



**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**

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



1.

No.	Agendas	Discussions/Questions	Clarifications
	<p><b>Agendas:</b></p> <ul style="list-style-type: none"> <li>▪ Attendees registration</li> <li>▪ Introduction of participants</li> <li>▪ Introduction of UNOPS team</li> <li>▪ Review of the bidding document</li> <li>▪ Question and Answer</li> </ul> <p><b>Bidders/Representative Attendance:</b>            One representative from prospect Bidders/Contractors attended the pre-bid meeting.Representatives were from the following prospect bidders/Construction companies:</p> <ol style="list-style-type: none"> <li>1. Jambo Construction PLC</li> </ol>		
<b>I</b>	<b>Discussions:</b>		
	<ul style="list-style-type: none"> <li>▪ The Pre-bid Meeting started 10 minutes late. while waiting for bidders to join the meeting.</li> <li>▪ 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;</li> <li>▪ UNOPS representatives were introduced. Attendants from UNOPS were the Infrastructure Team Leader;Senior Program Manager and Infrastructure Procurement Assistant .</li> <li>▪ He also requested meeting participants to introduce themselves and the respective company they represented;</li> <li>▪ 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"> <li>▪ Purpose of the pre- bid meeting</li> </ul> </li> </ul>		



- 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
- 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:

<b>II</b>	<b>Bidders' Requests</b>	<b>UNOPS Clarifications</b>
<b>1</b>	<ul style="list-style-type: none"> <li>▪ The Bidders have requested when the deadline for the submissions will be held.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The deadline for submissions will be on June 14 2021.</li> </ul>

The meeting was adjourned at 10:35 AM.