

RECORD OF MINUTES OF PRE-PROPOSAL MEETING

REQUEST FOR PROPOSALS (RFP) TRAVEL SERVICES ON A LONG TERM AGREEMENT
PROCUREMENT REFERENCE NUMBER: RFP No. UNFPA/MWI/14/001

Location of Pre-Proposal Meeting:	UNFPA Conference Room, Evelyn Court, Lilongwe, Malawi	Date and Time of Meeting:	13th February, 2014
		Start Time:	10.10AM (Malawi Time)
		End Time:	10.55AM (Malawi Time)

The Chairperson welcomed all members present to the pre-proposal meeting.

Members present introduced themselves and signed the record of attendance as attached.

Members were informed that the purpose of the meeting was to clarify issues relating to the RFP document to simplify and avoid receiving non-compliant proposals rejected.

Back Ground

The UN in Malawi has in recent years been moving towards better coordination through the implementation of UN reforms and the rapid evolvement of development assistance towards more flexible aid modalities such as Common Funds/Common Services under the UN Delivery as One strategy. This process has enabled the UN Country Team to work more closely, acting as one family and speaking with One Voice. All to note that all UN Agencies include but not limited to; *FAO; ILO; IMF; UNAIDS; UNDP; UNDSS; UNFPA; UNHABITAT; UNHCR; UNICEF; UNODC; UNV; UNWOMEN; WFP; WB and WHO*, with each UN agency to nominate a designated representative to act on its behalf with regard to administrative and contractual issues under this LTA.

The overall objective from this RFP is putting in place an LTA(s) with an initial duration of 2 years with a possibility of 1 year extension based on competitive prices and satisfactory performance. In addition there will be a standard operating procedure (SoP) of secondary bidding at the Agency level to maintain competitiveness of the service.

REVIEW OF THE RFP DOCUMENT

The bidders were encouraged to read and understand the instructions to bidders (ITB) **Annex 1**.

Instructions to Bidders Annex 1

The following were emphasised:

- ITB 1.3 It was emphasized that bidders familiarise with the requirements relating to eligibility/ineligibility (**See Page 5 of this RFP**).
- ITB 1.4 Last paragraph all to note that the estimated Volume/Value as USD **1,050,000**, is an indicative annual forecast of business volume/value. It was emphasized that this was shared in good faith by the UN Agencies forecast only, and implies no commitment of minimum purchase on the part of UNFPA or any other UN Agencies.

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• **ITB 4 Clarifications of Solicitation Document**

All prospective bidder requiring any clarification on the RFP were to send their requests to **Email:mpelembe@unfpa.org**, not later than Thursday 13th February, 2014. All to note that this e-mail will be used for receiving of proposals. It was clarified that all bidders intending to submit their proposals by e-mail **shall** use: **bidtender@unfpa.dk**. Please follow the instructions in ITB 11 on electronic submissions (See pages 8 & 9 of this RFP).

• **Annexes I- Annex XII plus the entire RFP specify requirements** of the RFP and bidders were to note with the evaluation methodology and criteria (EMC) shall be as outlined in Annex VIII.

• **Annexes XIII – XVI** are for their information in relation to the LTA.

• **Annex III /Annex VI Annex VIII** of this RFP provide bidders the detailed evaluation methodology and criteria in determining the most technically responsiveness proposal.

• **ITB 7** Bidders to note currency of the proposal evaluation is United States Dollars (US\$). Malawian Kwacha is the legally allowed currency of trade in Malawi.

• The Deadline for Proposal Submission is on or before **Tuesday 4th March, 2014, 17:00 hours Malawi Time.**


BIDDERS' REQUEST FOR CLARIFICATIONS	RESPONSES GIVEN IN PRE-PROPOSAL MEETING
Is it ok if one submitted a proposal before the deadline?	It was clarified that bidders were free to submit their bids on or before the proposal submission deadline: Tuesday 4th March 2014 . This can be either by physical delivery of the proposals to the tender box placed at UNFPA Reception, Evelyn Court, Lilongwe, Malawi or electronically to <u>bidtender@unfpa.dk</u> . Please follow the instructions in ITP 11 on electronic submissions (See pages 8/9 of this RFP).
Are the payment terms negotiable under this RFP in light of the services required?	It was clarified that all be guided by UNFP General Terms and Conditions on payment terms (See Annex IX)
Annex VIII EMC under the Travel scenario what was included in the base fare rate?	It was clarified that the base fare was to include the overall net cost of the ticket including airline taxes.

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<p>Annex II Terms of Reference (ToRs) spells a requirement for Audited books of accounts for the past 3 years what happens to a travel agent that has acquired the business in 2 years?</p>	<p>It was clarified that prior to the acquisition, it was presumed there was an audit on the business in preparation for the transition with supporting documentation. In as much as possible include the books of accounts for the period with all necessary supporting documents.</p>
<p>Annex IV Bidders Identification Form (See Page 22 of RFP and Page 40) There is a requirement for Quality Management Systems (QMS/ISO) what in this case are we expected to attach?</p>	<p>It was clarified that as much as possible attach relevant systems aimed at demonstrating that a travel agent will be able to handle the UN business.</p>
<p>Annex XII Supplier qualification requirement, No. 5 - Experience and Technical Capacity what is Government Contracts to be considered as similar (See Page 40 of this RFP)?</p>	<p>It was clarified that in as much as this is subjective, bidders were encouraged to submit documentary evidence to demonstrate capacity and capability in handling similar services in both Value and Volume including Governments.</p>

Certification of Minutes as a true record of the proceedings of the meeting:

Signature:  Name: Son Gasco Position: CHAIR, UN PROCUREMENT TF Date: 15/02/14







Signature:  Name: Rodrick Mwikulu Position: Member UN Procurement TF Date: 17/02/14

ATTENDANCE LIST PRE-PROPOSAL MEETING

Subject of Procurement: Travel Management Services On a Long Term Agreement Proc Ref No: UNFPA/MWI/14/001

Venue: The United Nations Population Fund (UNFPA), Evelyn Court Compound, Area 13

Date and Time: 13th February, 2014, 10:00HRS

N0:	Name	Position	Company	Active Email Address/Phone Contact	Signature
1	Charity Ndalama	Sales Executive	Century Travel	Charitykndalama@gmail.com	
2	Ayesha Namukunda	Travel consultant	Travel options	Travel options @ globe.com.net/ 0995659490 Khallopeya@yahoo.com	
3	George Phiri	Marketing Consultant	Travel Options	georgephiri18@gmail.com	
4	Jon Blasco	S&L Specialist	UNICEF	jblasco@unicef.org	
5	Lilian Byansi	Joint Procurement Coordinator	UNRCO	Lilian.Byansi@un.org	
6	Rodrick Mwilu	Adm Assistant	UNFPA	mwilu@unfpa.org	

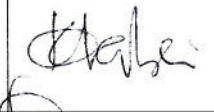




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N0:	Name	Position	Company	Active Email Address/Phone Contact	Signature
7	KISA MWALWANI	Flights Manager	Ulendo Travel Group	kisa@ulendo.net 0888 860054	
8	SYMON CHILOMO	BRANCH MANAGER	SKYLINKS TRAVEL BUREAU	Sjchibwa@yahoo.com	
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