

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: https://meet.google.com/tgd-srsf-yzr
Participants	UNOPS Representatives: <ol style="list-style-type: none"> 1. Abdul-Raqeeb Yusufi, Head of Procurement 2. Cynthia FAURE, Programme Associate 3. Cyril GOURRAUD, Programme Officer 4. Wut Yee Lin, Procurement Associate
Meeting Introduction and presentation for the pre-bid meeting	<p>Table of Contents</p> <ul style="list-style-type: none"> • Tender Particulars and Overview • The Center for Mediterranean Integration • Components of the Solicitation Documents • Tender Contents • Evaluation Criteria and Methodology • Schedule of Requirements overview • Final Points • Q & A
Q & A	<p>Question 1. 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>Answer 1. Bidder can provide available relevant document and bidder can explain about the provided document in the Form D: Technical Bid Form.</p> <p>Question 2. Form C: Price Schedule Form, “Activity 4 - Interpretation services & 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>Answer 2. 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>Question 3. Hybrid events are required or not. If it is required please provide detail.</p> <p>Answer 3. Yes, it is required. Detail requirements are as follows. ITB would be amended to reflect these requirements.</p> <ul style="list-style-type: none"> • A/V systems must be interoperable with Zoom virtual meeting platform • Filming equipments for plenary hybrid discussions (2 cameras for two views - speaker on the scene & wide angle view on the conference room) • Interpretation service shall also be connected to the Zoom system enabling the hybrid format event
Pre-bid Meeting finished time	10:50 UTC