

Pre- Bid Meeting Minutes

RFP/03/2019 – Micro Assessment Municipios

Date: Friday May 3, 2019

Time: 11:00 to 12:00

Location: UN House, 4th floor Meeting Room

Attendees: 1. Joint Office Procurement Associate and Monitoring and Evaluation Analyst
2. Representative from RMAIS Consulting and BTOC Consulting

I. Introduction

The Procurement Associate opened the meeting and welcome the attendee on behalf of UN Cabo Verde, and requested the representative to introduce himself. He then briefed all the bidders on the purpose of the meeting.

Purpose: To clarify issues in the Request for Proposal (RFP) and to answer questions on any matter that may arise at this stage, and to help bidders to fully understand the requirements in the RFP.

The bidder was informed that they can raise queries through Questions and Answers session after the introduction, and that the minutes of the meeting will be share via email.

Bidder was reminded of the following important notes on the RFP:

1. General:

- UNDP will select 1 vendor to provide the services.
- Contract duration: 1 Month
- If bidders have queries, they should be submitted to UNDP latest 3 days prior to submission Deadline (May 7, 2019).
- Templates are included. Bidders should follow templates.

2. Evaluation process:

- Technical proposal will be evaluated first.
- Evaluation Criteria (70%):
 - ✓ Expertise of the Firm (150)
 - ✓ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (300)
 - ✓ Qualification of Personnel (250)
- The weight of technical points is 70% and financial points (300 points) is 30%.
- Only bidders meeting technically qualified threshold (490 points) will be assessed in financial evaluation stage.
- Maximum 300 points will be given to the highest average percentage offer, and the other financial proposals will receive the points based on the following calculations:
(Lowest financial proposal / Evaluated financial proposal) x 300
- Submission obtaining the highest weighted points (technical points + financial points) will be selected.

3. Preparing proposal:

- Bid Language: English, Portuguese or French
- Proposal validity: 60 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal.
- All templates are included in the RFP, Bidders should follow the templates for submission.

4. Proposal submission:

- Submission deadline: May 10, 2019.
- Subject of envelop: (Name of bidder), Indicate the Ref: "RFP/03/2019 – Micro Assessment"
- Technical, and financial proposals should be in separate envelopes, and submitted inside one envelope
- Submission of 1 hard copy, and 1 Soft copy (via email) of the Technical proposal only.

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	The time indicated for the completion of the assignment might not be enough. Flights between the islands are not regular, and they are very limited. We would like to suggest 30 working days for the completion of the assignment.	Bidders should indicate on their proposal the estimated delivery time for the completion of the assignment.
2	What is the declaration of financial stability?	Not requested for this assignment.

Clarification vial email before the pre-bid meeting.

No.	Query	Answer
1	O que é que se refere o primeiro deliverable "inception report" que deverá ser apresentado no prazo de 5 dias após assinatura do contrato?	O inception report é basicamente um plano de trabalho para saber quando e onde vão a começar os trabalhos, uma proposta, que depois, nós como instituição temos que enviar aos municípios para eles acetarem e confirmarem a sua disponibilidade.
2	Qual é a língua de referência dos relatórios a serem produzidos? De referir, que no ano passado os mesmos foram produzidos em língua portuguesa.	A língua é Portuguesa.
3	Será necessário entregar novamente todos os documentos incluídos no "require documents" e que foram apresentados no concurso de auditoria dos parceiros de implementação (ainda em andamento)? Se sim, poderá ser uma cópia dos originais entregues no referido concurso atrás?	Sim, é necessário entregar novamente todos os documentos. Confirmamos que pode ser cópia dos originais entregues no concurso anterior.