

### Pre- Bid Meeting Minutes

Case Description	Invitation for Bid for Provision of Workshop Venue facilities including Hotel accommodation and Catering services in Marseille, France from March 13 -16, 2022
Case Reference	ITB/2022/40412
Date	7 February 2022, 10:00 UTC
Location	Virtual through Google Meet: <a href="https://meet.google.com/tgd-srsf-yzr">https://meet.google.com/tgd-srsf-yzr</a>
Participants	UNOPS Representatives: <ol style="list-style-type: none"> <li>1. Abdul-Raqeeb Yusufi, Head of Procurement</li> <li>2. Cynthia FAURE, Programme Associate</li> <li>3. Cyril GOURRAUD, Programme Officer</li> <li>4. Wut Yee Lin, Procurement Associate</li> </ol>
Meeting Introduction and presentation for the pre-bid meeting	<p>Table of Contents</p> <ul style="list-style-type: none"> <li>• Tender Particulars and Overview</li> <li>• The Center for Mediterranean Integration</li> <li>• Components of the Solicitation Documents</li> <li>• Tender Contents</li> <li>• Evaluation Criteria and Methodology</li> <li>• Schedule of Requirements overview</li> <li>• Final Points</li> <li>• Q &amp; A</li> </ul>
Q & A	<p><b>Question 1.</b> Tourism Enterprise License for the venue issued by the relevant Ministry Department, can we provide a company registration certificate which was registered as a hotel.</p> <p><b>Answer 1.</b> Bidder can provide available relevant document and bidder can explain about the provided document in the Form D: Technical Bid Form.</p> <p><b>Question 2.</b> Form C: Price Schedule Form, "Activity 4 - Interpretation services &amp; headphones for 55 participants", item 1, 2,3, 4 is difficult to provide the price. Is that possible to provide the price for Bilingual Translation (French to English - English to French) for two days.</p> <p><b>Answer 2.</b> Yes. ITB would be amended to request Bilingual Translation services (French to English - English to French) for the duration of the workshop (14-15 Mar).</p> <p><b>Question 3.</b> Hybrid events are required or not. If it is required please provide detail.</p> <p><b>Answer 3.</b> Yes, it is required. Detail requirements are as follows. ITB would be amended to reflect these requirements.</p> <ul style="list-style-type: none"> <li>• A/V systems must be interoperable with Zoom virtual meeting platform</li> <li>• Filming equipments for plenary hybrid discussions (2 cameras for two views - speaker on the scene &amp; wide angle view on the conference room)</li> <li>• Interpretation service shall also be connected to the Zoom system enabling the hybrid format event</li> </ul>
Pre-bid Meeting finished time	10:50 UTC