



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**UNHCR SUB-OFFICE COX'S BAZAR, COX'S BAZAR, BANGLADESH**

**MINUTES OF THE PRE-BID CONFERENCE**

**TENDER REFERENCE NO.: ITB/HCR/CXB/2022/007**

**FOR THE ESTABLISHMENT  
OF A FRAME AGREEMENT FOR THE PROVISION OF**

**PASSENGER AND LUGGAGE TRANSPORTATION SERVICES**

**Date and Time:** 20 September 2022 (11:00 am to 12:56 pm)

**Location:** Microsoft Teams Meeting.

**Objectives:** To provide detailed overview on the content of the tender documentations (procurement process and technical content), clarify the bid requirements to the prospective bidders and answer the bidders' questions.

**Attendees:** UNHCR: Bithi Roy, Site & Settlement CCCM Associate  
Masud A.K. Mohammed, Snr. Supply Assistant  
Md. Ashrafuzzaman, Snr. Supply Assistant  
Representatives of the commercial entities.

### **General**

UNHCR held an online pre-bid conference for the vendors interested to partake in the Invitation to Bid (ITB) for the establishment of a Frame Agreement for the provision of passenger and luggage transportation services. The event was held online in Microsoft Teams.

The meeting was arranged taking into consideration the complex nature of the requirements. It had an aim to ensure that the bidders receive sufficient information for producing quality offers, creating favourable conditions for greater competition.

- The event consisted of two (3) phases as follows:

- Presentation by the UNHCR Procurement function on the UN Procurement principles, zooming in on the principal elements of the General Conditions of Contract for the Provision of Services, UN Supplier Code of Conduct, studying the cases involving the errors frequently made by the vendors in preparation of the tender documents as well as reviewing the other procurement-related aspects of the tender.
- Presentation by the UNHCR Field & Supply function on the technical component of the requirements.
- Questions and Answers session for the vendors.

## Questions and Answers

Q.01 Whether the buses are non-AC?

A.01 Yes, non-AC buses are required.

Q.02 Whether loading and unloading of goods can be done at multiple points?

A.02 Loading and unloading points can be multiple but its likelihood is very low.

Q.03 Whether there is delay at loading and unloading points?

A.03 Usually there is no delay but it could happen due to any unavoidable situation.

Q.04 Can the offer be PDF and shared through google link?

A.04 No. Google link is not acceptable to submit your offer. Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following URL: <http://etenderbox.unhcr.org>.

Bidders are requested to carefully read the submission modality under article 2.6 Submission of Bids of the tender document and article 3.2 Offer Submission (File Upload) of Annex I: eTenderBox Supplier User Manual.

Q.05 Can TAX be added to the financial offer?

A.05 No, UNHCR is exempted from all direct taxes and customs duties. Quoted prices shall be provided without VAT but the VAT amount shall be clearly separately indicated.

Suppliers mentioning VAT in their offer shall submit VAT registration documents, otherwise VAT component may not be accepted.

For VAT payment, awarded supplier will provide UNHCR with invoice, waybill, completed Mushak 6.3, Treasury Challan signed by Bank/VAT authorities, copy of Online Verification of the TR and money receipt.

Q.06 In the financial offer, is it mandatory to add price per kilometer?

A.06 Yes, from where vehicles will move is mentioned in Annex B - Projected Geographical Routes and Vehicle Requirements. But if the service is to be taken outside these routes, the payment will be per kilometer.

Q.07 Annex H (eTenderBox Registration Guide) and Annex I (eTenderBox Supplier User Manual) shall be submitted along with the technical offer?

A.07 No.

Q.08 In the Annex D Technical Evaluation Sheet, the tender reference showing ITB/HCR/CXB/2020/004, we believe this is a mistake?

A.08 Yes, this is a mistake. Please find the attached Corrigendum no. 1 and revised Annex D - Technical Evaluation Sheet.

Q.09 In the VAT Amount column of the Financial Offer, should we calculate VAT amount on the basis of Unit cost (excluding VAT) or Total Cost (Excluding VAT)?

A.09 In the VAT Amount column of the Financial Offer, add the VAT that comes to the total cost (Excluding VAT).

#### Attachments

- Corrigendum No. 1
- Annex D: Technical Evaluation Sheet (Revised)

**END**