

United Nations Office for Project Services

4A, Afrosiab Str,
Tashkent, Uzbekistan

March 13, 2025

Subject: Minutes of Pre-bid Meeting for ITB/2025/56470: Small Works for Reconstruction of main building of Syrdarya Regional Branch of the Republican AIDS Center (Uzbekistan).

This Note to file explains the process of the Pre-Bid meeting held on the 13th March 2025 further to the Solicitation Process *ITB/2025/56470: Small Works for Reconstruction of main building of Syrdarya Regional Branch of the Republican AIDS Center (Uzbekistan)*.

The ITB was published on 08th March 2025 with the deadline for submission of bids before 31st March 2025. The date and time for the online Pre-bid meeting as well as the address for participants via Google Meet link to attend the meeting were included in the Tender Particulars section of the ITB.

The following are the details of the Pre-Bid meeting, as published in the ITB:

- A virtual pre-bid clarification meeting will be held on 13 March 2025, from 15:00 to 16:30 hrs Tashkent, Uzbekistan time [UTC +5:00 hrs] via meet.google.com/acb-zoek-cga
- Though participation wasn't mandatory, bidders were strongly encouraged to attend the pre-bid meeting in order to avoid the risk of non-compliant bids. Procedure for registration was described in the same section of the ITB.

The purpose of the ITB meeting was to explain the relevant procurement process by giving an overview of the ITB Contents and Particulars, Evaluation Criteria, Questionnaire, Checklist, the uploaded Documents including the Instructions to Bidders, the Schedule of Requirements, the Returnable Forms and the Contract form, Detailed Design, Technical Surveys Data, Drawings etc. At the end of the presentation participants were given a chance to ask questions. This was done in order to help the potential bidders in preparing their submissions better and have a clear understanding of the documents that are required to be submitted with their submissions.

UNOPS Representatives:

- Dinara Atadjanova (DA), Procurement Senior Assistant
- Malika Abdusalyamova (MA), Procurement Senior Associate

Stakeholder Representatives:

Akmal Norbekov, Head of Construction Department, RSES

Potential Bidders' Representatives:

1. LLC "XIKMK-296" (Uzbekistan)
2. LLC Civil Construction Group (Uzbekistan)
3. LLC Energy Progress (Uzbekistan)
4. LLC Shoxrux Temurbek (Uzbekistan)
5. LLC Universal Stroy (Uzbekistan)

Minutes of the Pre-Bid meeting minutes for ITB/2025/56470

Project Title	23327-001: COVID-19 Emergency Response Programme
Meeting ref	Pre-Bid meeting minutes for ITB/2025/56470
Date and time	13/03/2025 at 15:00 Hrs, Tashkent (Uzbekistan) Time [UTC +5 hrs]
Meeting Location	Google Meet: Link

Pre-Bid meeting	
Meeting Introduction	DA opened the meeting by thanking the participants for their attendance, outlining the purpose of the meeting, and introducing the UNOPS representatives in attendance.
Process Presentation	<p>MA continued with a detailed explanation of the Pre-Bid meeting presentation, which covered the content and particulars of the ITB, the questionnaire, the evaluation criteria, the checklist of documents to be submitted, and the contents of the documents section. This included:</p> <ul style="list-style-type: none"> ● Section I: Instructions to Bidders ● Section II: Evaluation Method and Criteria ● Section III: Conditions of Contract ● Section IV: Schedule of Details ● Section V: Requirements <p>Participants were given a detailed overview of the UNOPS requirements and how bidders should submit their bids. MA also provided detailed information for each schedule and document, outlining mandatory and optional requirements. This was undertaken to assist prospective bidders in improving the quality of their submissions and ensuring a clear understanding of the documents that must be included in their submissions.</p>
Questions and Answers	<p>After the presentation by UNOPS was completed, the floor was opened for questions from the participants, as outlined below:</p> <p>Q1: Reference made to Section IV, Schedule of Details - Schedule 1, Contract Details to clarify whether the bidder is required to submit the Performance Security at the stage of bid submission A1: Performance Security at the 5% of the Accepted Contract Amount shall be provided by the awarded Contractor within 14 days after contract signing. At the stage of submission the bidders should provide a Confirmation Letter stating an acceptance of the provisions on performance security as stipulated in clause 4.2 Performance Security of Section IV: Schedule of Details in line with the ITB requirements.</p> <p>Q2: How should the bids be submitted? A2: Bids, including all returnable schedules and documents as per the ITB checklist, must be submitted through eSourcing. The Bidder, if not already a registered vendor, will be required to complete the supplier registration process on the UNGM platform (www.ungm.org)</p> <p>Q3: Please provide information on how to retrieve a forgotten UNGM account password. A3: To retrieve a forgotten password, visit the UNGM Help Center. Navigate to "Prospective Suppliers and Individual Consultants" and select 'Accessing the UNGM Account' for step-by-step guidance: UNGM Help Center Link</p>
Meeting Conclusion	MA concluded the meeting by expressing gratitude to the participants for their attendance. The meeting adjourned at 16:30 hrs, Tashkent time.