

**United Nations Office for Project Services**

4A, Afrosiab str,  
Tashkent, Uzbekistan

13 June 2023

**Subject: Pre-Bid meeting minutes for RFQ/2023/45673 - Supply, delivery and installation of Operation Room Equipment (Part III) to Health Facilities in Uzbekistan.**

This Note to file explains the process of the Pre-Bid meeting held on the 13th June 2023 further to the RFQ Solicitation Process RFQ-2023-45673 - Supply, delivery and installation of Operation Room Equipment (Part III) to Health Facilities in Uzbekistan.

The RFQ was published on 07th June 2023 with the deadline for submission of quotations on 26th June 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 are the details of the Pre-Bid meeting, as published in the RFQ:

- The meeting was set to take place on 13 June 2023 from 15:00 - 16:00 hrs Tashkent Time (UTC +5 hrs).
- Non-mandatory pre bid meeting, However, bidders were strongly encouraged to attend the pre-bid meeting in order to avoid the risk of non-compliant quotations.

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:**

Almaz TEMIRBEKOV (AT), Procurement Senior Associate

Ramesh Singh (RS), Procurement Officer

Aleksandra Skorobogatova (AS), Procurement Senior Assistant

Yavdat Valiev (YV), Procurement Senior Associate

**Minutes of the Pre-bid meeting for RFQ-2023-45673**

<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-2023-45673
<b>RFQ Case No.</b>	RFQ-2023-45673
<b>Date and time</b>	13/06/2023 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. Almaz Temirbekov (AT), Procurement Senior Associate</li> <li>2. Ramesh Singh (RS), Procurement Officer</li> <li>3. Aleksandra Skorobogatova (AS), Procurement Senior Assistant</li> <li>4. Yavdat Valiev (YV), Procurement Senior Associate</li> </ol> <p><b>Prospective bidders' representatives:</b></p> <ol style="list-style-type: none"> <li>1. Djakhongir Rakhmanov, Diotech SA (Switzerland)</li> <li>2. Marat Abduvaliev, Diotech SA (Switzerland)</li> <li>3. Kristina Kanckova, Amex Export-Import GmbH (Austria)</li> <li>4. Riley Reedy, Amex Export-Import GmbH (Austria)</li> <li>5. Michalina Kamper, Amex Export-Import GmbH (Austria)</li> <li>6. Aoyu Liu, Dandong Jili (China)</li> <li>7. Naira Tsakanyan, Ogawa Seiki Co. Ltd (Japan)</li> <li>8. Akbar Turgunbaev, Medicover LLC (Uzbekistan)</li> </ol>

Pre-Bid meeting	
<b>Meeting Introduction</b>	<b>AT</b> opened the pre-bid meeting by thanking the participants for attendance, outlined the purpose of the meeting and introduced the UNOPS representatives.
<b>Process Presentation</b>	<b>AT</b> 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> What is the budget allocation for each LOT? if it is available for the suppliers?  <b>A1:</b> Allocated budget cannot be disclosed to the bidders.</p> <p><b>Q2:</b> Is the last date for bid submission 11pm 26th June 2023?  <b>A2:</b> The bid submission deadline is on 26 June 2023 14:00 Tashkent time</p> <p><b>Q3:</b> Will all the documents be submitted online via the portal of UNOPS?</p>

	<p><b>A3:</b> Yes. All the returnable bidding documents together with other supporting documents, as necessary, must be uploaded and submitted through UNOPS eSourcing platform..</p> <p><b>Q4:</b> If the bidder is successful for 3 LOTs does it mean that a bidder can get one contract for 3 LOTs?</p> <p><b>A4:</b> Yes, one contract for all three LOTs may be issued in such a case. However, UNOPS also reserves the right to issue separate contracts for each lot at different points of time.</p> <p><b>Q5:</b> Reference is made to requirements for lead times stated as “Availability at FCA point should be within 60 days” and availability in Tashkent, Uzbekistan “within 90 days”. Basically there is 30 days to deliver the goods to the country and the question is whether within these 30 days or prior to that a Tax exemption letter and any other documents required for importing the goods into the country will be provided by UNOPS?</p> <p><b>A5:</b> Provided that shipping documents for the goods are provided on time (as soon as prepared and prior to or immediately upon shipment of the goods), provision of any required letter or other documentation in a timely manner for customs clearance shall be the responsibility of the Consignee or UNOPS. UNOPS will welcome if goods are made ready earlier than those prescribed minimum timelines.</p> <p><b>Q6:</b> Regarding the storage in Tashkent before distribution, do you know for how many days?</p> <p><b>A6:</b> Reference is made to Section II: Schedule of Requirements, Section II.1: Summary of the required goods and services, point no 7, where it is stated: “...These services, i.e. delivery of the goods from Tashkent to all the final destinations and performance of the related services at final destinations must be completed <b>within 60 days</b> after goods’ arrival to Tashkent, Uzbekistan”. Accordingly, you need to plan the storage duration in Tashkent taking into consideration your in-country logistics, installation and other services, which must not exceed 60 days from the date of goods’ arrival to your warehouse in Tashkent.</p> <p><b>Q7:</b> Can the pre-bid presentation be sent to bidders by email?</p> <p><b>A7:</b> The pre-bid meeting minutes shall be uploaded under the Documents’ Tab of the RFQ. The presentation however shall not be shared, as it does not contain any new information compared to what’s already stated in the RFQ. Bidders are encouraged to read the RFQ and refer to the requirements stated therein.</p>
<b>Meeting Conclusion</b>	<b>AT</b> concluded the meeting by thanking the participants for their attendance. The meeting ended at 15:44 hrs, Tashkent time.