

Pre- Bid Meeting Minutes

RFP Financial Audit of IP Expenses 2015

Date: Thursday, April 7th 2016

Time: 11: 00 am to 12 pm

Location: UN House, 2nd Floor Meeting Room

Attendees: 1. Representatives from the Joint Office Operations Unit (Programme Analyst & Procurement Associate)
2. PricewaterhouseCoopers

I. Introduction

The Procurement Associate opened the meeting and welcome the attendee on behalf of UN Cabo Verde. The vendor was than briefed on the purpose of the meeting.

Purpose: To clarify issues in the Request for Proposal (RFP) and to answer questions on any matter that may arise at this stage, and to help vendors to fully understand the requirements in the RFP.

Vendor were reminded of the following important notes on the RFP:

1. Evaluation process:

- Technical proposal will be evaluated first.
- The weight of technical points is 70% and financial points is 30%.
- Only bidders meeting technically qualified threshold (49 points) will be assessed in financial evaluation stage.
- Maximum 30 points will be given to the highest average percentage offer, and the other financial proposals will receive the points based on the following calculations:
(Average bonus being examined / average highest bonus) x 30
- Submission obtaining the highest weighted points (technical points + financial points) will be selected.

2. Preparing proposal:

- Bid Language: English or Portuguese
- Proposal validity: 90 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposal relevant information, proof/evidence they have for each criterion.
- All templates are included in the RFP, Bidders should follow the templates for submission.

3. Proposal submission:

- Submission deadline: 14 April 2016 at 15:00
- Subject of envelop: (Name of bidder), Indicate the Ref: "Auditoria Financeira PI 2015"
- Technical and financial proposals are in separate envelopes
- Submission of 1 hard copy and 1 Soft copy of the Technical proposal only

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	Have the Implementing partner been informed of the audit, and will they be prepared to receive us?	Yes, the implementing partners have been informed and they are will be expecting the team.
2	Please confirm if only the technical proposal should be submitted via email?	Yes
3	The list with the Implementing partners fund amount received/transfer for 2015 is not included in the RFP. Can it be provided?	Yes, the document can be provided. It will also be posted on the UN Cabo Verde website.
4	Has the office taken into account that this is an election year, and the process may be delayed, due to the change in Government?	Yes, The office has taken this into account. All the relevant documents should be available at the implementing partner's location, which should not delay the process.