



**United Nations Office for Project Services
Ethiopia Operational Hub – EthiopiaOffice
Pre-bid Meeting Minutes**

Meeting Reference: ITB/2021/20049 and ITB20050

Date: May 25, 2021

Time: Started at 10:00 A.M to 10:35 A.M (in the morning)

Venue: Google Meeting

Works Description: Rehabilitation of OSS Registration Model, Staff & Guest Toilets and Construction of Guard Post in Bokolmanyo Refugee Camp, Melkadida Refugee Camp, Kobe Refugee Camp, Hilaweyn Refugee Camp and Buramino Refugee Camp: Melkadida - Somali Region, Ethiopia AND Rehabilitation of OSS Registration Model, Staff & Guest Toilets and Construction of Guard Post in Pungindo Nuer Refugee Camp, Pungindo Agnuak Refugee Camp, Kule Refugee Camp, Tierkidi Refugee Camp and Ngueyyiel Refugee Camp: Gambella Region, Ethiopia

ITB Reference: **ITB/2021/20049 and ITB/2021/20050**

Attendants:	Designation	Signature
1. Bacit Mokhtari	Infrastructure Project Team Leader	_____
2. Asfaw Eshetu	Senior Programme Manager	_____
3. Kalkidan Fekadu	Procurement Assistant	_____



1.

No.	Agendas	Discussions/Questions	Clarifications
	Agendas: <ul style="list-style-type: none"> Attendees registration Introduction of participants Introduction of UNOPS team Review of the bidding document Question and Answer Bidders/Representative Attendance: One representative from prospect Bidders/Contractors attended the pre-bid meeting.Representatives were from the following prospect bidders/Construction companies: <ol style="list-style-type: none"> Jambo Construction PLC 		
I	Discussions: <ul style="list-style-type: none"> The Pre-bid Meeting started 10 minutes late. while waiting for bidders to join the meeting. The Infrastructure Project Team Leader on behalf of UNOPS Ethiopia Operations Hub (ETOH) expressed his gratefulness to prospect Bidder/Contractors for responding to the ITB pre-bid meeting invitation and shared their respective time shared with UNOPS; UNOPS representatives were introduced. Attendants from UNOPS were the Infrastructure Team Leader;Senior Program Manager and Infrastructure Procurement Assistant . He also requested meeting participants to introduce themselves and the respective company they represented; Infrastructure Team Leader presented major "Technical and ITB bidding requirements on the following major technical and tender document discussion outlines: <ul style="list-style-type: none"> Purpose of the pre- bid meeting 		

2

PO Box 60197

ECA Compound
Zambezi
Building 5th floor west
wing
Addis Ababa, Ethiopia



	<ul style="list-style-type: none">▪ General tender information▪ Scope of the Works (SOW) and Site locations▪ UNGM and Bid eSubmission on eSourcing Procurement Portal▪ UNOPS Eligibility, Formal and Qualification Requirements▪ Technical Requirements: "Returnable Bid Schedules", submissions▪ Precaution when Submitting Priced BoQ▪ Important Lessons from Previous Tenders▪ Conditions of contract (Performance bond, liquidated Damaged- LD)▪ Important dates and contract duration for construction works▪ Questions and Clarifications <ul style="list-style-type: none">▪ At last prospect bidders' representatives were given the opportunity to ask questions on either the technical and/or ITB bidding document. The following questions were requested for further clarifications and the respective UNOPS Team clarified as follows:	
II	Bidders' Requests	UNOPS Clarifications
1	<ul style="list-style-type: none">▪ The Bidders have requested when the deadline for the submissions will be held.	<ul style="list-style-type: none">▪ The deadline for submissions will be on June 14 2021.

The meeting was adjourned at 10:35 AM.