

Pre-Bid Conference Minutes

Request for Proposal # RFP/HCR/SYR/24/297

For the establishment of frame agreement for the provision of Engineering Services in Syria

Pre-bid conference was organized on 05/09/2024 at 11:00 a.m. on Microsoft Teams and in person in UNHCR Damascus Office KS2/3 meeting room, the following companies attended the meeting:

No.	Company name
1	Muhammad AbuLaban
2	Future Builders
3	Sanaya EST
4	Fareed Eskaf
5	Kamal Ibrahim Hishmat Sheikh Ghrib Zada EST
6	Hosam Eng-Gate
7	Tourkmani and Jaafar Co.
8	mhd zoni
9	RK FZE
10	SYRCONSULT
11	iproplan® Planungsgesellschaft mbH
12	Dyana - Platform
13	Baalbaki Group
14	Mideast Engineering and Consultant Co.
15	General Company for Engineering Services
16	Kamal Deeb
17	Al Sharq Gate
18	Eminent Co
19	Platform Consulting and Investment Services

On the UNHCR side, the meeting was attended by:

No.	Staff name	Title	Email address
1	Ali Baloul	Assistant Shelter Officer	baloul@unhcr.org
2	Ola Kabalan	Shelter Associate	kabalano@unhcr.org
3	Feras Alzahabi	Supply Associate	alzahabi@unhcr.org

I. **Conference Agenda:**

- 1- Providing a detailed step-by-step review of the tender's package with highlights of the key elements.
- 2- Overview of the technical and commercial details of the project.
- 3- A comprehensive explanation about the outcome of the tender and how to submit the technical and financial offers through cloud ERP.
- 4- Responding to the queries from the participating companies / suppliers / contractors/ firms.

II. Proceedings:

The shelter and supply's representatives provided a comprehensive and clear description about the technical details of the terms of reference and the requirement of the RFP for the purpose of establishing a frame agreement for the provision of the said services for one year with the possibility of extending it for another year.

The shelter unit's representative explained the technical details about the terms of reference and what is required from the bidders to meet UNHCR technical requirements, the mandatory criteria and the weighting criteria in the technical evaluation and a clear demonstration about the technical evaluation methodology and how to give scores to the technical offers, it was also highlighted that the contractor should have the capacity to communicate with the governmental entities for the smooth provision of the required services.

then the supply representative provided an explanation how the bidders can submit their offers and documents against our RFP in cloud ERP system and the bidders need to register themselves in CERP in order to be able to submit offers against the subject tender as all offers should be submitted only via CERP, all details about registration and the submission of the offers can be reviewed in Annex H-Supplier portal manual which is annexed to the tender documents. It is also good to mention that the figures mentioned in the BoQ document are for estimation only as it is not guaranteed to be ordered as the order will be issued based on the actual requirements.

It was clearly highlighted that the bidder can upload documents on the subject tender within CERP platform, revise, add or delete but no revision or add files can be done after the bid closing date and time so the bidder needs to make sure that all documents are provided / uploaded by the bid closing date and time.

The following clarifications were requested and responded during the Q&A session.

Questions and Answers:

Q1: For buildings, is there an estimated volume, even approximative would be appreciated (e.g., more or less than 4 stories, number of apartments per building... etc).

a building or are they separate (i.e., villa).

UNHCR intervention is covering all types of construction typology in urban , semi-urban, rural, and villages, the estimated volumes and QTY are described in the BOQ and ToR, noting that the actual qualities will be determined as per UNHCR plan and needs,

What is the possibility of regrouping the services of the same site? We are asking this to know if we can get as much work done as possible for every site.

It will follow the project description, for example, we will request to assess the repair a group of houses in the same neighborhood or village, min 50 units, but in a few cases might be less

Q2: Regarding the A/M tender, we would like to inquire if it is acceptable that the commercial registration and the bank account contain two persons, let's say A and B, but the previous experiences

and similar projects are separate, Projects of A and Projects of B?

The bidder company name should be exactly the same as the bidder's name in the commercial registration and bank account name. in case of a joint venture agreement the bidder should apply to the joint venture requirements as listed in the RFP cover letter

- Joint Ventures are only accepted in case the JV has its own legal entity with its own legal business registration and banking account in JVs name. Any joint venture not meeting the criteria will result in disqualification of the bid.

Q3: We are writing to inquire about our eligibility to apply as the lead partner in a joint venture for the requested services. As a consultancy company registered in Türkiye, with established access to non-government-controlled areas in Northwest Syria (NWS) and Northeast Syria (NES), we would like your guidance on the following options:

Joint Venture with a Syrian Counterpart Registered in Non-Government-Controlled Areas: In this case, we would partner with a Syrian firm registered with the Syrian Engineering Syndicate in non-government-controlled areas, based in Aleppo or Idleb. Together, we would cover services in the governorates of Idleb, Aleppo, Al-Hassakeh, Al Raqqa, and Deir Ezzor (non-government-controlled areas).

Joint Venture with a Syrian Counterpart Registered in Government-Controlled Areas: If the first option is not accepted or preferred, we would partner with a Syrian firm registered with the Syrian Engineering Syndicate in government-controlled areas, also based in Aleppo. In this scenario, we would be able to cover the governorates of Idleb, Aleppo, Al-Hassakeh, Al Raqqa, and Deir Ezzor (both government-controlled and non-government-controlled areas).

UNHCR don't advise about the individual status per each bidder, this will be evaluated after the submission of the offers not before, the bidder should adhere to the joint venture requirements as mentioned in the RFP cover letter otherwise the offer will be disqualified.

- Joint Ventures are only accepted in case the JV has its own legal entity with its own legal business registration and banking account in JVs name. Any joint venture not meeting the criteria will result in disqualification of the bid.

Q4: With reference to the "Establishment of Frame Agreement(s) for the Provision of Engineering Services to UNHCR Office in Syria" we would ask the following if accepted:

We have the following inquires:

In your cover letter document page 5 you mentioned that Joint Ventures must have "its own legal business registration and banking account in JVs name" do the same applicable in other types of partnerships? ea. "Consortium" "?

the bidder should adhere to the joint venture requirements as mentioned in the RFP cover letter otherwise the offer will be disqualified, other types are not applicable in this tender.

If these criteria can't be waived, is it possible if the submitting partners issue a written commitment to establish a legal business registration and a bank account after initial awarding of the tender?

Conditional awarding is not applicable i.e. no bidder can be awarded based on documents to be provided after the evaluation process is concluded, all required documents should be submitted

prior to the bid closing date.

Q5: You mentioned that the bidder should be an engineering company not engineering office, do you accept the same?

You may coordinate with other offices to fulfill all requirements, but you need to adhere to the joint venture requirements as stated in the tender documents.

Q6: Can we submit our offer per governorates? Regarding the qualifications of the project manager can we submit our proposal and upon awarding we can submit all required details?

Submission of financial offers can be per lot, each of the six lots covers one of UNHCR offices and the bidder should cover all services required within the locations of the area, regarding the documents should be submitted as per the available staff and in case of any change during the implementation of the offer you can inform UNHCR to approve the new staff accordingly.

Q7: You have requested within the mandatory requirements: the Syrian Engineering Syndicate, and qualification as a consultant office to undertake engineering studies. Can you accept a similar certificate from outside Syria if the company is registered outside Syria.

The Bidder should hold same qualification or higher in the country of registration, in same time they must have experience in Syria context, and capacity to undertake the work.

Q8: Can we submit an offer as group of companies but not a joint venture company?

The offer should be submitted as joint venture according to the joint venture requirements or the companies shall be under one company and the tender is submitted by this company.

Q9: Can we coordinate with one of the universities in country as the university will submit an offer?

Any bidder should meet the commercial and technical requirements mentioned in the tender. UNHCR usually have different kind of agreements with governmental entities, ministries or universities which is different rather than service contracts.

Q10: Is it acceptable for one bidder to be contracted for assessment and another one for the supervision?

Contacting will be per lot (location) for both requirements.

Conclusion:

The Pre-Bid Conference was adjourned on 05/09/2024 at 12:30 hrs. The conference was successful in providing participating suppliers with a clear understanding of the project and the tender documents, and in ensuring that all questions and concerns were addressed. We look forward to receiving bids from all interested suppliers.

Screenshot of the pre-bid conference:



Link to the recording of bidders conference meeting:

[Bidder conference for engineering service firm-20240905_110214-Meeting Recording.mp4 \(sharepoint.com\)](https://sharepoint.com/Bidder%20conference%20for%20engineering%20service%20firm-20240905_110214-Meeting%20Recording.mp4)

Pre-bid Conference Invitation:

RE: RFP/HCR/SYR/2024/297 - Engineering Services-Bidders Conference meeting Invitation



UNHCR Country Office Procurement Unit
To: UNHCR Country Office Procurement Unit

☺ Reply Reply All Forward 📧 ⋮
Thu 9/5/2024 10:04 AM

Bcc: Mahmoud Taleb Ghanayem Odeh; Ola Kabalan; Ali Baloul; oezkan.Mehmet@iproplan.de; Eminent.Eng@hotmail.com; dr.eng.mansouri@hotmail.com; info@platformsyria.com; sana_grp@hotmail.com; hosam@eng-gate.com; best.services.eng@gmail.com; zonim@hotmail.com; rami@mutawasset.com; dirasat@gces.sy; ahmad-tahani@hotmail.com; wcheikha@yahoo.com; amirforfoods@amirgroup.com; m-office@alaniss.com; alker.syria@outlook.com; g.m@althanna.com; almothanna_eng@yahoo.com; info@alnaal.com; muhammad.Abulaban@aste-sy.com; hisham.dahbour@aste-sy.com; awadcaravans@gmail.com;

Dear Sirs,

Reference is made to our subject invitation RFP/HCR/SYR/2024/297 - Engineering Services in Syria.

Please find herein the link to the bidders' conference meeting:

https://teams.microsoft.com/join/19%3ameeting_YTEwOTFiyYtMWm3NS00GE1LW11MDMTyW15MjE3NzJjZTFj%40thread.v2/0?context=%7b%22id%22%3a%22e5c37981-6664-4134-8a0c-6543d2af80be%22%2c%22oid%22%3a%22cbb8cf85-3a09-4871-a49c-a00e19f30289%22%7d

You may join the meeting at 11:00 Damascus time.

Note: You need to install the "Microsoft TEAMS" app if you don't have it on your cell phone or laptop.

Best,

UNHCR Syria Procurement Team

Abdullah Ibn Rawaha st.Kanwat Basatin, Kafarsouseh,

Damascus, Syria

www.unhcr.org/sy/

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