

Will the selected service provider have UNOPS' support in providing a contact base of contact persons in local self-governments, due to the experience of working with them?

Answer:

Yes, and these details will, among others, be the subject of the first meeting in the Inception phase between the UNOPS representatives and the selected service provider.

Question 10:

Should the catalog/register of administrative procedures include both the native and entrusted jobs of local self-government units?

Answer:

Yes

Question 11:

When is the deadline for asking questions in the system?

Answer:

Friday, 24 May 2024.