

Minutes
Bid Conference Meeting



Reference: **RFP UNDP/AFG/2011/0094 – For preparation of SOP and replicating referral database**

Date: **17 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) Namatullah	<i>Gandeeray</i>
2) Alex Cox	<i>SCC</i>
3) Shamsulhaq	<i>SSS</i>

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

The pre-bid 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: The activities are in four regions (Kabul, Nangarhar, Herat and Mazar) while in the RFP it is only three lots?

A: *Lot 1 is Herat, Lot 2 is Nangarhar and Kabul and Lot 3 is Mazar. Means, Nangarhar and Kabul fall under one lot (Lot 2).*

Q: What is exactly done in Kandahar and what parts need to be done by the new winner company?

A: *Three components have been implemented in Kandahar project consisting of (SOP, Referral and Public education). The first two components (SOP and Referral) only has to be replicated, means do the duplication copy & paste in new into the system under new provinces according to the environmental requirements, and the third one is public education which will definitely be implemented from scratch.*

Q: The new winner company shall have some startup costs while the previous winner company (for Kandahar) will not have these costs?

A: *Since Kandahar Center is already in place, there will be no need to add the startup cost to it, we just need to upgrade and add some extra components to the existing one.*

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