

<p align="center">Pre-bid meeting minutes with questions raised during the meeting ITB/2024/55070 Supply and Delivery of Biological Items for Nairobi, Kenya, and Dar es Salaam, Tanzania. Contents of these minutes form an integral part of the tender and resultant contract(s).</p>	
<p>Date: Wednesday, 5th March 2025</p>	
<p>Venue: Virtual meeting through Google meet</p>	<p>Minutes taken by: Isse Barre ALI, Procurement Senior Officer</p>
<p>Attendees: UNOPS ESAMCO</p> <ol style="list-style-type: none"> 1. Myat Su WIN- Project Manager 2. Isse Barre ALI- Procurement Senior Officer 3. Clement Muriithi NDEGWA- Project Management Support- Senior Officer 4. Linda Telles– Procurement Advisor 5. Jeanette GITAU- Project Management Intern <p>No signature is required from the UNOPS panel.</p>	<p>Attendees: External participants</p> <ol style="list-style-type: none"> 1. Rachel Kan, and Kaleen Ahmed, Amex Healthcare 2. Gabriel Ndendabanga, and Diego-Izere (DERPCAMU LTD) 3. Patrick Karanja- Africa Biosystems Ltd 4. Yohans Wodaje- REY International Company <p>No signature is required from external parties.</p>
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Access to tender and tender documents 2. Key Dates and useful information 3. Evaluation Criteria 4. Returnable documents 5. Checklist of documents 6. Common mistakes bidders make 7. Q & A 8. End of Meeting 	

#	Topic	Action / Output
1	Introduction & Access to tender and tender documents and UNGM platform.	<p>The UNOPS ESAMCO pre-bidding meeting started at 11:00 am with Mr. Isse Barre Ali – Procurement Senior Officer, welcomed and thanked the participants for their participation in the pre-bid meeting and requested them to provide their names and details in the meeting chat for the purpose of adding into the meeting minutes. He went further and explained the agenda for the meeting and gave a briefing on this requirement, which included an overview of the requirement.</p> <p>The bidders were informed of the requirement for registration of the bidders in the United Nations Global Marketplace (UNGM) through https://www.ungm.org/ and how to access the tender in the UNGM.</p>
2	Key Dates	<p>The bidders were informed of the following key dates in the tender, which all bidders should take note of:</p> <p>ITB Issuance date: 19 February 2025 Bid Submission Deadline: 12:00 pm, Nairobi Kenya Time on 18 March 2025 Bid Submission: Via eSourcing Pre-bid Meeting (Not mandatory): 5 March 2025, 11:00 am Kenya Time Clarifications: Requests for clarification should be sent via eSourcing, by 7 March 2025, 12:00 pm Kenya Time. Responses to requests for clarification will be communicated to the bidder directly through eSourcing.</p>
3	Useful Information	<p>Alternative offers are not accepted; bidders shall submit partial bids for one or more lots, provided they offer 100% of the items and quantities specified for each lot, with bids to be quoted in USD (United States Dollar).</p> <p><u>Duties and taxes:</u> Bidders are requested to provide the estimated cost of applicable taxes and duties on a separate sheet in the tender documents. While UNOPS is aware that both Kenya and Tanzania have duty-free privileges, in the event that either country cannot provide the tax exemption certificate, UNOPS will ask the awarded supplier to pay the taxes and duties on behalf of the beneficiary countries. UNOPS will then reimburse the supplier for the taxes and duties paid upon submission of official receipts. Taxes will not be included in the purchase order; however, we will present the total project cost, including taxes and duties, to our beneficiaries for consideration. To assist in presenting the full cost to the beneficiaries, we kindly ask you to provide all applicable taxes and duties.</p> <p><u>Security:</u> Bid security is not required; however, the awarded bidder must provide performance security after the contract award, in accordance with the minimum credit ratings specified under the "Particulars" tab, and any bank guarantee from a financial institution with a credit rating below the specified ratings will require prior validation from UNOPS.</p> <p><u>Liquidated damages details / Delay damages details:</u> The bidders were also informed If the supplier fails to meet the completion deadline, UNOPS will impose liquidated damages of 0.3% of the Purchase</p>

		<p>Order (PO) amount per day of delay, up to a maximum of 10% of the PO.</p> <p><u>Payment terms</u> UNOPS will make payments within 30 days of receiving goods/services and upon submission of the required payment documentation.</p>
4	Evaluation Criteria	<p>The award shall be based on the “Lowest priced substantially compliant offer” methodology which achieves best overall value for money for UNOPS.</p> <p style="text-align: center;">Preliminary (Eligibility & Formal & Qualification) Evaluation ↓ Technical Evaluation ↓ Financial Evaluation</p> <ul style="list-style-type: none"> • The Eligibility & Formal evaluation criteria, Qualification criteria and technical evaluation of bids shall be undertaken using a “Pass / Fail” criterion to determine compliance with the requirements established in the ITB. . • The technical evaluation will be conducted line-by-line; any non-compliant item will impact the overall evaluation. • Bidders are required to go through the technical specifications in the tender document and look at the specifications thoroughly and the requirements and provide all the information as required. • Bids that fail one of the “pass /fail” criteria listed will be disqualified and will be subject to no further evaluation. • Only offers that are found to be substantially compliant shall proceed to financial evaluation. • Clarifications: UNOPS may request clarification or further information in writing from Bidder, to rectify non-material non-conformities or omissions in the tender. The Bidder’s responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation. “check and clarify” method.
5	Tender Documents	<p>The bidders were informed that the ITB consists of the following documents:</p> <ul style="list-style-type: none"> • ITB Particulars • SECTION I: Instruction to Bidder • SECTION II: Schedule of Requirements • SECTION III: Returnable Bidding Forms • Form C_ Price Schedule Form • Form D_ Technical Sheet <p>The bidder was advised to note the following conditions for this tender:</p> <ul style="list-style-type: none"> • UNOPS reserves the right to amend the solicitation documents at any

		<p>time. Any amendments or clarifications will be posted on the e-sourcing platform.</p> <ul style="list-style-type: none"> • Bidders were also informed to submit a complete financial proposal for each lot • Any modifications to the financial proposal after bid closure will be disqualified.
6	Checklist of documents	<ul style="list-style-type: none"> • Commitment to sustainability- Bidder must provide at least one of the options listed in the qualifications criteria. (Other- Document is mandatory). Main tender • Form A: Joint Venture Partner Information Form (Company profile- Documentation is optional)- Every lot. • Form B: Bid Submission Form (Bid Submission Form Document is mandatory). Every lot. • Form C: Price Schedule Form (Price Schedule/ Financial proposal- Document is mandatory). • Form D: Technical Bid Form (Technical proposal- Document is mandatory) Every lot. • Form E: Manufacturer's Authorization Form (Document is mandatory-). Every lot. • Form F: Performance Statement Form (Other- Document is mandatory). Main Tender • Form G: Performance Security Form. (Bid security- Document is mandatory) Every lot. • Form H: Self Disclosure Form. (Other- Document mandatory) Main Tender • Product Data and Fact sheet/Catalogue/Brochure. (Other- Document mandatory) Every lot. • The bidder has to upload POs/ Contracts of past projects and any other relevant document. (Other- Document mandatory) Every lot.
7	Important Note	<p>Bidders were reminded to carefully read and understand the tender documents, ensure complete and accurate returnable forms, and avoid using their own templates for returnable schedules.</p> <p>They were also advised to avoid pricing errors, review the contract terms and conditions, seek clarifications when needed, stay updated on communications and revisions via eSourcing and UNGM, submit bids in a timely manner, and provide high-quality supporting documents.</p> <p>During the presentation, bidders were reminded to read and understand the entire solicitation document to minimize or eliminate errors and omissions in their bids. They were also encouraged to submit their offers at least one or two days before the submission deadline to avoid any last-minute system challenges.</p>

8	<p>Q & A raised during the pre-bid meeting.</p>	<p>Q.1. How long will the payment be reimbursed if bidders pay duties and taxes on behalf of UNOPS?</p> <p>A.1: UNOPS will issue payment, encompassing equipment and duty costs, within 30 days of receiving valid receipts for all expenditures. In the event of discrepancies, payment may be delayed until they are resolved.</p> <p>Q.2. When completing the financial offer form, given that there is both an FCA price and a DPU price, which price should bidders include in the financial offer for UNOPS?</p> <p>A2: The FCA (Free Carrier) price is mandatory. Bidders must also provide separate, itemized pricing for freight, insurance, and customs duties. UNOPS will evaluate these additional costs against existing Long-Term Agreement (LTA) holder rates to determine the most cost-effective procurement option. Therefore, bidders must ensure their financial offer is comprehensive and includes all price elements specified in the pricing sheets.</p> <p>Q.3. The largest tax among the applicable ones is VAT, which is typically excluded. When VAT is added, the price may be higher than other bidders who did not include it in their bids. Could UNOPS clarify if Kenya and Tanzania have recently changed their VAT regulations for medical items imported from abroad?</p> <p>A3: The Governments of Kenya and Tanzania have committed to granting tax exemptions upon UNOPS' submission of required shipping documentation. If government-granted exemptions are not secured, bidders are responsible for obtaining detailed estimates of all applicable taxes and duties from customs authorities through their designated clearing agents.</p> <p>Bidders will then be required to pay these assessed taxes and duties, and UNOPS will reimburse the actual, documented amount paid upon receipt of valid and official receipts.</p> <p>As explained during the pre-bid meeting, we ask all bidders to seek estimates from freight forwarders for customs duties, VAT, and other government-imposed taxes.</p> <p>Please provide these tax and duty estimates using the UNOPS worksheet titled Lot No.1 Form C Price Schedule. These estimates are crucial for the two governments to incorporate these costs into their budget planning. UNOPS will present these estimated tax liabilities as a total cost of ownership to the governments for their consideration.</p> <p>Note that the tax and duties estimates derived from Lot No.1 Form C Price Schedule will not form part of the bid or contract award.</p> <p>Q.4. As bidders are required to submit an estimate of VAT taxes and duties, it is noted that they must bid 100% of each lot. Will the tax exemption be considered as part of the evaluation criteria during the financial evaluation by UNOPS? If so, how does it impact the selection of items (for the entire lot or partial)?</p>
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