

MINUTES OF MEETING

Subject : Bidder's Conference
RFP Number : UNFPA/NPL/RFP/16/005
Venue : UNFPA CO Nepal, Conference Room
Date and Time : 4 August, 2016 14:00
File : Procurement

Objectives of the Meeting *(in bullet points)*

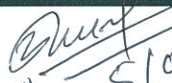
UNFPA CO, on behalf of Inter Agency Procurement Task Force (IAPTF) had published a RFP on 20 July, 2016 for provision of services on vehicle insurance of United Nations System in Nepal. The pre-bid conference was organized as mentioned in Terms of Reference (ToR) included in RFP document to carefully review the tender requirements and inform bidders about the common errors made by bidders as well as pass on other advice regarding the making of valid bid.

Following are the topics that were highlighted during the conference:

- List of sections and Annexes consisted in solicitation documents (refer to B. Solicitation Documents under Section I: Instructions to bid)
- Documents establishing the eligibility of the Technical Bid
- Section VI - Annex F: Price Schedule Form in addition to this form Excel spread sheet Price Schedule Form.xls is to fill out and submitted (signed version) separate from the technical bids.
- Submission of electronic bids are also accepted, however bids submitted in any other email address than bid.nepal@unfpa.org, including as a carbon copy (cc) will violate confidentiality and result in the invalidation of the bid. Please refer to clause 20.3 Submission of electronic bids in the RFP document.
- Submission of hard copy bids: Bidders are explained that envelopes are to be labelled correctly as mentioned in clause 20.4. Technical bids and Financial bids are to be kept in separate two sealed envelopes with proper label and these are to be sealed inside outer envelope with label.
- Evaluation of bids will be carried out in two steps. Technical bids will be evaluated at first and in second step financial bids will be opened only of those bidders who score minimum of 70% in technical bids and who fulfil the supplier qualification. The technical bids will be evaluated on the basis of its responsiveness to the Terms of Reference and evaluation criteria mentioned in clause 29.1 of RFP document.
- Bidders were made aware to go through Section VI: Bid and Returnable Forms and to include mandatory labelled annexes along with the technical bid.
- Bidders were also instructed to go through Section VI – Annex H: Checklist of Bid Forms to ensure all required information are provided in the bid.
- Insurance premium of the listed vehicles will be paid once the corresponding vehicle's renewal date is nearly reached.

Name, Signature and Date

Shuvas Chandra Tiwari (UNWOMEN)


5/08/2016

Shashi Tulachan (WFP)


05/08/2016

Prakash Rai (UNFPA)


5/08/2016