

Pre-Bid Conference Minutes

HCR/IRQ/BGD/2023/SUP/RFP/147

**FOR THE SUPPLY & INSTALLATION OF 6 ELECTRICAL TRANSFORMERS 400 KVA IN AL-ADHAIM,
DIYALA GOVERNORATE**

Pre-bid conference was organized on 15/03/2023 at 14:00 HRS on Microsoft Teams, the following companies attended the meeting:

No.	Company name	Representative name
1	Nasrin Alyaman	Ali Jabbar
2	Belad Al-Nased	Mazin Jihad

On the UNHCR side, the meeting was attended by:

No.	Staff name	Title
1	Ibrahim Al-Saffar	Senior Supply Assistant
2	Wisam Al-Kinane	Supply Associate

I. Conference Agenda:

- 1- Providing a detailed step-by-step review of the tender's package with highlights of the key elements.
- 2- Overview of the technical and commercial details of the project.
- 3- UNHCR's expectations on the delivery of the project, in terms of quality, quantity, delivery and corresponding timelines.
- 4- Responding to the queries from the participating companies/suppliers/contractors/firms etc.

II. Proceedings: (Second Scenario with Questions)

The supplier(s) were provided an opportunity to request for any clarifications and/or additional information with an intention to ensure fairness, integrity and transparency of the process. The floor was opened Q&A. The suppliers were requested to be clear and concise with their questions in the interest of time.

The following clarifications were requested and responded during the Q&A session.

Questions and Answers:

Q1: Since we have purchased a Bid Security from the Bank last time and the tender has been cancelled by UNHCR. Can we use the same Bid Security (bank Guarantee)?

A: No, The Bid security shall indicate the New RFP Number and be valid for Six months after the Tender Closing Date.

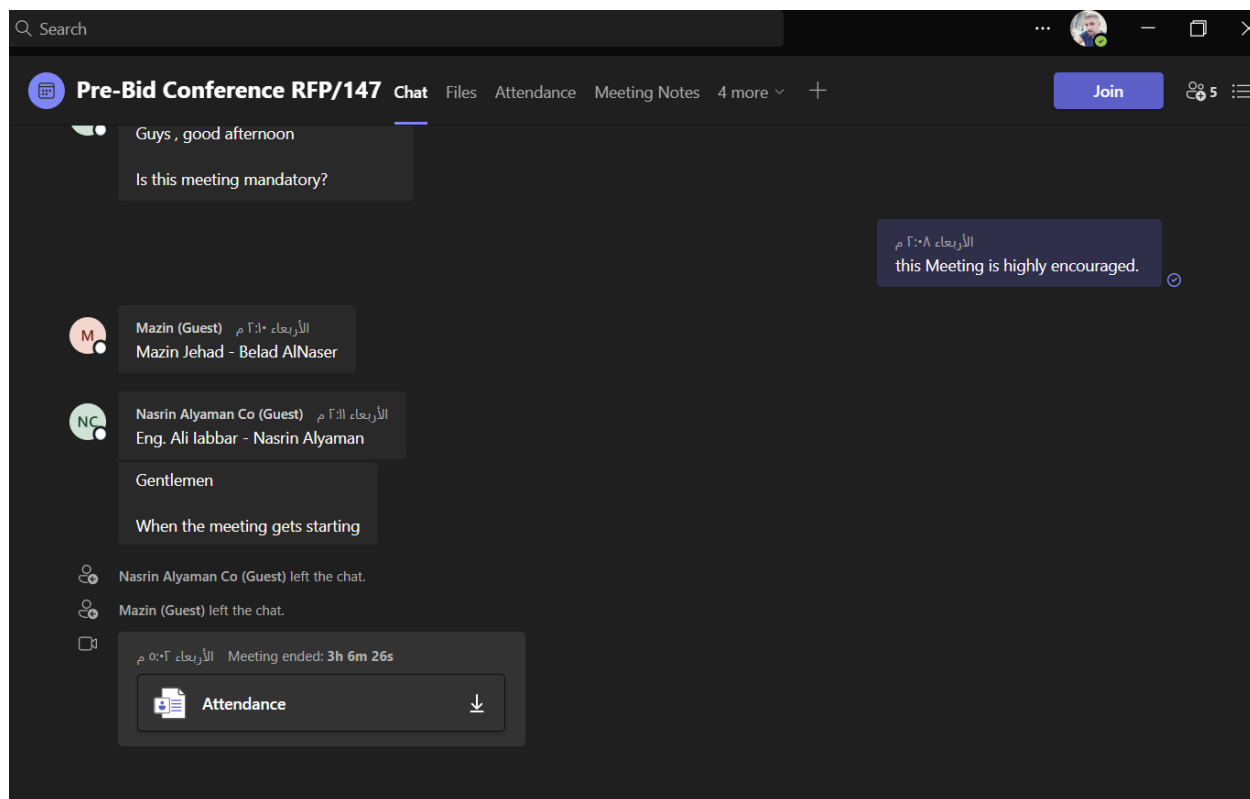
Q2: Since we have visited the site previously. Do we need to conduct a site visit again?

A: No Site visit is required for this project.

III. Conclusion:

The Pre-Bid Conference was adjourned at 15 Mar 2023 14:00 Hrs Iraq Local Time, The conference was successful in providing participating suppliers with a clear understanding of the project and the tender documents, and in ensuring that all questions and concerns were addressed. We look forward to receiving bids from all interested suppliers.

Screenshot of the pre-bid conference:



Pre-bid Conference Invitation

Pre-Bid Conference RFP/147



Ibrahim Maad Alsaffar

✓ Accept ▾

? Tentative ▾

✕ Decline ▾

🕒 Propose New Time ▾



Required ☐ Ali Jabbar; ☐ info@oyoun-alhadhara.com; ☐ Aswar Al-Dammam Company; ☐ lateef aljanabi;
☐ Alfityan Company For General Contracts LTD; ☐ belad alnaser

Wed 15/03/2023 01:02 م

Optional ☒ Chrysanthus Yaw Anthonio; ☒ Sarmad Al-Jubouri; ☐ Wisam Al-Kanane; ☐ Saef Al-Jumaili

🕒 15 March, 2023 02:00 م ٠٣:٠٠ م 📍 Microsoft Teams Meeting

Dear Vendor,

Please be informed that you have been invited to attend the pre-bid conference for the request for proposal No. HCR/IRQ/BGD/2023/SUP/RFP/147 for the Supply and Installation of 6 Electrical Transformers 400 KVA in Al-Adhim, Diyala Governorate for UNHCR Iraq Operation.

The Meeting will be held on 14:00 Hrs. Iraq Local Time on 15 March 2023.

You Can follow the instructions on Annex J for joining the meeting.

Best Regards,
Supply Unit