

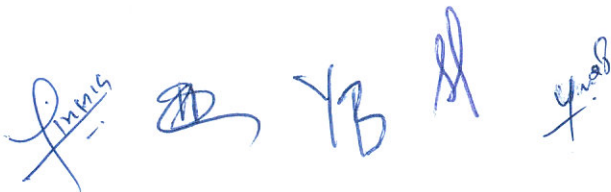
**Subject** : Bidder's conference on RFP No.: UNFPA/NPL/RFP/16/006  
**Participants** : Sudha Pant, Ram Prasad Dahal, Yngve Braaten, Shyam Thapa, Ram Krishna Dahal, Prakash Rai and prospective bidder's (list attached)  
**Venue** : UNFPA Conference Hall  
**Date and Time** : 25 August, 2016 at 14:30 PM  
**File** : Procurement

## Objectives of the Meeting *(in bullet points)*

UNFPA CO has published RFP on two national daily newspapers (The Himalayan Times and Kantipur) on 18 August, 2016 for the provision of services on baseline study for improved GBV prevention and response in selected districts of Nepal. A bidder's conference was organised as mentioned in Terms of Reference (TOR) included in RFP document to carefully review the tender requirements and inform bidders about common errors made by the bidders as well as answer to the queries made by the prospective bidders.

Below are the points that was discussed during the meeting:

- Queries received from the prospective bidders were explained and handed over to the attendees as per attached.
- Questions received from prospective bidders were answered to the bidder's conference attendees regarding sample size, names of VDCs and remunerations of experts. The selected VDC will be shared next week.
- As the partial bid is accepted for this RFP, bidders were informed that they can either submit bid per one project or for entire project and submit in different envelope accordingly.
- Designating the team leader is entirely up to the bidder to whether appoint separate team leader per project or appoint single team leader for both projects.
- There was a strong request from all the bidders for extension of the bid submission deadline as the given timeline is not sufficient for them to study and collect data and prepare proposal. The bidders were informed that the request would be considered and information on the extension up to 15 September, 2016 @ 3:00PM (Nepal time) will be announced in the newspapers.
- Bidders were informed that this is a two envelope system RFP call, therefore the technical bid and financial bid must be sealed in two separate envelopes. Failure to submit in two separate envelopes will result in disqualification.
- Technical bids will be evaluated and the financial bids will be opened of only the bidders who have scored at least 70% in technical bid.
- Bidders were requested to carefully read the instructions in RFP and ensure that all mandatory documents are submitted.



**Queries submitted by prospective bidders on RFP No.: UNFPA/NPL/RFP/16/006 “Baseline Study for Improved GBV Prevention and Response in selected Districts of Nepal”**

1. In page 10 of the RFP, point 11 - *Bid currency and prices*, you stated that all prices shall be in Nepali Rupees NPR, while point 12. Conversion to single currency, you mentioned that the Bid prices expressed in the amounts in various currencies will be converted to USD. Does this means we can use USD instead of NPR in the financial proposal?

Answer: The bid amount should be submitted in Nepali rupees (NPR).

2. At the time of transferring payments to the vendor bank account outside Nepal, are you going to transfer the amount in NPR or USD? Transferring amount in NPR to our bank account where NPR is not in the currency approved list in our country will cause a huge loss.

Answer: The institutions/individual submitting the bid should have legal status for working/operating in Nepal, as per the existing Government law. Hence, the payment will be transferred in Nepalese rupees (NPR).

3. Definitely the number of the consultancy team members will affect significantly the contract price. In similar assignments, the RFP includes tentative composition of the consultancy team. Could you please specify how many do you expect? We see that the workload needed in the assignment may require two international experts, one of them should be the Team Leader, and one national coordinator. Is this OK?

Answer: the bidding documentation states that one of the selection criteria (technical evaluation) will be on ‘research capacity, human resource and experience in carrying out this type of baseline study.’ As such, it is up to the relevant institution to determine the ideal composition of the team that will carry out the work.

4. In page 47, point 4.2 – “The Fee shall be inclusive of all applicable cost of material, professional charges, allowances, travel related costs and any other miscellaneous expenses applicable.” So, bidder should request in the financial proposal the cost and expenses related to travel, accommodation, and local transportation, correct? If yes, could you provide us with the DSA rates in Nepal cities?

Answer: The institutions can submit the applicable DSA rate as per their organization’s rules. However, the current rate established by the UN Country team in Nepal for government counterparts and national project personnel not holding UN Contracts is NPR 2,500 per night spent outside of the normal duty station. In addition, the UN uses standard DSA rates for international personnel / international travel. For more information, pls. visit [www.icsc.un.org](http://www.icsc.un.org)

5. In relation to the sample size, it is not clear from the RFP what is the accepted confidence interval and margin of error. Surely the sample size will affect the cost of the proposal, if we suggested that the sample size out of the total population is to be drawn at 95% confidence interval and 5% margin of error, will this be OK?

Answer: Suggest to refer to the DHS statistics guide, 2011 NDHS report and compendium of VAW monitoring indicator to come up with an acceptable confidence interval and design effect applicable in our context. However, a proposal with higher degree of precision will be considered more competitive.

6. In a similar exercise, we receive some guidelines about the maximum budget of the whole exercise. Could you please advise if possible, what is the maximum budget allocated for this exercise?

A handwritten signature in black ink, appearing to be the initials 'AW'.

Answer: We expect the institution to come up with a reasonable budget commensurate with the technical requirements of this assignment. As such we are not planning to provide such information.

7. The international consultants need to be in-country for carrying out some tasks, such as desk review, draft study design report, train the data collection team, data analysis, etc.). During these activities, the study team will need to collect statistical data from governmental institutions and other sources. Will UNFPA available to provide an introductory letter for the firm to use? Also, will UNFPA available to provide a support letter to enable them obtain entry visa, in case it will be requested in the borders?

Answer: UNFPA can provide an introductory letter to carry out the assigned task. However, UNFPA will not be responsible for supporting visa arrangements.

8. Will UNFPA going to assemble a steering committee for this study?

Answer: There will be no steering committee. Rather we might have a technical committee for regular consultation.

9. In order to facilitate future measuring of changes in the planned results for both projects in a systematic approach, we think this will require undertaking the study in a control group location(s) (outside the projects geographical coverage). If you see this is important to be included in the current baseline study, could you please suggest two districts as a control group for the survey?

Answer: The ToR does not require to have control districts to compare.

10. Since the award can go to two vendors, will it is possible to send our offer in three options: one for the full scope of the work (7 districts); and another two options for the each two components (three or four districts)?

Answer: Yes. As per RFP and ToR, full and partial bidding are both possible.

11. We would like to request an extension of the deadline, at least to 18 September, in order to adequately develop an appropriate proposal. Would this be possible?

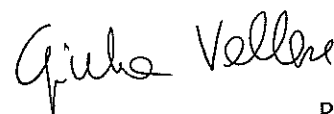
Answer: As much as possible we would like to stick to the original deadline i.e. Thursday, 8 September 2016 at 3 pm.

12. Would it possible for you to kindly share any programme documents that provide some additional details on the background, rationale and context of the two interventions mentioned in the TOR.

Answer: The TOR and other RFP documentation contains the information needed to submit the proposal.

13. Can you kindly provide an indication of the maximum budget available for the baseline study (for the combined scope)?

Answer: Please refer to the answer of question #6.





## Bidder's Conference Attendance Record

RFP Number: UNFPA/NPL/RFP/16/006

For the establishment of a Contract for Professional Services in regards to Provision of services on Baseline study for improved GBV prevention and response in selected districts of Nepal

Venue: UNFPA Conference Hall

Date: 25 August, 2016

Time: 14:30

### Participants List

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