

Pre-Bid Meeting Minutes

ITB Reference: ITB/2023/49547

Title: Acquisition of various Medical Equipment including Installation to be delivered in Tunisia

Meeting date: 20 December 2023, from 11:00 to 12:00 UTC

Please find below the minutes for the pre-bid conference held on December 20th 2023 via Google Meet for the subject tender.

This shall form part of the official solicitation documents. Please be guided accordingly.

* Following this meeting an amendment will be made to the tender (Revision 1).

The meeting began with a welcome note to all the participants. A brief description of the project was given, and then the below agenda was followed.

1. Scope of the Tender
2. General Information
3. Documents
 - a. Returnable Documents
4. Evaluation Criteria
5. Delivery & Distribution
6. Questions

The presentation can be found attached in eSourcing under 'Pre-bid Meeting Presentation (ITB_2023_49547)

Some points that were particularly highlighted during the presentation where:

- The deadline for requests for clarifications: **2 January 2024**
 - **Now extended to 12 January 2024**
- The deadline for bids submission: **8 January 2024**
 - **Now extended to 17 August 2024**
- Bidders must offer 100% of the items specified for each lot and 100% of the quantities specified for each item of a lot.
- Performance security shall be required from the awarded Bidder in the amount of 5% of the total Contract amount, in the form of a Bank Guarantee as set out in the document titled General_conditions_goods_and_services which is available in the Documents section.
- UNOPS will deduct from the Contract price, as liquidated damages, a sum equivalent to the percentage of 0.03% of the original total Contract price for each day of delay until actual delivery or performance, up to a maximum deduction of **10%**. Once the maximum is reached, UNOPS may terminate the Contract pursuant to the General Conditions of Contract
- Bidders were highly encouraged to make sure that all the returnable documents are well completed and signed.
- Bidders were encouraged to read thoroughly through the Schedule of requirements and to pay particular attention the the related services
- Bidders were shown how to correctly fill out **Form D_ Technical bid form**.
- The delivery schedule was explained in more detail.

At the end of the presentation, the session was opened to Questions.

Questions and Answers:

Question Number	Question	Answer
1	(For Lot 4) The brand and models are specified but the manufacturer is refusing any cooperation, so is there any solution or an alternative proposed by UNOPS in this case ?	No intervention is possible from UNOPS in the communications between the manufacturer and its partners. However, the bidders were encouraged to bid for the other lots included in the tender.
2	Is it possible to participate partially in a Lot by supplying some of the articles required, not the full lot ?	As specified in the tender:- Bidders shall be allowed to quote prices for one or more lots identified in this tender. However, bidders must offer 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot.
3	Is it possible to have an extension to the deadlines?	Yes, considering the holidays period we will extend for +/-10 days.
4	For lot 1,2,3 can we propose any brand?	Yes. Any Brand will be accepted as long as they meet the minimum requirements set in the tender and the Brand has a local representation within the country.

All the participants were thanked for their time and presence and the meeting was concluded at 12:00 UTC