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**Pre-Bid Meeting Minutes**

**Project: 24292 -001**

| **S/No** | **Tender Ref No** | **Tender Description** |
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| 1 | ITB/2024/53748 | Re-bid -Supply and Delivery of Service Rig , for Ethiopian Ministry of Finance, Addis Ababa , Ethiopia |

**Date:** 18 Sept 2024 **Time: 2:00 pm to 3:00 pm**

**Project:**  **24292 -001**  **Location:** Online via google meet.

| **Attendees:**   * Wossen Belete UNOPS - Focal Person for the tender * Samson Ketsela Mulat,- UNOPS- Procurement Manager, * Dahalak Hika, UNOPS-Lead Mechanical Engineer * Potential Bidders (Two bidders attended the meeting). |
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| **Distribution: Minutes to be uploaded to Esourcing** |
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| **Meeting purpose: Pre-bid meeting to clarify the tender to bidders** |

| **No** | **Topic/Issues/Resolutions** |
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| **1.0** | **Opening Remarks and Introduction**   * Focal Person for these tenders opened the meeting with a word of welcome and thanked the   bidders for logging onto the meeting. |
| **2.0** | **Presentation of the ITB**   * He then clarified the following key sections of the ITB that bidders usually make mistake in their submissions * Note that the Tenders have 3 Lots. Bidders are allowed to bid for one or more bids. Bidders must offer 100% of the items specified for each lot and 100% of the quantities specified for each item of a lot. UNOPS Encouraged bidders to participate in all LOTs since only One LOT will be awarded based on the financial offer received and budget availability. * Carefully ready and respond to the following criteria: Eligibility and formal criteria,Qualification criteria and Technical criteria. * Carefully read and submit returnable bidding forms in full, signed and stamped * Make sure each checklist (main tender and lots) fields are uploaded with the right document * Clearly indicate for each item: Brand, Model and Country of Origin * Make sure you submit a statement which outlines their approach, strategy, and/or current efforts to reduce the carbon footprint of their organisation. * Make sure you submit documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies). Bidders are encouraged to take the WEPs Gender Gap Analysis Tool to identify strengths, gaps, and opportunities to improve their performance on gender equality |
| **3.0** | **Questions and Answers Session**  Question: A bidder raised a question that UNOPS has requested a price under two INCOTERMS- DAP And FCA INCOTERM 2020, is it a must to provide price for both InCOTERMS.  Answer: Bidders were requested to submit their Price offer in Both INCOTERMS and The Award will be either of the Two. |
| **4.0** | The Focal Person thanked the participants and reminded them to carefully read the ITB documents to prepare a competitive bid.  The Meeting was concluded at 2:40 pm |