

Pre-Bid Conference Minutes

UNHCR RFP 544 - Rehabilitation and Expansion works of Aras and Ronahi Schools in ZAKHO DISTRICT, Duhok Governorate, Iraq

The Pre-bid conference was organized on 04/Nov/2024 at 11:00 HRS on Microsoft Teams, the following agenda has been discussed:

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- UNHCR's expectations on the delivery of the project, in terms of quality, quantity, delivery and corresponding timelines.
- 4- Responding to the queries from the participating companies/suppliers/contractors/firms etc.

II. Proceedings:

The supplier(s) were provided an opportunity to request for any clarifications and/or additional information with an intention to ensure fairness, integrity and transparency of the process. The floor was opened Q&A.

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

Questions and Answers:

- **Q/** what is the minimum Company Age for the company to participate in the tender?
Answer: The companies age shouldn't be less than 5 years.

- **Q/** In case the supplier didn't submit one of the items documents in the stage 2.0 of the technical evaluation, will the supplier be excluded?
Answer: NO, he will not be excluded but zero point will be considered for that requirement, however the supplier need to obtain a minimum 36 Points out of 60 in the overall technical evaluation and a minimum of 20 Points out of 27 in the technical specifications of Work Criteria to be considered as technically complaint.

- Q/ in the part B item 6.1 the thickness of the mosaic tile been allocated with 5-8mm where this thickness is impossible to find in the market and even its non-logic for the mosaic tile?

Answer: Yes, there is a mistake in the thickness and it will be revised and shredded with you without mentioning the thickness depending on the area factories' standards for mosaic tiles (where the materials will be tested due to government lab and then it will be used).

Q/ Regarding the work plan and method of implementation, as a supplier, can we rely on renting the machines rather than having them permanently on-site during the implementation phase?

Answer: The list of machines should be submitted regardless of whether the machines are owned by the company or rented.

Q/ The Ministry of Planning stopped issuing Ministry of Planning IDs. However, our company has an expired ID, and a proof document issued by the Ministry of Planning that our company is registered. Can this document be considered as a valid document?

Answer: Yes, it will be considered as a valid document, in condition the age of the company not less than 5 years.

III. Conclusion:

The Pre-Bid Conference was adjourned at 11:00 Hrs. Iraq Local Time. 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.