**Minutes of Pre-Bid Meeting**

**Project: Developing innovation-driven and sustainable civil society in Azerbaijan**

**Project No.: 00123786**

**Reference:** **SP0000140109 - Designing, planning and managing Social Enterprise Platform to support development of social entrepreneurship in Azerbaijan**

**Date and time:** June 16, 2022, 14:00 Baku time

**Attendees:**

**UNDP:**

**Jamila İbrahimova –** Project Manager

**Jalala Allahverdiyeva** – Project Analyst

**Sanan Agha-zada** – Project Assistant

The meeting started at 14:00.

All the requirements of RFP were read and explained one by one to the potential Offerors.

It was specifically explained that:

1. The Request for proposal is for procurement of low-valued services.
2. Bids **received** after the deadline (which is 14 July 2022, 18:00 Baku time) will be rejected. All offerors must ensure that the bids are received (not merely sent) before this time.
3. Proposals must be sent to **Procurement.aze@undp.org** only. Bids sent or copied to other UNDP addresses or addresses to UNDP personnel will be disqualified. All proposals must have **Proposal for Project 000123786. Social Enterprise Platform in Azerbaijan** in the subject, so that it could be differentiated from bids for other tenders.
4. All questions shall be sent to **Procurement.aze@undp.org** only. They shall be marked as “**INQUIRY. Proposal for Project 000123786. Social Enterprise Platform in Azerbaijan**”, so that the team can differentiate it from the proposals, otherwise they may not open them.
5. Technical and Financial proposals must be in separate files. Financial proposal must be submitted in a password-protected file. If the Offeror qualifies for financial comparison stage, he will be reached out by UNDP to submit a password. The password to financial proposal shall not be provided if not officially requested by UNDP. The proposals with financial proposal submitted in an open file, without password protection will be disqualified. Technical proposals shall be submitted without password protection.
6. The Offerors must submit all the documents requested for the Technical proposal and Financial proposal, as asked in the RFP. The profile must include, inter alia, the contact details of the Offeror – telephone, email, address.
7. The package shall also contain the company’s portfolio of previous projects for similar services as those required by UNDP, indicating description of the contract scope, contract duration, contract value, contact references/contact details.
8. Apart of that, the package shall include references for similar works. If the contracts referred were implemented by a consortium, which included several companies, the role of applicant company shall be clearly described, and it should be similar or close to the role required in current RFP. The reference letter shall show the role of the Offeror and whether the company's performance was satisfactory.
9. Offerors were informed that in order to be eligible, the companies shall not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Offerors must ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.
10. The companies must submit a written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. This could be given as one sentence, saying “We, the XXX, herewith declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List”.
11. The methodology, work plan and financial proposal shall be aligned with each other. Work plan shall include the names / titles of persons responsible for implementation of each activity. Alternatively, you can submit a separate staffing plan which shows the staff assigned to each part of work. We need to see that the persons assigned to the tasks are capable of performing those tasks.
12. As from the previous experience, some companies forget to include written statement confirming that VAT is excluded from financial offer. This statement must be included in the financial proposals.
13. The validity period of proposals is 90 days, please make sure you take it into account when preparing your proposals.
14. No price variations due to escalation, inflation, fluctuation in exchange rates, or any other market factors are accepted by UNDP. Once you submitted your proposal there will be no price adjustment.
15. UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. For example, if the RFP says about trainings for 4 groups, and there is a need to deliver training to 5 groups, then the scope can be increased, which will also increase the contract value. The increase of the contract value will be proportionate to the increased scope. Increase (or decrease) will be applied to the scope only, no increase in prices will be allowed.
16. Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions, which can be read at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>
17. Offerors can hire consultants during preparation of proposals, and incur some costs. UNDP is not bound to accept any proposal, nor award a contract or Purchase Order, or be responsible for any costs associated with a Service Providers preparation and submission of a Proposal.
18. If the Vendor considers themselves to be unfairly treated during the procurement process, they can raise a protest. Vendor protest procedures are available through the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

1. UNDP has a zero tolerance on fraud and other proscribed practices. Were also expect our Service Providers to adhere to our Code of Conduct. Offerors can access the Supplier code of conduct at <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>
2. Offerors were informed that payment for the installment can be made only after acceptance of the report by authorized UNDP personnel (not merely submission).
3. Offerors were informed that a part of the assignment must be implemented in Azerbaijan (all trainings, ToTs, boot camps, pitch days, Demo days, etc.). Other activities can be conducted by the Offeror from its home country.
4. Offerors were informed that 420 days is the expected duration of the assignment, not the man/month input. Your actual input can be much lower. The assignment is planned to start from the end of September and end by November 2023. Travel days will depend on the work plan proposed by the Offeror.
5. The Offeror must undertake all security measures for carrying out the assignment.
6. UNDP will not provide any office space for the Service Provider, but provide venue, coffee-breaks, meal and accommodation for training and ideation camp for participants will be organized by UNDP - these costs shall not be considered by the Service Provider in his proposal. The Service provider must provider inform about the dates of events 1 month before so that the venue could be arranged by UNDP.
7. Implementation Schedule indicating breakdown and timing of activities/sub-activities must be provided, and it must also include the names of personnel assigned for implementation of these activities.
8. Names and curriculum vitae of individuals who will be involved in completing the services must be provided.
9. Offers must be submitted in USD. Local companies who providers proposals in USD will be paid in AZN at the rate of UN treasury at the time of processing of the invoice(s).
10. Type of contract: face sheet with the general terms and conditions. Plus, a Purchase order will be signed.
11. Offerors were informed about approach in evaluation of the offers, which is the highest combined score (not the lowest price).
12. The Offerors are urged to pay attention to partners they choose for this assignment. For ex., if the local company doesn’t have experience with idea incubation and acceleration in the local market, it means that the company will lose 10 points. Or, if the foreign partners have experience with idea incubation and acceleration of enterprises, but not the social enterprises, they will also loose 10 points.
13. Those who apply as a partnership shall note that those, who are indicated as Lead partners in the proposals will sign contract and receive payments.
14. Offerors were asked to pay due attention to evaluation criteria and ensure that the proposed partners and candidates meet them
15. Methodology and implementation plan must be aligned with each other and with the staffing plan. If we don’t see who is implementing specific activities, it means for us that the proposal is not well elaborated.
16. In the staffing part we evaluate separately the Project manager and other key personnel. Under other key personnel we consider the trainers and those experts who directly deal with the social entrepreneurship.
17. Offerors were informed that all questions raised by the Offerors will be shared publicly along with the answers, without identification the source of the question.
18. The Offerors are highly encouraged to submit their Technical proposals as a holistic document, without fragments scattered around the package or given separately.
19. All parts of the proposal shall be consistent with each other – Methodology, technical proposal, staffing schedule, CVs and Financial proposal.
20. The man/days input for each staff in Financial proposal shall correspond to the Work schedule / staffing schedule.
21. Financial proposal’s weight is 30%. The selection method, as said before, is a combined method. The formula for calculation of the total score is provided in RFP. Only those who gain at least 70 points at the technical evaluation stage will be allowed to the financial evaluation stage.

**Questions and answers**

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| **No** | **Question** | **Answer** |
| 1 | What you mean exactly the creating a platform? Should both of them be in the same platform? I mean platform for coaching, follow ups and for partnerships? | This should be an informative platform, where the social enterprises can find information about everything – training materials, information about other social enterprises, interesting articles or references to articles from third parties (provided that the copyright are preserved), access to potential coaches, potential partners. There could be some listings, registered lists, possibility for self-registration for partners, social enterprises, coaches. |
| 2 | Who is going to be an owner of the web-platform after the contract is completed? | UNDP will be the owner of all materials and deliverables under the contract, including the platform. How UNDP will ensure sustainability of the platform after completion of the contract is another issue, it will be decided by UNDP at a later stage, but the ownership will rest with UNDP. |
| 3 | Is there any deadline for questions? | There is no deadline for questions in RFP, however, the Offeror shall provide reasonable time for answering the question and sharing it with other organizations, so the best way is to ask questions at least 5 days before the deadline for submission of proposals. |
| 4 | If the address **procurement.aze@undp.org** is regularly checked? We experienced delays in receiving answers. May we copy other UNDP staff to ensure that the email is received? | The questions must be sent with a clear reference in the subject, as instructed in RFP. In this case it will be easy to differentiate it from bids and requests under other tenders, and the questions will be answered shortly, usually within a working day.Please do not send or copy your questions or proposals to any other UNDP emails, as it will result in disqualification of your offer.  |
| 5 | Does your system send automatic notification when receives the offer? | Usually, vendors receive an autoreply from the system.  |
| 6 | What means “low-value services”? What is the threshold? | All the UNDP documents are provided in open sources, so you may access this information through web. It is below 150,000 USD. Offerors should plan around 170-180 man/days. |