

Minutes of Briefing

Reference:	RFP/010/17 for Research studies on the situation of persons with disabilities in Uzbekistan
Date:	28 July 2017, 11.00-13.00 (GMT +5)
Location:	UNDP CO Uzbekistan
Venue:	41/3, Mirabad St., Tashkent, 100015, Uzbekistan, UNDP CO Uzbekistan
Participants:	UNDP CO Procurement Unit and bidders' representatives which intended to participate in the pre-bid meeting

BACKGROUND TO THE BRIEFING:

UNDP CO Uzbekistan announced Request for proposal (RFP/010/17) for Research studies on the situation of persons with disabilities in Uzbekistan. This briefing is called to provide detailed instructions on preparation and submission of proposals and provide clarifications for the representatives of potential bidders invited.

MEETING RECORD MAIN OUTPUTS:

In order to address the limited data availability, a comprehensive analysis of the situation of persons with disabilities, i.e. the SitAn, will be conducted jointly with the Government during the inception phase of the Joint Programme on Persons with disabilities. The SitAn will inform the formulation process of the Joint Programme and address the persisting insufficiency of comprehensive and reliable information on persons with disabilities. It will enable the Government of Uzbekistan and UN agencies to better assess the needs of Persons with disabilities and define entry points for the Joint Programme.

Detailed instructions on the main points of RFP, which is 64 pages.

- Section 2 instruction to bidders, which is unchangeable and describes entire process of procurement process (proper preparation and submission of proposals, evaluation methods, contract award). Bidders required reviewing this section carefully in order to comply with the requirements. All these instructions must be followed during preparation and submission of proposals.
- Bid data sheet precise additional details of instructions. It also contains list of documents required to be submitted along with proposal.
- The RFP also includes evaluation criteria, which is a guidance for bidders to provide responsive proposals and helps companies to identify strengths and weaknesses.

- Section 3 consists of Terms of Reference for the research intended. It also provides minimum requirements for the bidders.
- Section 7 is the most important part of the solicitation document, which is Financial submission form. Financial proposal shall clearly state about all deliverables and costs. So, financial proposal shall consist of financial submission form and price table. During evaluation process UNORE will be used for calculations.
- Bidders were informed that all data provided in the proposals shall be true and failure to meet this criterion may lead to disqualification of the bidder from competitive process.
- It was noted that bid opening shall be at the day of the deadline for submission of bids, i.e. August 7, 2017, 16.00 Tashkent time. Related amendment to the RFP will be announced.

Questions	Answers
Considering research activity does not require license, what kind of license issued by authorized body for research works in the country is to be submitted as per DS 26?	Upon checking the legislation on licensing of certain activities in Uzbekistan related amendments will be introduced to the RFP.
Are all documents indicated in DS 26 supposed to be included in the proposal or only those related to the technical evaluation (Table A)?	Only documents related to the technical evaluation indicated in DS 26 should be included in the proposal
Can you please specify what kind of details you required as per similar contracts with provision of contract details as per DS 26?	The details of the contract shall be the followings: <ul style="list-style-type: none"> - Name of the contract; - Name of the client; - Estimated budget of the contract, if available; - Year of implementation; - Volume of the contract including volume of the sampling, coverage of respondents, period of interviews etc.
Considering that main activities including travels and trips are starting from initial period of contract, we request to review payment modality in order to ensure duly preparation and conduction of field work?	Payment modality will be changed to as follows: <ul style="list-style-type: none"> - 15% - advance payment; - 25% - before starting of field work; - 25% - upon completion of activities 1.1. - 1.9; 2.1 - 2.11. - 35% - upon completion of activities 1.10. – 1.11; 2.12 – 2.13.
In TOR it is indicated that Tablets will be provided to the research agency by the SitAn management. Please specify who will be in charge for the costs like sim-card and	The interviewers of the research agency are supposed to use their own. The research agency should cover the cost of internet connection. The proposed budget of the research agency should

connection.	include a line indicating this cost.
Can you please specify whether all interview data will be stored in tablets? If yes, how data will be safely stored.	Data will be uploaded “real time” in the cloud server and backed up onto the server of the SitAn management/research agency. At the same time in case of the absence of internet connection before uploading data will be stored in the tablets. Once internet connection is established, data should be transferred into the servers.
How will be transferred tablets and what is procedure of hand-over?	Tablets will be provided to the research agency by the SitAn management. It is research agencies responsibility to keep and use these tablets for the contract purposes only. Handover document will clearly specify the reimbursement procedure in case of failure of research agency, the cost of tablets will be identified as per separate tender results and will be communicated with the awarded bidder.
Minimum technical requirements stipulate “Technical software to conduct both statistical, quantitative and qualitative analyses (STATA, SAS, SPSS, Atlas), as well as good internet connection”. Is all of this technical software in the list is a must?	The list is provided as examples of software. For duly performance of services under the contract, research agency should possess one of this software or analogue. Related amendment is to be incorporated.
In the evaluation and minimum technical requirements, it is stipulated that company shall have branches in Tashkent and the regions. Usually research agencies do not possess branches, they have working groups in the regions. Is this applicable for this case?	Working groups are also applicable for this position.
Who will be responsible for sampling frame of and selection of households within KAP household survey?	The research agency is responsible for conducting sampling of households for the KAP study household survey based on the list of 100 selected mahallas provided by SitAn team to research agency. The research agency will provide the SitAn management access to the sampling process and sample of households.
Who will be responsible for sampling frame of and selection of PWDs study among persons with disabilities?	A list of 122 selected mahallas and list of 25 registered adults and children randomly selected in each of 122 mahallas will be provided to the

	research agency.
If a selected household or PWD is not available for the survey or rejects to participate in it, will it impact on contract price?	Practices of conducting household surveys shows that a non-response rate is low (about 2-3 per cent). So the selected research agency/agencies must interview the number of respondents indicated in RFQ (2000 households for KAP survey and 3050 PWDs for the survey of persons with disabilities) with some deviation taking into consideration of the previous practices of the surveys conducted in Uzbekistan. The proposed budget should base on these sample sizes, including the cost of the survey per interview. It's the responsibility of the research agency to ensure participation of respondents. If the selected respondent is not available then an interviewer should come back within the whole timeframe of the survey when the respondent is available. Field supervisors should monitor the process.
Who will make the first contact with the selected PWDs for interviews?	The first contact with potential respondents will be done by family doctors to get preliminary consent.
Who will organize the trainings for the interviewers? Are all of the interviewers supposed to participate in it?	The whole day trainings will be organized by UN agencies. UN agencies will cover only costs related to the rent of venue, fees for the trainers, and meal during coffee breaks. Catering during the lunches will not be provided, transportation costs within the piloting (pre-test) will not be covered.