

Supply and delivery of Medical Equipment, Somalia

Meeting Location: via Google Meet: link: <https://meet.google.com/nno-opjd-gpz?authuser=0>

Pre Bid Meeting **Date & Time:** Wednesday, 23 October, 2024 ; 11:00 h - 12:00 h (East Africa Time)

Subject: Pre-bid meeting

Type of Document: Minutes of meeting record

Attendees: UNOPS –

Abdiaziz Sheikh Barre - UNOPS Procurement

Maryanne MUTHONI MURIUKI - UNOPS Bio-Medical

Attendees: Potential Suppliers:

Xoghaye Stationery and Printing Services

Raydab Trading Limited

Paula Solutions LTD

Gold Trading Company

Hunan Liman Trading Company

Bio Remid INC

Overview

The pre-bid meeting was arranged for prospective bidders to seek any clarification they may require and help them submit complete and quality bids.

Tender reference: (RFQ/2024/54205)

Tender Title: Supply and delivery of Medical Equipment, Somalia

Topic	Discussion	Action / Output
Introduction	Purpose of pre-bid meeting and the mode of presentation	<p>The Procurement Official opened the pre-bid meeting by welcoming all the bidders and opened the meeting, followed by a brief presentation of the tendered requirement. He explained that the pre-bid meeting was to highlight dates and key points for the bid presentation that are in the bidding document. Those present were also reminded to raise questions via the eSourcing portal and UNOPS shall not accept anything outside the portal and UNOPS would respond accordingly.</p> <p>While attendance at the pre-bid meeting was not mandatory, the minutes of the meeting will be posted in the e-sourcing for the benefit of those who were not present during the pre-bid meeting.</p> <p>Key dates and bidding documents</p> <p>The presentation highlighted some key elements of the RFQ that require special consideration before and during the preparation of bids by potential bidders. The presentation was made under the following critical headings:</p> <ol style="list-style-type: none"> 1. Key Points to Note 2. Useful Information 3. Evaluation Criteria 4. Evaluation Process

Access to RFQ	Key Points to Note	<ul style="list-style-type: none"> ○ Sections (General, particular, criteria, questionnaires, forms, documents, checklist, financial) <p>5. Documents</p> <ul style="list-style-type: none"> ○ RFQ Particulars (Section I); ○ Instructions to Bidders (Section II) ○ Returnable Schedules Forms (Section III) <p>This is an Emergency Procurement Procedures (EPP) for the Supply and delivery of Medical Equipment, Somalia, Somalia</p> <p>The Procurement Official went through:</p> <ul style="list-style-type: none"> ● A presentation with key points to note: <ul style="list-style-type: none"> ○ RFQ Instructions to Bidders (Section I) ○ RFQ Schedule of Requirements (Section II) ○ RFQ Returnable Bidding Forms (Section III) ○ Form B (Spreadsheet)
Access to RFQ	Evaluation process and Criteria	<p>All the evaluation criteria were explained to the bidders one after the other.</p> <ul style="list-style-type: none"> ● Bids will be evaluated for conformity with the Eligibility & Qualification criteria using a “Pass / Fail” rating to determine compliance with the requirements in the RFQ. Thereafter, a Technical Evaluation will be carried out using a “Pass / Fail” rating. ● The bids are to achieve a “Pass” or “Fail” for all “Pass/ Fail” criteria stated in the RFQ. Offers failing to obtain a “Pass” would not be eligible for further consideration. ● During the Evaluation, UNOPS may request bidders to submit the necessary information or documentation within a reasonable period to rectify non-material non-conformities or omissions in the bid related to documentation requirements via the “Check and Clarify” method. ● Only bids that meet the requirements of Eligibility and Formal criteria and Qualification & are technically compliant shall be considered for Financial Evaluation
Key Points		<p>Points Emphasized:</p> <ul style="list-style-type: none"> ● The RFQ is issued on emergency procurement procedures ● The closing date and time was emphasized to the bidders. ● Bidders should familiarize themselves with the criteria as set out in the bid documents so as to submit a correct and complete proposal. ● UNOPS can amend the tender documents at any time during the solicitation period and share the amendments or clarifications via eSourcing Portal. ● Bidders should provide contacts readily available during evaluation in case there are clarifications to be requested as this is a process under EPP we would require a quick response in case we seek clarifications from the bidders ● Bidders should complete all returnable bid schedules with the appropriate notes, sign, stamp, and submit them under the related bid submission headings in PDF format and additionally Form B in Excel soft version. ● Quotations must be submitted as instructed in the particulars. ● The Bidder should provide a copy of the PO/Contract for previous experience.

Conclusion		<p>Before closing the meeting, the participants were invited to ask question:</p> <p>Questions and Answers</p> <p>Q- Would you extend the deadline for the tender as the time given is very short?</p> <p>A- UNOPS will extend the deadline from 31 October 2024 to 10th November 2024</p> <p>Q- Can bidders use Joint Venture for submitting manufacturer authorization letters?</p> <p>A- B In the event the bidder is doing a joint venture with another distributor, the distributor must show a letter of authorization. In addition the distributor must indicate that they're working with the bidder.</p> <p>Q- In the case the warranty is difficult to service, can UNOPS withhold 5% of tender to be paid after the 2 year warranty period is over?</p> <p>A- Not on this tender as terms cannot be changed after the bid has been tendered.</p> <p>Q- Why was the bid re-tendered?</p> <p>A- UNOPS did not get enough tenders that met the specifications on the first round.</p> <p>Q- For items like the tongue depressor and the chart, what should we do on the box that says warranty and spare parts.</p> <p>A- Just tick No</p> <p>Closing:</p> <p>UNOPS representatives thanked everyone for their interest in the RFQ and reiterated that the Minutes of the Pre-Bid Conference will be shared with the bidders' reference. The clarifications during the pre-bid meeting will be shared to all the invited suppliers via eSourcing Portal.</p>
	Any other	
<p><i>Minutes of the meeting was recorded by :</i></p> <p>Abdiaziz Sheikh BARRE</p>		