

Pre- Bid Meeting Minutes

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| Case Description | Request for Proposal For the Provision of Consultancy Services in Conducting Implementation Research on uptake of affordable and quality lower limb prosthetic technologies in Low- and Middle-Income Countries |
| Case Reference | RFP Ref. RFP/2024/54412 |
| Date | Tuesday 19 November 2024· 2.30 PM Zurich time |
| Location | Virtual through Google Meet |
| Participants | <p>UNOPS Representatives:</p> <ol style="list-style-type: none"> 1. Henri BONNIN -Senior Programme Manager, 2. Eduardo SANCHEZ MERA ,Programme Support Specialist 3. Rose Ngina Musembi, Procurement Analyst <p>Number of organisations attended the Pre-bid Meeting: 6. Independent Consultant: 1</p> |
| Q & A | <p>Question 1: What is the background of the proposal? Is AT Scale looking for reports and recommendations for products? The proposal request has mixed an academic research organisation requirement and a product delivery company which are different. Would it be a better approach to have a consensus process (With a development committee and funding bodies)?</p> <p>Answer 1: The process is to identify prosthetic technologies that can be scaled up in low and middle income countries. AT Scale is familiar with how guidelines for recommendations are produced and the effect of recommendations on access to prosthetic services. AT scale is not looking for guidelines on new technologies but for testing what is already available on the market and to have a consensus on these technologies. As mentioned in the bid document, the deliverables include the establishment of a technical advisory group of major stakeholders. The consultancy will identify an organisation to build this consensus.</p> <p>AT Scale is looking for possibly a partnership that will bring together a collaborative composition of experienced organisations in the different relevant fields . If this is not clear in the RFP, this can be further clarified. AT Scale is additionally looking for new and innovative approaches.</p> <p>Additionally, a joint venture form will be added to the tender document for organisations wishing to bid as a joint venture/consortium.</p> <p>Question 2:A literature review in the field of prosthetic technologies has been recently conducted by some organisations present in this call. Is there a necessity for the same?</p> <p>Answer 2:If the literature review is covered based on previous experience,</p> |

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| | <p>this can be included as an annex. Focus is still on lower limb prosthetics in Lower and middle income countries. It would be advantageous to build on what has been done before. ATcale is open to all propositions that will be aligned with the expected outcome and deliverables described in the RFP.</p> <p>Question 3: In regards to eligibility criteria, are they applicable to the whole consortium (so shared between partners) or should they all be met by each partner ?</p> <p>Answer 3: The lead partner and/or its potential partners must meet the criteria. Which means they apply to the whole consortium, and not to each partner.</p> <p>Question 4: The material has not provided information on the budget. Will this be availed:</p> <p>Answer: 4: This information cannot be shared in an RFP process/procurement process. The financial proposal is 20 % of the scoring.</p> <p>Question 5: After the technical evaluation, is there a negotiation with the vendors on the scope e.g. countries for study implementation etc?</p> <p>Answer 5: Negotiation is a different stage in the evaluation process and should be conducted if required. This is after financial evaluation and before contract award. This cannot be anticipated at this stage.</p> <p>Question 6: Deadline for submission is mentioned as 15 Jan 2025 but the bid documents makes reference to the project starts as 15 Jan 2025. Is this feasible?</p> <p>Answer 6: Start date is expected as 15 March 2025 and not 15 Jan 2025. The documents will be amended to reflect the same.</p> <p>UNOPS highlighted that the clarification period was still open and bidders can send in any clarifications not addressed.</p> |
| Pre-bid Meeting finished time | Approx 3:30 pm Zurich time UTC |