

**United Nations Office for Project Services**

4A, Afrosiab str,  
Tashkent, Uzbekistan

21/08/2023

**Subject: Pre-Bid meeting minutes for**

RFQ/2023/45674 - Supply, delivery and installation of Systems for blood management during surgery to the Republican Specialized Scientific and Practical Medical Center of Oncology and Radiology in Tashkent, Uzbekistan.

This Note to file explains the process of the Pre-Bid meeting held on the 21st August 2023 further to the RFQ Solicitation Processes: RFQ/2023/45674 Supply, delivery and installation of Systems for blood management during surgery to the Republican Specialized Scientific and Practical Medical Center of Oncology and Radiology in Tashkent, Uzbekistan.

RFQ was published on 15th August 2023 with the deadline for submission of quotations on 30 August 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 21 August 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 Content 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:**

Ramesh Singh (RS), Procurement Officer;

Yavdat Valiev (YV), Procurement Senior Associate;

Bekzodbek Abdutayimov (BA), Biomed Engineer.

**Minutes of the Pre-bid meeting for RFQ/2023/45674**

<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/2023/45674
<b>RFQ Case No.</b>	RFQ/2023/45674
<b>Date and time</b>	21/08/2023 at 15:00 Hrs, Tashkent (Uzbekistan) Time [ UTC +5 hrs]
<b>Location of the Meeting</b>	Google Meet: <a href="https://meet.google.com/ced-yusz-wqz">meet.google.com/ced-yusz-wqz</a>
<b>Participants in the Pre-Bid meeting</b>	<p><b>UNOPS Representatives:</b></p> <ol style="list-style-type: none"> <li>1) Ramesh Singh (RS), Procurement Officer;</li> <li>2) Bekzodbek Abdurayimov (BA), Biomed Engineer;</li> <li>3) Yavdat Valiev (YV), Procurement Senior Associate.</li> </ol> <p><b>Potential Vendors:</b></p> <ol style="list-style-type: none"> <li>1) Hope Medical Corporation (Japan)- 2 persons</li> <li>2) Eastern Surgical Company (India)- 1 person</li> <li>3) Representative of Ogawa Seiki Co., Ltd. (Japan) in Uzbekistan- 1 person</li> <li>4) Innova Medical Equipments and services (Georgia)- 1 person</li> <li>5) Maitha General Trading LLC Dubai (UAE)- 1 person</li> <li>6) Representative of Delta Max Group (Uzbekistan) - 1 person</li> </ol>

<b>Pre-Bid meeting</b>	
<b>Meeting Introduction</b>	<b>YV</b> opened the meeting at 15:00 LT by thanking the participant for attendance outlining the purpose of the meeting. He then introduced the UNOPS representatives in attendance.
<b>Process Presentation</b>	<p><b>YV</b> then continued explaining the aim of the Pre-Bid meeting presentation which was to explain in details the subject RFQs' 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 for Goods. 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.</p> <p><b>RS</b> continued the session at 15:20 LT by explaining how to use UNGM and the eSourcing system.</p>
<b>Questions and Answers</b>	<p><b>After the presentation was done from UNOPS side, the floor was opened for Questions by the Bidder, as below:</b></p> <p><b>Q1.</b>Lot#4 Heart lung machine was announced in RFQ 45678. Is it being re-tendered in this RFQ 45674?</p> <p><b>A1.</b> Yes.</p>
<b>Meeting Conclusion</b>	<b>YV</b> concluded the meeting by thanking a participant for his attendance. The meeting ended at 15:45 hrs, Tashkent time.