

Minutes
Bid Conference Meeting



Reference: **RFP UNDPAFG/2011/0113 – Evaluation of Law and Order Trust Fund (LOTFA) for Afghanistan (Phase 5)**

Date: **31 May 2011**

Time: **1000 hours (10:00am) Kabul Time**

Venue: **Procurement Operation Center 1 Office, UNDP Compound, Shah Mahmood Ghazi Watt (Kabul, Afghanistan)**

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

The following attendees representing a company attended the meeting:

Representative	Company Name
1) Zeeshan Ababasi	<i>Ernst & Yong</i>
2) Nassim Majidi	<i>Samuel Hall Consulting</i>
3) Rahzeb Chowdhury	<i>Atos Consulting</i>

*For further details on the attendees, please refer to the attached attendance sheet. (Only for internal office use)

The pre-proposal meeting was opened by welcoming the attendees. Muhammad Mustafa, Procurement Officer started with further elaboration on the RFP. Some very important points were highlighted from the RFP.

****All pages of RFP must be read carefully.***

Later, the session was opened to questions and answers part, which the following questions were asked by the 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 (ies).*

Q: Preferably, LOTFA Phase 5 evaluation should have taken place before commencement of LOTFA Phase 6; does this have any programmatic impact since LOTFA Phase 6 has already started?

A: *No, due to different reasons the previous announcements didn't give good results, thus, LOTFA Phase 5 evaluation is still needed and the outcomes can be implemented in Phase 6.*

Q: How many locations are involved under this evaluation?

A: All provinces need to be considered, but safer provinces in five zones will be involved.

Q: Who will pay the travel costs?

A: It is fully the responsibility of the firm to cover all costs.

The bid conference meeting was *closed* by thanking everyone again for participating.