

**United Nations Office for Project Services**

4A, Afrosiab str,  
Tashkent, Uzbekistan

June 01, 2023

**Subject: Pre-Bid meeting minutes for RFQ/2023/45678 - Supply, delivery and installation of Miscellaneous Equipment to various hospitals across Uzbekistan.**

This Note to file explains the process of the Pre-Bid meeting held on May 31, 2023 further to the RFQ Solicitation Process RFP-2023-45678: Supply, delivery and installation of Miscellaneous Medical Equipment to various hospitals across Uzbekistan.

The RFQ was published on May 24, 2023 with the deadline for submission of quotations on June 15, 2023. The date and time for the Pre-Bid meeting as well as the Google Meet link to attend the meeting were included in the Tender Particulars section of the RFQ.

The following were the details of the Pre-Bid meeting, as published in the RFQ:

- The meeting was set to take place on May 31, 2023 from 15:00 - 16:00 hrs Tashkent Time (UTC +5 hrs).
- Though participation wasn't mandatory, bidders were strongly encouraged to attend the pre-bid meeting in order to avoid the risk of non-compliant quotations. Procedure for registration was described in the same section of the RFQ.

The purpose of the Pre-Bid meeting was to explain the relevant procurement process by giving an overview of the RFQ Contents and Particulars, Evaluation Criteria, Questionnaire, Checklist, the uploaded Documents including the Instructions to Offerors, the Schedule of Requirements, the Returnable Forms and the Contract form. At the end of the presentation participants were given a chance to ask questions. This was done in order to help the potential bidders in preparing their submissions better and have a clear understanding of the documents that are required to be submitted with their submissions.

**UNOPS Representatives:**

Gulzada Turgunbaeva (GT), Procurement Officer

Yavdat Valiev (YV), Procurement Senior Associate

### Minutes of the Pre-bid meeting for RFQ-2023-45565

<b>Project Title</b>	23709-001: Support to Development of Oncology Services Project in Uzbekistan (Phase II)
<b>Meeting ref</b>	Pre-Bid meeting for RFQ-2023-45678
<b>RFQ Case No.</b>	RFQ-2023-45678
<b>Date and time</b>	31/05/2023 at 15:00 Hrs, Tashkent (Uzbekistan) Time [ UTC +5 hrs]
<b>Location of the Meeting</b>	Google Meet: <a href="#">Link</a>
<b>Participants in the Pre-Bid meeting</b>	<p><b>UNOPS Representatives:</b></p> <ol style="list-style-type: none"> <li>1. Gulzada Turgunbaeva (GT), Procurement Officer</li> <li>2. Yavdat Valiev (YV), Procurement Senior Associate</li> </ol> <p><b>Potential Vendors' Representatives:</b></p> <ol style="list-style-type: none"> <li>1. Francare Industries (France)</li> <li>2. Samir S Hani &amp; Co SAL (Lebanon)</li> <li>3. Hope Medical Corporation (Japan)</li> <li>4. G.Heinemann Medizintechnik GmbH (Germany)</li> </ol>

Pre-Bid meeting	
<b>Meeting Introduction</b>	GT opened the meeting by thanking the participants for attendance outlining the purpose of the meeting and introduced the UNOPS representatives in attendance.
<b>Process Presentation</b>	GT then continued explaining the aim of the Pre-Bid meeting presentation which was to explain in detail the subject RFQ's content and particulars, the questionnaire, the evaluation criteria, the checklist of documents to be submitted, and the contents of the Documents' section, which included Section I - Instructions to Offerors, Section II - Schedule of Requirements, Section III - Returnable Bidding Forms, Section IV - Contract Forms. The meeting participants were given a detailed overview of the UNOPS requirements, how bidders should submit their quotations, what forms and documents were mandatory and which ones were optional. This was done in order to help all potential suppliers in preparing their submissions better and have a clear understanding of the documents that are required to be submitted with their submissions.
<b>Questions and Answers</b>	<p><b>After the presentation was done from UNOPS side, the floor was opened for Questions by the Bidders, as below:</b></p> <p><b>Q1:</b> Reference is made to RFQ Section II - Schedule of Requirements, Section II.1: Summary of the required goods and services: Who will be responsible for customs clearance of the equipment?</p> <p><b>A1:</b> Customs clearance of the shipments shall be the responsibility of the Consignee; however, the Supplier shall have to provide the necessary documentation in a timely manner for facilitating the process, including the Certificate of Registration/ Authorization/ Waiver for the import and use of the medical devices from the health regulatory authorities of the Republic of Uzbekistan.</p> <p><b>Q2:</b> Reference is made to RFQ Section II - Schedule of Requirements - Section II.3: Delivery requirements - Is time for registration of medical not included in the 90 days deadline from order?</p>

	<p><b>A2:</b> Standard timeline for registration of a new medical device is 155 days (per the information provided in UzPharm's website). Suppliers can visit the website of the State Register of Medical Products to check if the offered equipment is already registered in the Republic of Uzbekistan (link provided in the RFQ Section II - Schedule of Requirements). If equipment is not yet registered, to facilitate the customs clearance process the Supplier will have to provide evidence of application and payment for registration accompanied with the Regulatory Authority's letter addressed to Customs. Certificate of Registration can be then issued after delivery and installation of the equipment at final destination. Please note that this is an accepted procedure in Uzbekistan for all the new equipment.</p>
<p><b>Meeting Conclusion</b></p>	<p><b>GT</b> concluded the meeting by thanking the participants for their attendance. The meeting ended at 15:35 hrs, Tashkent time.</p>