

Minutes of Bid Conference Meeting for ITB/SC/NIGMA/2022/002 and ITB/SC/NIGMA/2022/003

Agenda

1. Presentation of tender documents for ITB/SC/NIGMA/2022/02.
2. Questions concerning grey areas in the tender.
3. Presentation of tender documents for ITB/SC/NIGMA/2022/03
4. Questions concerning grey areas in the tender.
5. Conclusion/AOB

The meeting commenced at about 3:00pm on 14 September 2022, with a brief opening remark by the supply officer. A total of 26 persons participated in the meeting (UNHCR 2, Suppliers 24), In her remarks the supply officer welcomes all participant and gave an overview of some challenges that were faced in previous tenders. She mentioned that all suppliers should endeavor to read the tender documents properly before submitting their bids and to follow all the instruction in the document. She cautioned that suppliers should understand fully that this a one to two years contractual framework agreement and suppliers should be aware that changes in price in between the agreement will be frowned at.

Prior to the meeting the supply unit received some question from suppliers, clarifications to such question were provide. Below are question and responses provided.

ITB/SC/NIGMA/2022/002 CRI

No.	Questions by Suppliers	Answers by Technical Unit
1	We hereby request clarification on above as follows; UNHCR Logo: 0.5m x 0.5m on blanket. 0.4m x 0.4m on sleeping mat. Please confirm that both items have different sizes of logos. UNHCR Logo on Jerrycan 20L and 10L. No sizes specified. UNHCR Logo on Polyester Packing bags. Logo on all sides meaning 4 sides of the bag or 2 sides of the bags?	-It should same size please. - Please refer to the technical specification. Logo: UNHCR logo situated in the centre of the 2 largest opposite sides on each jerry can - approx. 0.5m x 0.5m. -Logo on polyester bag should be on two sides
2	For the supply of Core Relief Items to Maiduguri and Ogoja UNCHR Warehouses. Can we submit a bid for only Maiduguri supply?. Or it has to be for the both locations that's Maiduguri and Ogoja ?.	yes
3	Since we are a company registered in USA and would like to participate for this tender, kindly let us know how we can registered cooperate affairs commission of Nigeria.	https://pre.cac.gov.ng/home

4	We are interested in participating in your above referred bid but as we are based India and currently no registration in Nigeria so are we allowed to participate in this bid.	https://pre.cac.gov.ng/home
5	New closing date and time	21 September 2022

ITB/SC/NIGMA/2022/002 DIGNITY ITEMS

No.	Questions by Suppliers	Answers by Technical Unit
1	Financial Offer: Both excel and pdf copies to be submitted signed or only excel not signed and pdf signed? -Shaving Stick, Shaving Razor: Item description set of 6 disposable razors. Unit of Measure is Pcs. Kindly clarify the conflict between item description and UoM.	-The financial offer should be in PDF signed and stamped. - A pack of 6 pieces in a pack. 
2	Kindly note that the bid has not been uploaded on the etender. We would appreciate if this is done	This has been done.
3	Women under wear (panties) in the specification it was stated that park of 6 and in quantity it is on pieces. We will insert the amount of park of 6 or price of single pieces.	-The underwear should be cotton and should be in pieces. We only mean the packaging should be 6 pieces in one. - same as above.
4	Since we are a company registered in USA and would like to participate for this tender, kindly let us know how we can registered cooperate affairs commission of Nigeria.	https://pre.cac.gov.ng/home

Question and Responses During the Meeting

No.	Questions by Suppliers	Answers by Technical Unit
1	Can a supplier submit reference for oil and gas sectors as one of the two references requested	Please refer to the technical specification document annex (B). References can only be of similar projects.
2	A company that is about to complete it CAC registration will pass or fail technical evaluation	All eligibility criteria must be passed for the company to proceed to the next stage.
3	For references are we expected to submit PO's and a contract agreement	One of them not all is required.
4	Most suppliers submit their bids based on prevailing market prices. However due to the current inflation the prices often change rapidly. The lowest supplier	Suppliers are encouraged to quote prices that works for them. At any time point during the agreement if there are

	is mostly chosen which put others who quote to include unforeseen raise in price at a disadvantage.	any reasons to back it is good to notify the supply unit in a good time. Back up suppliers are used to mitigate such occurrence. The lowest price is a procedure and cannot be change at our level.
5	Does UNCHR conduct market assessment? I yes what happens if the lowest bid is lower than the market price of an item.	UNHCR conduct market assessment whenever required. Confirmation mails are shared with suppliers in such situation and samples are requested to reconfirm the item price. Financial evaluation/ analysis help a comparison of actual price
6	One of the suppliers suggested that price projection should be allowed to give room for price changes.	A secondary bidding process can be considered. However, the suggestion will be taken to committee on contracts.

Conclusion: The meeting lasted for an hour and suppliers are encouraged to do their best as supply unit is always available to provide clarification if they have any concerns.