**UNITED NATIONS – INTER AGENCY PROCUREMENT TASK FORCE (UN-IAPTF)**

**Meeting Minutes (Draft)**

**Janaury 2021**

Regular UN-IAPTF meeting for the month of Janaury 2021 was held on Zoom on Thursday, 3 December 2020. Following discussions and decisions were taken in the meeting.

**Presence:**

1. Mr. Umesh Gurung, UNDP
2. Ms. Vinita Paudel, UNICEF ROSA
3. Mr. Prakash Rai, UNFPA
4. Mr. Rum Gurung, ILO
5. Ms. Durga Thapa Magar, UNICEF
6. Ms. Binu Manandhar, UN-WOMEN
7. Ms. Sujata Khanal, UNESCO
8. Mr. Sushil Ratna Tamrakar, UNHCR
9. Mr. Upesh Shakya, UNOPS
10. Mr. Shobhan Shrestha, UN HABITAT
11. Ms. Shloam Lama
12. Mr. Narendra Raj Tandukar, WHO

**Absence (Leave):**

1. Ms. Aruna Shrestha, UNIRCPD
2. Ms. Manju Dhakal, FAO
3. Mr. Surendra Wagle, WFP

**Agenda of Meeting**

* Review of LTAs
* AOB

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| **Agenda Discussions** | **Open/On-going /Complete** | **Responsible** | **Current Status**  |
| **Security Services:** LTAs of the Security services (Garud and G4S) is valid till 30 November 2020. ( 8 hrs working per day/6 days a week with 1 day off). | Ongoing  | WFP (Mr. Surendra Wagle)WFP (LA), UNDP, UNFPA, ILO | New LTA process will be finalised by end of November 2020.The new LTA will be started from 1 Dec 2020 till 01 Dec 2023. |
| **Travel Services:** LTAs with Gorkha Travel Pvt Ltd. and Yeti Holidays Pvt Ltd. is valid until **30 September 2021**. | Completed  | UNDP (Mr. Umesh Gurung) | Extended for one year. |
| **Cleaning Services:** The LTA of the cleaning services with Modern Cleaning is valid until 31 Jan 2021.  | Completed | UNDP (Mr. Umesh Gurung): Common service | New LTAs has been established effective 1st Feb 2021 with Garud  |
| **Internet services:** LTAs (primary and back up) for internet services is valid until 31 December 2021 | Completed | UN WOMEN (Ms. Binu Manandhar) | Worldlink and Subisu  |
| **Drinking-Water Supply:** The LTA of the drinking water supply with Prasid Water Solutions is valid and extended until 31 December 2021-22.  | Completed | WHO (Mr. Narendra Tandukar) Common service | New LTA has been signed |
| **Maintenance of the Aircon:** The LTA with 3 vendors for Aircon maintenance has been extended till 31 August 2021. | Completed | UNHCR (Sushil Ratna Tamrakar) and team members.Member: ILO, UNFPA, UNDP | **Completed**. LTA with M/s Key Concept Nepal Pvt Ltd.LTA with M/s Subha Engineering & Aircon Pvt Ltd.LTA with M/s Technoair Pvt Ltd. |
| **IT Help Desk and Preventive Maintenance and Repair of the IT equipment:** New LTA has been established and valid until 31 Oct 2022 | Completed | UNDP, ILO, UNOPS, **UNICEF CO (LA)** | New LTA has been signed |
| **Tanker Water:** LTAs for Tanker Water is valid until 10 Jun 2021 | Completed | FAO (Manju Dhakal)  | Extended for one year NamobuddhaShikhar Khanepani  |
| **Uniform/Shoe for Drivers:** The LTA of Uniform and Shoes with Harry Collection, -31 Dec 2022  | Completed | WHO (Mr. Narendra Tandukar)All agencies  | New LTA has been signed |
| **Raincoat/Gumboot for Drivers:** The LTA of raincoat and gumboot (valid till 30th August 2021) with Harry Collection.  | Completed | WHO (Mr. Narendra Tandukar)All agencies  | WHO (Narendra Ji) has shared the LTA. |
| **Clearing and Forwarding:**LTAs Cargo Packers & Movers is valid till 31 December 2022. | Completed | UNICEF (LA), WFP, UNFPA, UNDP, WHO | New LTA has been signed. |
| **Transportation & Haulage:** LTA with Sitara Carriers is valid till 31 December 2022.  | Completed | UNICEF (LA), WFP, UNFPA, WHO | New LTA has been signed. |
| **Domestic Courier Services:** The LTA with Yeti TNT Express Pvt Ltd is valid until 05 August 2022.  | Completed | FAO (LA), ILO, UN HABITAT, UNOPS | New LTA is established.  |
| **Media Services:** The LTA of the Media services signed valid until 30 June 2021.. | Completed | UNICEF (LA) | New LTAs to be processed on March 2021 |
| **Generator Servicing:** New LTA established with Techno S. Pvt Ltd. with the validity of 31 May 2021. | Completed | IOM (Ms. Shloam Lama)  | LTAs is extended |
| **Printing services:** The LTA with four printing companies is valid until 30 November 2020.  | Completed | UNFPA (LA), WHO, UN HABITAT, UNRCPD | The new process will be carried out for LTA.Requested to UN Agencies to submit the tentative yearly cost for printing services by tomorrow.-Reminder to be send  |
| **International Courier Service:** The LTA of the international courier service with Skynet International valid until 31 August 2022.  | Completed | WFP (LA) | LTA for international courier services has been signed and shared the LTA. |
| **HACT (Harmonized Approach to Cash Transfers):** The three LTAs of HACT Micro Assessment of Implementing Partners for UNICEF, UNDP and UNFPA are extended until 31 December 2022.  | Completed | UNICEF (Ms. Durga Thapa Magar )  | LTAs has been established  |
| **Stationery:**LTA with three vendors valid until 1 July 2021  | Completed | IOM(LA) Participating : UNFPA, ILO | **Completed and shared**.LTA with1. SM Trading2. Ayusha Enterprises |
| **UN Vehicle Maintenance**(Member discussions: Buying Accessories from Authorised dealer: quality assurance of wares/parts, less risky, less manipulation of prices, trusted billing system) | Completed | UNESCO (LA) Participating: FAO, ILO, WHO, UNFPA, UNICEF/ROSA | Bid opening to take place next week. |
| **Event Management**LTA valid till 31 August 2022 Two vendors;Water CommunicationsWindmill Advantage. | Completed | UNWOMEN (LA), Participating agencies: UNFPA, WHO, ILO, UNHABITAT, FAO, UNDP | New LTA established |
| **Hotel Service LTA** | Open | UNDP, UNICEF CO(to share all the team) | Signed LTAs will be shared by UNICEF and UNDP |
| **Capacity building****OnlineInco Terms for shipment, 1 day** | Open | WHO (LA), WFP, UNDP, UNFPA, ILOWHO (Narendra Tandukar) will look for potential trainer | Tentive training date is end of feb 2021 |
| **Offline Logistics management training, 1 day** | Open |  |  |
| AOB: Annual Workplan- Vendor Database update (Women led business) | Open | WHO (LA) Narendra Tandukar and Rum Gurung (ILO) | Common Vendor database/ online Vedor database – Binu will give Gender Responsive Procurement orientation to IAPTF team by 1st week of Feb. 2021.  |
| Link of vendor database  |  | All Agency  | Click [Here](https://docs.google.com/spreadsheets/d/1TEPFPWpWAWKjjl0hPWnx_98yhbXlTudR8-Z7UpgYCtA/edit#gid=0)  |

Next meeting will be held by ILO 25 Feb 2021.

Thank You!

**Annex: Monthly meeting calendar for 2021**

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| **Organization** | **Month** | **Date** | **Remarks** |
| UNESCO | January | Thrusday, 21 January | Done |
| ILO | February | 25 February |  |
| WHO | March | 25 March |  |
| UNICEF  | April | 29 April |  |
| UNDP | May | 27 May |  |
| WFP | June | 24 June |  |
| UNOPS | July | 29 July |  |
| UNFPA | August | 26 August |  |
| UN HABITAT | September | 23 September |  |
| UNHCR | October | 28 October |  |
| UNWOMEN | November | 18 November  |  |
| FAO | December | 9 December |  |
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