

## Meeting Minutes

Pre-bid meeting:

ITB/2020/18046; Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine

18 February 2021, Kyiv, UNOPS Office via googlemeet

### Participants

1	UNOPS Procurement and Project Team	UNOPS Office in Ukraine
2	Lilia Verzanska	Smart Defense LLC
3	Pavlo Popovych	Smart Defense LLC
4	Pavel Soloshenko	PE Cyfralux
2	Ruslan Khomenko	PE Cyfralux

### Agenda

1. Introducing UNOPS and UNOPS eSourcing system.
2. Introduction of participants.
2. Clarifications on any questions/ issues from the potential Bidders.

### Summary

This Pre-bid meeting for the ITB for Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine was organized to clarify any questions/ queries from the potential Bidders.

### Details

The main points of discussion were as follows:

1. UNOPS project and procurement team introduction, potential Bidders representatives' introduction, eSourcing system introduction.
2. UNOPS: The purpose of the meeting is to respond to any questions that potential Bidders might have about the procedure of applying or anything else except the technical questions. Any questions related to the technical specifications should be addressed through the eSourcing platform.
3. Questions raised by the Bidders:
  - 3.1. Is it necessary for all 3 required key personnel to be present during the works implementation at every location during the full period of the project? UNOPS reply: Presence of the health and safety officer is necessary during the implementation of works.
  - 3.2. Will the representative of UNOPS be present at every location during the full period of the project? UNOPS reply: UNOPS representative will provide control and acceptance of works but will not present during all period of the works implementation.
  - 3.3. Due to COVID is it possible to extend the delivery deadline for works to 90 days? UNOPS reply: Please address this question through request for clarification tool in written as it should be addressed to the project manager.

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- 3.4. Bidder asked if the understanding of the qualification criteria (regarding the similar nature projects and financial capability) is correct. UNOPS reply: UNOPS confirmed that the evaluation criteria are straight forward, does not have ambiguous or dual meaning and that Bidder's understanding of the qualification criteria is correct.
- 3.5. Bidder claimed that there is no space allocated in the e-Sourcing checklist for submission of the documents confirming that the producer of the equipment has representative office that provides after sale services. UNOPS reply: Please refer to the Annex 1 Schedule of Requirements and also returnable bidding schedule 3 that contains dedicated clause and space for the requested information.
- 3.6. Is it possible for the health and safety engineer to arrange awareness training for the all the workers in one location or the engineer should arrange it at every project location? UNOPS reply: It is possible to arrange awareness training for all workers at one location if all the workers will be present.
- 3.7. Will the retention amount of 8 % be paid only after DNP is over? Is it calculated from the total amount of contract? UNOPS reply: yes, retention amount will be paid only after DNP is over and it is calculated from the total amount of contract.
- 3.8. Will UNOPS provide support to the contractor's personnel to access the SBI premisses or the contractor must arrange access? UNOPS reply: UNOPS will provide support for the contractor and will arrange access to the required premisses.
- 3.9. Does the project properly registered as has TAX (VAT) exemption documents? UNOPS reply: yes, the project is registered and has all required documents for VAT exemption. Documents will be provided to the awarded Bidder.
- 3.10. Does the DNP cover only works or also the equipment? UNOPS reply: It covers both works and equipment.
- 3.11. If the equipment will be damaged during the DNP period because of improper use or because of the other reason not related to the contractor or producer of the equipment will the contractor be liable for the equipment? UNOPS reply: if the equipment will be damaged because of the reasons not related to the contractor or the producer of the equipment contractor will not be liable for it.
4. UNOPS: Dear Bidders, if there are no more questions we will end the meeting. Please, do not hesitate asking questions through the eSourcing system. We appreciate your questions and any feedback. With this UNOPS would like to thank you for your participation.