

## Pre-Bid Conference Minutes

### HCR/IRQ/COE/2023/RFP-050

### For Supply, Delivery, and Installation of 215 Solar Street lights (All in one model) for Qushtapa Sub-District, Erbil – Iraq

Pre-bid conference was organized on 27/06/2023 at 11:00 HRS on Microsoft Teams, the following companies attended the meeting:

No.	Company name	Representative name
1	Rubar Company	Bekhal Ismael
2	Power-Men Company	Lozan Ibrahim
3	Wadi Al-Zaitoon group	Ibrahim Kh Ahmed
4	Mass Capital Company	Akram Rashad
5	Taj Al-Saqr Company	Soma Yasin Aziz
6	Kobin Power Company	Mohammed Ibrahim

On the UNHCR side, the meeting was attended by:

No.	Staff name	Title
1	Sandy Jelo	Senior Supply Assistant
2	Mazin Al-Nkshbandi	Associate Shelter Officer

#### 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:

The participating suppliers were provided with a brief overview of the project, followed by a detailed review of the solicitation documents. The purpose of this was to ensure that all interested suppliers had a clear understanding of the project and the tender documents. UNHCR's expectations with regards to the delivery of the project, including the expected levels of quality, quantity, delivery timelines, and other relevant details, were also discussed in detail.

During the conference, the participating suppliers were given an opportunity to request clarifications and/or additional information to ensure fairness, integrity, and transparency throughout the bidding process.

After the discussion, the suppliers confirmed that they had a complete understanding of the project, including the technical and commercial details, and the expectations of UNHCR in terms of quality, quantity, delivery, and corresponding timelines.

There were no questions posed to the UNHCR panel, which was comprised of procurement and technical/requesting functions.

## III. Conclusion:

The Pre-Bid Conference was adjourned at 27/06/2023 – 11:00HRS Baghdad Standard 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:

