

Minutes of the pre-proposal meeting for the Request for Proposal (RFQ) for Services for Liaising and Coordinating with the Communities in Micro-districts in Mykolaiv, Ukraine – RFQ ref. No.: UNOPS E-Sourcing RFP/2024/54286

Reference: UNOPS E-Sourcing RFP/2024/54286

Date/Time: 21 January 2025, 12.00 Kyiv time

Place: UNOPS Office in Ukraine (virtually via Google Meet).

Participants

UNOPS:

1. Teresa Molero Rodriguez, Deputy Project Manager
2. Svitlana Zakrynytska, Deputy Project Manager
3. Yevhenii Mureiko, Procurement Associate
4. Volodymyr Senkiv, Procurement Senior Officer

NON-UNOPS:

5. Yuliia Pohrebna, BO “BF Ranok Vidrozhennia”
6. Anna Lytvinchuk, GO “TSSPP “Perspektyva”
7. Anna Cherniavska, GO “TSSPP “Perspektyva”
8. Oksana Stokolos, GO “TSSPP “Perspektyva”
9. Oksana Mykhailenko, GO “TSSPP “Perspektyva”
10. Yurii Yurov, BO “Shchedryk”

Brief Summary of the Clarification/Pre-Proposal Meeting:

Representatives of 3 interested organizations participated in the Pre-Proposal Meeting. During the meeting, UNOPS colleagues elaborated on the technical and administrative aspects of the solicitation package. Special attention was given to the following and articulated to participating bidders:

- Background of the Project “Restoring Communities”;
- Explanation of the E-Sourcing system and providing advice on actions for successful registration at UNGM and further work in the E-Sourcing system;
- Short description of the Schedule of Requirements under this particular RFP;
- Completeness of requirements;
- Particulars, deadlines, and forms of bid submission;

- Evaluation methodology, criteria, and process, as well as equal treatment of all bidders. Description of the methodology of evaluation based on cumulative analysis of Technical and Financial Proposals with a weighting of 70%-30% (Technical Proposal-Financial Proposal);
- Content of the Solicitation Package and its structure;
- Particulars, deadlines, and forms of bid submission;
- Importance of having Key Personnel and providing at least 2 successfully completed contracts with similar nature of services;
- Returnable Schedules, their content, and meaning;
- Particular attention was drawn to the need to provide detailed information in Form G: Technical Proposal Form.
- Bidders are required to submit resumes and diplomas of the core team (Key Personnel);
- Highlighting the need for oral presentation;
- VAT-exempt nature of this activity, in accordance with the available and valid International Technical Assistance Project Registration Card (to be shared with the awarded bidder). It is worth mentioning that Bidders should prepare the Proposals and total cost of the bid without their own VAT, while the VAT already paid/incurred (for optional costs, such as stationery, travel costs, and any other required equipment.) is not subject to exemption and shall be included in the rates/costs;
- Completeness of requirements;
- Details of the Financial Proposal Form and its Appendix.

As a result of the verbal exchange with participants, below is the list of questions and answers:

Item No	Question	Answer
1	An additional question about the income tax - if there is any exemption on it.	The Key Personnel fees should be included in the Proposal as an all-inclusive Proposal (with all taxes, pension scheme contributions, etc)
2	Is it crucial to have the Key Personnel fully compliant with the requirements?	In case the proposed Key Personnel don't comply with UNOPS requirements, there is a chance of being disqualified after the technical evaluation stage due to a lack of a passing score for the financial assessment.
3	Is it possible to hide the cost information in Evidence?	Yes.