


<p>United Nations Development Programme</p> <p><i>UNDP- AFGHANISTAN Procurement Unit</i></p>		<p><i>REQUEST FOR PROPOSAL</i></p> <p>RFP No. UNDPAFG/2010/0393 - Evaluation of Law and Order Trust Fund (LOTFA) for Afghanistan Phase 5</p> <hr/> <p>All Correspondence, Each Case and Parcel must show the RFP Number</p>
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Addendum No. 01

Pre-bid Meeting Minutes

UNDPAFG/2010/0393 - Evaluation of Law and Order Trust Fund (LOTFA) for Afghanistan Phase 5

Date: **06 February 2011**

Time: **10:00am**

Venue: Programme Library, UNDP Compound, Shah Mahmood Ghazi Watt (Kabul, Afghanistan)

The pre-bid meeting was held as stated in the RFP; the attendance was optional and non-attendance wasn't resulting in disqualification of any firm.

The following attendees representing a firm attended the meeting:

Representative	Company
1) Aman Farahi 2) Prakhar Sharma	Qara Consulting Incorporation
3) Fraidoon	Sim SPA – Italy
4) Min Zaw Oo 5) Haseeb Qayum 6) Calvin Crane	Wise Strategic Communication
7) Zulfiqar Patel 8) Haroon	Ernst and Young

*For further details on the attendees, please refer to the attached attendance sheet.

The pre-bid meeting was opened by welcoming the attendees. Ubaidullah Sahibzada, Deputy Project Manager started with further elaboration on the RFP and nature of services required by

UNDP. On the procurement technicality side, the details from the RFP were explained further by Muhammad Mustafa, UNDP Procurement Officer.

Later, the session was opened to questions and answers part, which the following questions were asked by attendees and answered by UNDP staff:

Q: What is the percentage for performance security deposit?

A: 10% of the total amount of the contract award and only applicable to the winner company.

Q: Are field visits required for this evaluation Phase V?

A: As clearly mentioned in the TOR, yes, field visits are required for 3-4 regional commands. An introduction letter will be provided to the firm's representatives to facilitate meetings.

Q: Does UNDP provide security to the company?

A: No, security is the company's responsibility.

Q: What is the duration of the evaluation Phase V?

A: As stated in the RFP, it is supposed to be for two months.

Q: Does UNDP have reports of the previous phase of LOTFA evaluation?

A: Yes, for Phase IV; it is available upon request (please email to procurement.af@undp.org).

Q: How many local experts are required for undertaking this evaluation?

A: It depends on the company's decision.

Q: How many interviews are required?

A: The number of interviews will be 45-60 with donors, MOI and others.

Q: How many surveys will be required?

A: 20 surveys will be required.

Q: Does UNDP require a standard survey?

A: No standard survey required by UNDP; while companies are encouraged to refer to the Phase IV evaluation report.

The pre-proposal meeting was *closed* by thanking everyone again for participating.

Please acknowledge receipt of Addendum No. 1

Signature:

Print name and title:

Company:

No. of pages received:

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