**MINUTES OF PRE-BID MEETING ON TENDER, FOR LOCAL FA, FOR THE SUPPLY OF GENERATOR SPARE PARTS AND PERIODIC PREVENTIVE MAINTENANCE FOR GENERATOR RFP/SC/NIGMA/2024/002**

**FACILITATORS:**

Olusegun Bamidele Bernard – Supply Associate

Hadiza Nana Suleiman- Snr Supply Assistant procurement

List of suppliers’ who were in attendance:

Biohenry Generators limited.

JMG Generators

Al-amin supplies

**OVERVIEW:**

The session was facilitated by the UNHCR Sub office, Maiduguri Supply unit on 9 May 2024 at 3:00pm to 4:00Pm. The main purpose of the meeting was to provide detailed explanation to potential suppliers on what is expected in their submission. The meeting is also required to allow potential bidders make enquires on the criteria set in the tender. As it is an RFP their contribution to the tender is very important to ensure a successful outcome is achieved. The supply team used the opportunity of the pre-bid session to highlight key requirements in the bid document (RFP).

DISCUSSION: Supply unit presented the tender documents and annexes to the potential bidders. The technical requirements were discussed as well as the submission process. The Potential bidders were informed that, the tender is going to be evaluated on 60:40% basis. They were also told to either bid for all lots or one lot. The potential bidders were informed of the need to provide all technical documents requested per lots. See below questions asked by the bidders and responses provided by the UNHCR Supply Unit colleagues.

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| **S/N** | **Questions** | **Responses** |
| 1. | Biohenry: I want to know the actual warranty? Is it for two years or three years, because we pay for insurance. I want to know the minimum warranty. | The warranty is requested to ascertain the genuineness of the spare parts. A list of all parts with warranties can be shared irrespective of the number of years. |
| 2. | Biohenry: Request to have a list of running hours of each generator to enable us to provide the right quotes for maintenance. | The running hours will be provided. |
| 3. | JMG Generators: Can you please share the technical document again. | This will be shared by mail. Try to ensure the file size is not more than 20MB |
| 4. | Who takes the responsibility of a broken/Damaged spare part in case if it not same vendor that is awarded the maintenance and the spare parts. | The spare part is under warranty, before accepting any spare part there should be some sort of quality assurance of the person conducting the maintenance. |
| 5.JMG Generators | How do we maintain price for the next two years, seeing the rate of inflation in the country? | It is a long time FA all prices should be provided to accommodate the fluctuations in the market. |

**CONCLUSION.** The meeting ended at 4:00pm and vendors were reminded to submit on or before the deadline. They were also encouraged to share additional information that can support the one provided by UNHCR.