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MINUTES OF BID CONFERENCE  
RFP N 43 2021 SOM

VENUE: online

DATE: May 24, 2021

IN ATTENDANCE

IDLO:

- Hassan Askar, Procurement Specialist, Somalia
- Elisa Barracu, Field Program Manager, Somalia
- Silvia Ticconi, ICT Team Leader, Headquarters

FEDERAL MINISTRY OF JUSTICE:

- Ahmed Ali, ADR National Coordinator
- Abdirahman Ahmed. ICT Department

PROSPECTIVE BIDDERS

- ICT Solutions, Mogadishu
- East Africa Learning and Development Initiatives
- Infinite Innovations Limited

OPENING BRIEF AND REMARKS

Ms Elisa Barracu opened the meeting and explained that the objective of the conference was to address any queries from prospective bidders on the RFP N\_43 \_ 2021\_SOM 'Online Platform for Data Registration, Aggregation and Reporting' published on May 17 on IDLO website at the following <https://www.idlo.int/tenders/somalia-online-platform-data-registration-aggregation-and-reporting-rfp-n432021som>.

Ms Barracu provided an overview of the context and the program under which the deliverable will be developed. She briefly outlined and summarised several points as highlighted in the RFQ and mainly:

- The Program builds on the collaboration with the Ministry of Justice of the Federal Government of Somalia that closely collaborated to develop the TOR of the RFP. The ICT infrastructure of the Federal Ministry of Justice will be hosting the Online Platform;
- The Service Provider is expected to closely collaborate with the ICT Department of the Federal Ministry of Justice under IDLO coordination;
- As of today, IDLO is supporting 15 Alternative Dispute Resolution (ADR centres) who register cases data manually throughout a Complaint Registration Form attached to the RFP as Annex C;
- IDLO and the Federal Ministry of Justice intend to shift to an online system. The system shall be able to aggregate the data and develop reports. The data to be registered online reflects the structure of the Complaint Registration Form;

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Mr Ali Ahmed reiterated the the importance to develop a quality online platform capable to serve all the Centres in different locations of Somalia.

Mr Hassan Askar highlighted the following main points:

- Bidders must submit a Technical Offer and a Financial Offer. Both offers can be sent in the same email, with two files, or through two separate emails, but specifying the subject as indicated in the RFP.
- The technical offer is evaluated 70% and the financial offer 30%. The minimum score to pass is 490.
- It is mandatory to submit the supporting documents as listed in Annex E whenever they apply. It was provided a summary of the documents requested as listed in the RFP. Bidders will be automatically disqualified if the documentation is not complete.

Ms Elisa Barracu highlighted that in any case the Evaluation Committee will assess if the offer is in line with market prices.

Queries from prospective bidders:

1. Is it a must that we have the Registration Certificate issued by the Ministry of Commerce or can it be also from the Ministry of Interior or Benadir Regional Administration?

Reply: Usually in Somalia this certificate is issue by the Ministry of Commerce or BRA (Benadir Regional State Authority). So, if you have one of these it is fine.

2. ISO requirement is a mandatory requirement? If you don't have it do you fail?

Reply: As listed in Point e) it is in principle a mandatory requirement, but you have to check if it is applicable to the RFP. ISO requirement refers to goods.

If you want to have access to the recording of the meeting:

[https://zoom.us/rec/share/HgeHaRLwdRy5Ey9APsI9Z7itvnOcWzdHJ5ExUgfXnpg-4zIGqtbH\\_RQFzbFmhRDV.EDuuBdCPIRF9Kddk](https://zoom.us/rec/share/HgeHaRLwdRy5Ey9APsI9Z7itvnOcWzdHJ5ExUgfXnpg-4zIGqtbH_RQFzbFmhRDV.EDuuBdCPIRF9Kddk)

Access Passcode: 45USD\$=!