

## Prebid-Meeting Minutes ITB/2023/48352

Date	13 Sempember 2023
Horaire	11h00 -12h 00 UTC
Lieu	Google Meet ( <a href="http://meet.google.com/xuz-hypo-xik">http://meet.google.com/xuz-hypo-xik</a> )
Participants	Liste des participants ci-dessous

Summary	<p>As foreseen in this tender (under particulars section), a clarification meeting was held virtually through the link above on Wednesday 13 September 2023 11:00 - 12:00 UTC with potential bidders attended.</p> <p>The objective of this meeting was to further clarify the requirements so potential bidders can prepare and submit a responsive and compliant offer in response to this open tendering process.</p>
---------	--

Key points highlighted/discussed	<p>Potential bidders are encouraged to note the following key aspects:</p> <ul style="list-style-type: none"> <li>• The bid has been divided by three lots</li> <li>• Bidders must carefully review the technical specifications and propose fully compliant equipment;</li> <li>• Bidders must carefully filled out each and every form, sign and stamp where indicated;</li> <li>• The Manufacturer authorization form must be filled out, printed out letterhead, signed and stamped by the manufacturer; The bidders are requested to submit an authentic manufacturer authorization.</li> <li>• Technical Bid Form must be properly filled indicating the key technical parameters, the offered brand and model for each equipment;</li> <li>• Bidders must indicate the contact details of the local representative/partner that will be in charge of the technical support and maintenance services.</li> </ul>
Question	<p>Q1. Do we need to supply manufacturer standards ? Answer : Not necessarily, certificates of conformity mentioning compliant standards are enough.</p> <p>Q2. Is installation, training and commissioning the responsibility of the company ? Answer: No, only for the autoclave in 5 sample sites</p> <p>Q3. Is a local representative mandatory ? Answer : Local or regional</p> <p>Q4. Is distributor authorization authorized? No. We need the manufacturer's authorization.</p>

Participants :

**UNOPS :**

- Gabriella Jimenez Moyao, Lead biomedical Engineer ;
- Lalla Hama, Procurement Specialist ;
- Mame Mor Diop, Procurement Analyst.

**Suppliers :**

- Frauke PIERL / Project Manager / company J. Achelis & Söhne GmbH Allemagne ;
- ODJOUGBELE Toussaint, ABENES SARL, Cotonou-BENIN ;
- AVOCE Boris José|| ABENES SARL Cotonou BENIN
- Henk Woudenberg, CEDI Europe b.v, The Netherlands
- KOUMASSI Etse de la société KOUMASTAR, Lomé TOGO