

## **MINUTES OF PRE-BID CONFERENCE FOR RFP HCR-RWAKI-SUP-2023-RFP0001 FOR THE SUPPLY AND DELIVERY OF LPG IN REFUGEE CAMPS IN RWANDA**

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**SUBJECT:** Discussing with different companies/bidders on the RFP and its Annexes

**Contractor/s:** Oryx Energies, Hass Petroleum, SP and Safe Gas

**Meeting venue:** Physical/virtual

**Date:** 17 January 2023

**Participants:** The meeting was attended by the participants in the attached guest list

### **Background**

Supply Unit received different confirmation of suppliers for the pre-bid conference **FOR RFP HCR-RWAKI-SUP-2023-RFP0001** scheduled on 17/01/2023 at 10:30 AM.

The meeting started with an introduction by all participants and the supply Officer briefed the participants on the purpose of the pre-bid conference meeting which was to shed light on the requirements, go through the tender documents, and brief attendants on how to submit, what will qualify and disqualify a bidder from the tender.

The Energy Unit briefed the participants on the operational aspects of the tender, locations the operation uses LPG and plan to tender the skid tanks soon to accommodate the product.

The supply Officer went through the tender documents and its annexes for participants to ask questions at the end of the presentation.

### **Meeting discussions**

- Going through the RFP document and its annexes from A-I  
The Supply Officer briefed the participants to pay attention to all the annexes, e-mail addresses for both technical and financial offers which are separate. All bidders must pay attention to the administrative criteria which is mandatory fail to meet any will lead to disqualification because its Pass/Fail. The participants were briefed on the technical performance evaluation form in details on how the scores will be graded.
- UN not familiar with paying unfixed rates for goods and services.
- Quarterly secondary bidding through non formal method (RFQ) to 2-4 FA suppliers for fixed rates
- Questions

All contractors advised that a quarterly secondary bidding will still not be able to stabilize prices because the move up and down each month and advised that it should be a monthly secondary bidding running from the 10<sup>th</sup> to the 9<sup>th</sup> of the next month as prices are published by the 6<sup>th</sup> of each month.

The bidders asked if the skid tanks mentioned in the tender meet the technical LPG aspects and the response from the energy unit is that they are currently rented from one of the companies and comply with the Rwandan standards. Bidders were also informed that a tender for tanks and skids was under preparation and would be circulated.

Bidders asked if the selected suppliers 2 - 4 will be working simultaneously or one supplier per location. The response was that, after the secondary bidding the successful bidder will be contracted for all locations.

The bidders raised another question, what was the basis for 300 km from the skid tank to the camp. Response was that due to delivery lead time, we estimated 300 km to make sure the reserves are within the country, knowing that distances within Rwanda are hardly more than 300KM.

### **Main Feedback from the Pre-bid Conference**

- Secondary biddings to be conducted each month not quarterly as indicated in the tender document. A corrigendum to be sent out.