

### Pre- Bid Meeting Minutes

Case Description	<b>Request For Proposal for Provision of Consultancy Services for Landscape Analysis of Digital Assistive Technology in Low and Middle-income Countries For ATscale</b>
Case Reference	RFP Ref. RFP/2025/54095
Date	<b>Wednesday, December 07 February 2025 11:30am – 12:30pm</b> <b>Time zone: Europe/Zurich</b>
Location	Virtual through Google Meet
Participants	<p>UNOPS Representatives:</p> <ol style="list-style-type: none"> <li>1. Kinley Wangmo,  Senior Programme Manager, ATscale</li> <li>2. Eduardo Sanchez, Programme Support Specialist, ATScale</li> <li>3. Mujib Ahmadd, Grants and Contracts Analyst, ATScale</li> <li>4. Rose Ngina Musembi, Procurement Analyst, UNOPS</li> <li>5. Almaz Temirbekov, Procurement Senior Associate, UNOPS</li> <li>6. Chit Hsu Wai , Procurement Analyst, UNOPS</li> </ol> <p>Number of organisations attended the Pre-bid Meeting: 7</p>
lowe	<p><b>Question 1:</b>Is three countries the maximum number of countries or can bidders go above three countries? Are there regions that are prioritised?</p> <p><b>Answer 1:</b> Three is the minimum number and bidders can have more. We would advise to prioritize regions where ATscale programmes are active and selecting the countries from these regions. Please pay attention to your cost structures as the goal is still to stay competitive and an increase in countries may impact your costs.</p> <p><b>Question 2:</b> Is there a limit of indirect costs eg a percentage cap on indirect costs?</p> <p><b>Answer 2:</b> In the bid documents, there is a provision In the returnable bid forms, Table 2: Cost breakdown per component provides provision for both personal costs and none personnel costs. The costs in table 1 and Table 2 should however be similar. Please pay attention to the evaluation criteria and take into account that cost is still an evaluation aspect and it is important to note this even as you develop your price proposal.</p> <p><b>Question 3:</b> Will the move in donor space and particularly in regards to the US government executive orders impact this project?</p> <p><b>Answer 3:</b> ATscale has not been affected,. however, we are aware that many of our partners are indeed affected already, and we may have to make adjustments in general according to the developing situation.</p> <p>Regarding this specific tender, we would like to clarify that the procurement process we've published is based on the established guidelines and criteria specific to this opportunity. At this time, all details and procedures in the published documents</p>

remain in effect. Should any developments arise that impact the process, we will communicate those changes through the esourcing.

**Question 4:** In reference to the 3 or more focus countries and referring to the table in the tender documents that shows the low and lower middle income countries, some of the countries that AT Scale are upper middle countries. Is eligibility only limited to Low and lower Middle income countries?

**Answer 4:** We would like to keep the focus for this particular project to be on low and middle income countries.

**Question 5:** In regards to the constitutioning of the technical advisory group (TWG) could you provide a little more clarity on what is expected from the technical advisory group especially regarding the scope, drafting the terms of reference, suggesting of the people, what kind of support can be expected from ATscale in reaching these people and is there any compensation is planned for the technical advisory group?

**Answer 5:** There is no compensation planned. Additionally ATscale has experts, who could be used for some consultations if needed or included in the TWG, this could be discussed further upon contract award. The TWG's primary role is to validate the study's findings while also providing guidance and support throughout the entire process, thus the bidding firm is expected to propose members as relevant. However, for members outside of ATscale, we could assist the awarded firm in reaching out and provide relevant support, if relevant and necessary. Within the TWG group, a user can become a member and AT scale will assist in reaching out to the ATscale users group if needed. .

**Question 6:** The returnable form provides narrow space as vendor input. Can this forms be edited or can the bidders make modifications?

**Answer 6:** Input is not limited to the space provided in the returnable bid forms. Please make edits and input the information as per your requirements.

**Question 7:** Is there an exclusivity requirement? If bidders have bid for other ATscale tenders, can they submit for this tender too?

**Answer 7:** Bidders can bid for more than one of the tenders but it is important that the proposed teams are different so as not to affect performance and delivery.

**Question 8:** As mentioned that some of the works may be complementary, will the firms awarded need to interact or work together or will AT Scale handle that?

**Answer 8:** While the work and findings may be complementary, they are still not related to each other.

**Question 9:** For the credentials and experience required, should these only be from LMICs or all relevant works even if not from LMICs will suffice?

**Answer 9:** We would require a bidder with experience in LIMCs or related space and other relevant experience in the DAT even if not in LMICs.

**Question 10:** In regards to the advisory group, does it constitute a conflict of interest if we have an individual for advisory role for two contracts/ works? . If we provided a subject experts from the organisation networks can they be considered or should they be 100 percent outside of the organisation?

**Answer 10:** There will be no conflict of interest as the role of the technical working group is advisory. The technical working group should have a good representation / mixture and not necessarily 100 percent inhouse. The objective for the technical working group is to ensure that the work is validated.

**Question 11:** Is there a minimum number of meetings for the work group or will it be ad hoc?

**Answer 11:** This can be agreed upon once the firm is engaged and methodology agreed upon:

**Question 12 :** The instructions is that the Bidder will use a global approach using communication technology to conduct remote interviews with stakeholders. Is ATScale open to use of local collaborators in the 3 countries to conduct the interviews?

**Answer 12:** This is acceptable.

**Question 13:** For evidence on usage and benefit of the different user groups for DAT, do you want bidders to look into percentages / prevalence and usage patterns and are you interested in the national level estimates in all the 3 countries and other regional and global level data?

**Answer 13:** Ideally we would be interested in usage prevalence and usage pattern , and understanding both aspects will provide a more comprehensive picture of the DAT situation. The usage pattern is important so as to know how DAT is used and the challenges and purposes and if it improves their functions in serving them as an AT .Info from all 3 countries is important but noting the challenges and resource constraint, a mixed method can be acceptable.

**Question 14:** when talking of the impact of DAT among the user groups, are you referring to impact on conditions, quality of life and functioning?

**Answer 14:** Benefit in terms of how the device is serving as assistive technology and contributing to independence.

Pre-bid Meeting finished time	Approx <b>12:00 pm Zurich time UTC</b>
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