

**MINUTES OF PRE-BID CONFERENCE FOR THE SUPPLY OF (9) CORE RELIEF ITEMS**  
**INVITATION TO BID Reference No: 2024/ITB/002**

1. Meeting Date: 5 March 2024
2. Meeting Start time: 9:45 am
3. Meeting End time: 12:45 pm
4. Venue: Room 9, Division of Conference Services, Nairobi, Kenya
5. Objective: Provide instruction to interested bidders on the requirements, how to prepare responsive bids and opportunity for bidders to ask for clarifications.
6. Agenda:
  - Welcome
  - UNHCR Operational Strategy for sustainability
  - UNHCR Procurement
  - Bid procedures
  - Questions & Answer
  - Closure and remarks

*7. Welcome*

UNHCR regional bureau for East and Horn of Africa & Great Lakes welcomed all participants to the event and highlighted that the organization is interested in identifying manufacturers in the region as part of the Organization's initiative to provide rapid emergency response and reduce the environmental impact of the transportation of core relief items by sourcing items closer where they are needed. The regional bureau also thanked the participant's interest in this process.

*8. Presentations:*

At the beginning of the session, it was informed that if bidders have technical questions, they must be sent them in writing for clarification.

To make this pre-bid conference more beneficial to all interested bidders, UNHCR prepared power point presentations for the following topics:

- a. UNHCR Operational Strategy for sustainability remarks: It was explained that UNHCR has developed an operational strategy for sustainability that involves improving the supply chain from end to end by integrating environmental, social and economic considerations into the organization's supply activities. Part of the efforts implemented by UNHCR is identifying manufacturers in regions or countries where the organization operates (proximity sourcing). This strategy aims to mitigate challenges such as long lead times, and supply chain disruptions often associated with

distant sourcing as well as supports the organization's sustainability goals by reducing the environmental impact associated with long-distance transportation.

- b. UNHCR procurement remarks: It was explained that UNHCR handles procurement of different goods and services that are necessary to provide humanitarian assistance to refugees, displaced persons, and stateless individuals around the world. One of the key elements to doing business with UNHCR, is that suppliers are required to accept UNHCR general terms and conditions for contracts and UN Supplier Code of Conduct.
- c. Invitation to bid procedures remarks: It was presented the key aspects and requirement for this tender, including the preparation phase, submission process, evaluation criteria, and post-award activities. The aim was to provide information that can facilitate the preparation of your submissions and can help understand the procurement process.

After the presentations there was a 15-minute coffee break and the session of questions and answers started after this.

#### 9. Questions and answers:

No	Question	Answer
1	How can suppliers in the region have an opportunity?	<p>We intend to establish a pool of suppliers within the whole region; however, they need to have manufacturing facilities.</p> <p>In the event, suppliers do not have it, but they are able to commit in establishing one, they should express interest and provide an implementation plan.</p> <p>If suppliers have similar products with some variation from the specs, they should indicate whether they can develop the required product and when it can be achieved.</p> <p>Cost is an important element since we are a humanitarian organization, but we also consider quality and environmental aspects.</p>
2	There are 2 CRIs for which there is no manufacturing capacity, but we can set a warehouse facility with stock since setting a manufacturing facility will take time? Also, how to reduce the mobilization when there is no manufacturing facility?	<p>We are not sure about the fact that there is no manufacturing capacity in the region. Actually, we believe there is some. But of course, we understand that full capacity to meet our expectations and demand may take time to develop.</p> <p>This is also an opportunity for us to test the capacity of the market to respond and will</p>

		<p>give us the input we need to know on what the next steps will be. It is a way to signal the market and identify who is willing and interested in setting up a manufacturing facility. Based on the results of this tendering process we will proceed case by case.</p>
3	<p>In the case of manufacturing capacity not yet available, do we need to fill in the documents?</p>	<p>It is important to send a cover letter expressing interest in setting up a manufacturing facility including timeline, milestones, challenges.</p> <p>There won't be an award of contract, but they can be considered for future business opportunities.</p> <p>It is also important to consider that any financial investment is the supplier's responsibility.</p>
4	<p>Are you able to accept old specifications as alternative products? We do not have fully recycled blankets but some level.</p>	<p>The old specifications are no longer acceptable. The use of recycled material can reduce dependency on virgin materials that are difficult to import and become less dependent on external suppliers. These materials can be found locally.</p> <p>The specs for blankets consider some alternative recycled materials. However, please do not refrain from submitting an offer and make sure you provide an explanation of your deviations from the requested standard.</p>
5	<p>What difference make if the raw material comes from China? For example: kitchen sets.</p>	<p>When we look at the different stages of a product's life cycle, raw materials are just one part of the supply chain. We are trying to reduce the negative impact of the product due to long distances of transportation and distribution, but we also consider other aspects that are reflected in the specifications. This also helps create local employment opportunities that can promote local economies.</p>
6	<p>If we are registered in UNGM? Do we need to fill in all the documents?</p>	<p>UNGM is a platform for UN agencies to advertise tender notices, and to participate in this tender, you will still need to fill in the</p>

		documents and send it through the e-tender box, UNHCR procurement platform. We are starting to use a new system (Cloud ERP).
7	What kind of sustainable material are we talking about?	It depends on the product; however, any technical questions need to be submitted in writing.
8	To have production capacity within the region could be challenging and sometimes impossible. What is the possibility to change to Asia?	We already have global suppliers in Asia and in parallel, we are still launching tenders that will cover this and other regions, but in the case of this tender, it is addressed to local or regional manufacturers. We are aware that there may be challenges in achieving our objectives. However, with this exercise we aim to improve the resilience of the Organization's supply chain while reducing the environmental impacts of our supply operations and supporting local economies.

#### 10. Closure:

At the end of the meeting, UNHCR thanked again the participation, insightful questions, and constructive contributions throughout the session.

Bidders were encouraged to review the bid documents carefully and reach out to us if they have any further questions or require additional clarification.

There being no other questions raised the meeting was concluded at 12:45 PM

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Note: For any request for clarifications, bidders are required to send the queries in writing to Mrs. Tzitz Caldera at email: [calderat@unhcr.org](mailto:calderat@unhcr.org) and cc: [hqquery@unhcr.org](mailto:hqquery@unhcr.org) . UNHCR will issue clarifications to queries received by posting on the website and share with all bidders.