**Report of Pre-Bid Meeting held on 27th March 2025** **for RFP-9196357 – Cold Chain Equipment Decommissioning**

**INTRODUCTION**

The Pre-Bid meeting was held on Wednesday, 2th March 2025, via MS Teams. The meeting commenced at about 3pm with a welcome address from UNICEF team who introduced the objective of the meeting to all the bidders in attendance. A total of 6 organizations attended the Pre-Bid meeting.

**ATTENDANCE - UNICEF**

1. Fridah Mwirigi- Supply and Logistics Specialist
2. Philip Sule- Supply Officer
3. Stanley Omobude -Supply Associate
4. Shaikh Humayun Kabir – Health Manager
5. Paschal Protas Bwile – Health Specialist
6. Ahmad Isah Muhammad – Health Specialist

**OBJECTIVE OF THE MEETING**

The aim of the Pre-Bid meeting is to address any challenges or queries the prospective bidders may have with reference to the advertised tender for *Cold Chain Equipment Decommissioning*

under **RFP\_9196357** so that clarifications could be provided.

**MEETING DISCUSSIONS**

UNICEF team made an extensive presentation on the RFP and ToR with focus on both contractual aspect and the technical aspect of the tender. The team also informed the prospective bidders to read all the tender documents as advertised in UNGM carefully as they still have an opportunity to ask questions up until 27th March 2025, beside those to be answered during the meeting.

**OVERVIEW OF THE PROJECT AND RFP**

**Pascal Bwile** – Health Specialist provided an overview of the project highlighting the support that UNICEF is providing the government of Nigeria around strengthening its health care systems. This project is basically to assist the Government in the decommissioning of obsolete equipment over the past five years. The country has installed a number of cold chain equipment and we have a lot of old equipment in the field, in the boxing stores and facilities that are occupying space. The purpose of the project is to offload those obsolete equipment and clear space for the new incoming equipment that  
will be coming to Nigeria. A vendor that can help us in making sure that we identify the assorted equipment in terms of the number and location and what type of refrigerant that need to be taken off and how it can be disposed of.

The project has to be properly managed so that it will not impact the environment to avoid any environmental hazards. Vendor will organize workshops that will engage States and different stakeholders to make sure that the processes are followed as required and stipulated in the laws of Nigeria after which the identified equipment can safely be disposed.

**Shaikh Humayun Kabir –** Health Manager. The necessary training of the.  
Of the government workforce as well as the decommissioning and disposal of those equipment, especially focusing on the refrigerants  
so the bidders should ideally have the technical  
capacity and human resources and other skill and expertise.

**Ahmad Isah Muhammad** -This assignment is largely in 3 components.  
One, there is need for a brief inventory of the obsolete cold chain equipment that are available in the targeted states.  
So that to know clearly which equipment is going to be decommissioned as per the guideline.  
The second component is the training which involves the capacity building of those who will do decommissioning or do the inventory. And of course the state team who will be responsible for the subsequent decommissioning.  
The third component is also the development of the guideline for decommissioning, because at the end of the exercise we want to leave to the States a standard guideline for the decommissioning of cold chain equipment so that they will be able to carry out decommissioning activities by themselves.

After the technical presentation, UNICEF presented the commercial aspects as follows:

The bidders were particularly advised to pay attention to the following areas to make their proposal acceptable in line with the guidelines to the RFP:

* Clarifications were made to bidders on how to make their proposals count and be valid taking into cognizance submission of bid modalities such RFP closure date and time, designated email address.
* Evaluation criteria: bidders were encouraged to read the documents provided so they have a clear picture of how their technical proposal will be evaluated.
* Submission process as clearly indicated in the RFP to avoid disqualification was also explained to them. Proposals are meant to be submitted online only and to the designated email address provided and that the bidders should quote the RFP number on the subject line of the email.
* Evaluation process: will be based on the evaluation criteria indicated on the TOR sent to them. The technical is 70 points while Financial is 30 points. For a vendor to qualify for the next stage of financial evaluation after technical evaluation, they must score minimum of 56 points. The scoring formular was displayed to the bidders too.
* With respect to preparation of proposals for submission, the bidders were told that they must submit their technical and financial proposal separately via different email messages and labeled – “Technical proposal” or “Financial proposal” as the case is with the RFP number clearly stated on the subject line of the email. Technical proposals sent with financial information on the same email message would not be considered and vice versa.
* The UNICEF guiding principle and supplier code of conduct was also explained to the bidders. As well as UNICEF Ethical standard explained to the bidders.
* UNICEF policy on advance payment also discussed and discouraged cos of the long process involved

**COMMENTS/QUESTIONS/ANSWERS**

Questions and comments were taken from the bidders and answers were provided to their satisfaction. Some of the questions are listed below.

* **Sima Unogu** @ CHAI expressed concern about the start and end date of the project which is very close given the deadline of the RFP as indicated in the ToR.
* Philip Sule responded that it is a typographical error as contract could not commence when there is no agreement with the principal. He advised that they should ignore that error as it will be corrected. . He further advised that bidders should proceed with submission of their proposals and making sure it is in line with the instructions stipulated in the ToR.

Bidders were reminded to send an email strictly to the provided contact email addresses in the RFP should they have any additional questions or requests for clarification before 27th March 2025. The meeting came to a successful conclusion at about 3:30pm.

Many thanks…

Prepared by Stanley Omobude