**Minutes of the Pre-bid meeting held on 6th January 2022**

**Customs Clearance (LRPS-2021-9172542)  
In-country Transportation (LRPS-2021-9172543)  
In-country Transportation for Rakhine (LRPS-2021-9172544)**

**Date: 6th January 2022**

**Members attended the meeting**

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| **Name** | **Designation** |
| Myo Tint | Logistics Officer - UNICEF |
| Zaw Ye Naung | Supply Officer - UNICEF |
| Htet Htet Win | Logistics Officer - UNICEF |
| Registered potential Bidders | |

With reference to the subject LRPSs issued for 3 bids in Dec 2021, please find below the queries raised by participants and answers thereto from UNICEF.

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| **Sr** | **Queries** | **Answers** |
| 1 | In Technical Proposal Template Section B, what does it mean by Annual report? Not to exceed four pages in length (management structure)? | It is the company annual report such as annual financial report to evaluate the company’s functionality and accreditation.  Some companies have brochures prepared for the advertisement purposes and come in many pages. If the bidders decide to submit those brochures (which is already available) together with annual report, it is fine (no page limit). The page limit is set just to save time in creating such information for the proposal. |
| 2 | Sr. 2 and 3 in the financial proposal template (Annexure E) for LRPS-2021-9172542  Should the service provider need to submit the port running charges per case as mentioned in the financial proposal template for sea freight meanwhile the other charges need to be submitted by per container? | This is reviewed by UNICEF and decided that the port running charges should be offered per container, and documentation charges to be offered per case. The template is now revised and provided to all potential bidders, as well as uploading to UNGM. |
| 3 | What does it mean by Section C of the technical proposal? | It is recommended to response “Yes” to this as UNICEF would like to include an item line in the LTA. This can help UNICEF in requesting a quick quotation for some similar goods and services related to the LTA, without requiring UNICEF to launch a formal tender which is taking time. This is ideal situation for an emergency response. |
| 4 | The technical proposal mentioned some different vehicle types. Is it possible to use the company’s own truck type as long as it is appropriate for the commodity transported? | Yes. It can be used. For example, if a 2 MT light truck price is offered, and then a company can use 2 MT box truck if it is still okay for the commodity. |
| 5 | A price option is set based on predefined set of weight and size of the truck (for example - 6 wheels/9MT and 12 wheels/16MT). What would be the actual rate to be charged if a cargo is requiring 12 wheels truck, but the weight is only about 9MT? | The service charges will be decided/negotiated depending on the type of the commodity. |
| 6 | Is it possible to use the integrated logistics to transport the UNICEF’s goods? | Yes. It can but the unit price calculated must be as per agreed price per category. |
| 7 | The technical proposal mentioned to provide the number of company’s owned vehicles. If the company works with partner, would it be fine to submit the partner’s own vehicles in the proposal? | Yes. The contractor can submit but it is recommended to clearly mention the partnership by providing the necessary documents such as partnership agreement. |
| 8 | Is it possible to submit the transport proposal by regions? | Yes. It can. Depending on the service providers’ feasibility, readiness, and geographic coverage, they can submit the proposal by their preferred location/segment by region. |
| 9 | Where is the starting point for Nationwide transport LTAs? Yangon? | Yes. The transporter can assume as Yangon as starting point which include loading/unloading and transport to other States/Regions. |
| 10 | For Rakhine Transport proposal, where is the starting point? | Yes. It is intended to transport goods from Sittwe to other areas in Rakhine. |
| 11 | Validity of offer | The validity of offer should be 12 months. |
| 12 | Using the exchange rate for invoice? | The invoice must be submitted with USD as per quoted price and actual costs paid in Myanmar Kyat are required to convert into USD by using UN exchange rate for Myanmar only at the time invoice is submitted. UN exchange rate is monthly basis, and can be accessed at <https://treasury.un.org/operationalrates/OperationalRates.php> |