

Date: 27-September-2023

Minutes for Pre-Bid Meeting held on 26-September-2023,

Time: 11:20 am to 11:45 am

EOI/2023/48221

Expression of Interest for water wells pumping tests services

The opening of the meeting was held by the Procurement Official with the presence of UNOPS and Sector Engineer where everyone introduced himself/herself, and the attendees introduced themselves.

- UNOPS started the orientation by introducing a brief about the project and the background of the EOI exercise, and explaining the reason for such a meeting is to provide more chances for all suppliers equally, also to listen for any inquiry that the suppliers may have.
- Invited suppliers were encouraged to review the EOI documents carefully, read all technical requirements, and ensure to submit the required documents accordingly signed and stamped.
- UNOPS personnel emphasized the importance of filling the required returnable schedule form correctly and attaching all required supporting documents.
- Then it was emphasized the importance of sending the complete offers by the submission deadline date (**10-October-2023**) at (**05:00 pm**) to via eSourcing portal with tender reference: **EOI/2023/48221**.
- All clarifications must be sent to the eSourcing portal with tender reference: **EOI/2023/48221** before **30-September-2023 4:00 pm**. All clarifications will be compiled, addressed and shared to all bidders.

Then the Eng. provided a quick overview of the schedule of requirements and the main scope of work and the expected deliverables.

Discussion points /Questions related to the EOI in the subject:

- General discussions took place on the RFQ and the suppliers raised some questions.

Questions raised by the suppliers and UNOPS formal answers:

Question 1: What do you mean by camera test?

Answer: This is the camera test that is conducted by logging a camera to the well to take photos and record videos in order to inspect the well conditions, companies can source a third party for this activity.

Question 2: What is the questionnaire about?

Answer: There are two parts of the questionnaire, one related to information about the bidder and another related to the service.

The minutes shall be part of the EOI and be guided accordingly.

Thank you
UNOPS Yemen