

Pre-Bid Meeting Minutes

ITB Reference: ITB/2024/52072

Title: Provision of general surgery medical equipment and related Services in Tunisia

Meeting date: 19 June 2024, from 2:00 to 2:30 PM (UTC+1)

Please find below the minutes for the pre-bid conference held on June 19, 2024 via Google Meet for the subject tender.

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

The meeting began with a welcome note to the participants (4 people). 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_2024_52072)

Some points that were particularly highlighted during the presentation where:

- The deadline for requests for clarifications: **10 July 2024**
- The deadline for bids submission: **15 July 2024**
- The Bidder 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
- The Bidder was highly encouraged to make sure that all the returnable documents are well completed and signed.
- The Bidder was encouraged to read thoroughly through the Schedule of requirements and to pay particular attention the the related services
- The Bidder was shown how to correctly fill out **Form D_ Technical bid form**.
- The bidder must submit proof of renewal for any of the required certifications expiring within less than six months.
- The delivery schedule was explained in more detail.

Questions were taken and answered through the presentation.

Questions and Answers:

Question Number	Question	Answer
1	Can we designate one local representative for all the lots and items?	Certainly, if all your equipment are represented by a single local representative, then the answer is yes.

The meeting concluded at 2:30 PM.