

Minutes of Pre-proposal Meeting

Subject: Engagement of NGOs/CSOs on - Women CNIC Registration, Voter Registration and Voter Education in Districts Haripur, Hyderabad, Lasbella and Sialkot

A pre-proposal meeting for the subject RFP was held on July 3rd, 2017 from 11 am to 12 pm at UNDP conference room on 6th floor, Serena Business Complex, Sector G-5/1 Islamabad. The meeting was attended by four representatives from three CSOs. Alongside colleagues from Strengthening Electoral and Legislative Processes project and Procurement Officer from UNDP procurement Unit also attended the meeting. List of attendees of the meeting is separately attached with the minutes.

During meeting following major questions were raised by the participants:

1. Budget is not mentioned in the RFP. Is there any budget ceiling for the project?

Ans: UNDP is hiring CSOs through RFP modality which is a competitive procurement process using highest combined score (based on 70% technical offer and 30% price weight distribution). Therefore, UNDP cannot reveal the ceiling of budget in this process.

2. Can one CSO submit proposal for more than one district?

Ans: One CSO/NGO can submit proposal for only one district. If any bidder submits the proposal for more than one district, the entire submission will be considered as rejected.

Mr. Qasim Janjua, Training Specialist, being technical person for the activity, briefed the participants about the background of the assignment, UNDP strategy for implementation. The project consists of seven steps. CSOs role will start from 4th step whereas the first three steps will be handled by ECP. UNDP will sign the contract with CSO once ECP completes first three steps and give a go ahead to UNDP for contract signing with UNDP.

All the participants were given a presentation on below mentioned

- How to register as a Vendor in E-Tendering Portal
- How to submit the bid on E-Tendering Portal



