

**United Nations Office for Project Services**  
4A, Afrosiab Str., Tashkent, Uzbekistan

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**Subject:** Virtual Pre-Bid Clarification Meeting Minutes  
**Project Reference:** PQ/2024/54600  
**Date:** 12 November 2024  
**Time:** 15:00 – 15:30 hrs (Tashkent, Uzbekistan Time)  
**Platform:** Google Meet  
**Google Meet Link:** <https://meet.google.com/uom-yoyh-tyb?authuser=0>

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### **Purpose of the Pre-Bid Meeting**

The Pre-Bid meeting was held to clarify the process and requirements for the PQ/2024/54600 pre-qualification and to provide potential suppliers with an understanding of the documents and the submission process.

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### **UNOPS Representatives Present**

- **Shohida Esenbaeva (SE)** – Senior Procurement Associate
  - **Ramesh Singh (RS)** – Procurement Officer
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### **Potential Vendors:**

1. Aoyu Liu, Dandong Jili
2. Lily, China Meheco Corporation, Business Manager
3. Farkhod Akhrarov, G. Heinemann Medizintechnik GmbH, Project and Product Manager
4. Katarína Halkovičová, VWR International GmbH, Technical Officer, International Projects
5. Lily, China Meheco Corporation, Business Manager
6. Kerim Garlyev, ASKIN & CO GmbH, Procurement & Export Manager

## Virtual Pre-Bid Clarification Meeting Minutes

<b>Project Title</b>	<ul style="list-style-type: none"> <li>• <b>Support to Development of Oncology Services in Uzbekistan</b></li> <li>• <b>Uzbekistan COVID-19 Emergency Response Project</b></li> <li>• <b>Improving Healthcare in Kashkadarya Region</b></li> </ul>
<b>Meeting ref</b>	Pre-Bid meeting <b>PQ/2024/54600</b>
<b>PQ Case No.</b>	<b>PQ/2024/54600</b>
<b>Date and time</b>	<ul style="list-style-type: none"> <li>• Date: 12th November 2024</li> <li>• Time: 15:00 hrs to 15:30 hrs Tashkent, Uzbekistan time [UTC +5:00 hrs]</li> </ul>
<b>Location of the Meeting</b>	<b>Virtual Meeting:</b> Google Meet link: <a href="https://meet.google.com/uom-yoyh-tyb?authuser=0">https://meet.google.com/uom-yoyh-tyb?authuser=0</a>
<b>Participants in the Pre-Bid meeting</b>	<b>UNOPS Representatives Present</b> <ol style="list-style-type: none"> <li>1. Shohida Esenbaeva (SE) Senior Procurement Associate</li> <li>2. Ramesh SINGH(RS) Procurement Officer</li> </ol> <b>Potential Vendors:</b> <ol style="list-style-type: none"> <li>1. Aoyu Liu, Dandong Jili</li> <li>2. Lily, China Meheco Corporation, Business Manager</li> <li>3. Farkhod Akhrarov, G. Heinemann Medizintechnik GmbH, Project and Product Manager</li> <li>4. Katarína Halkovičová, VWR International GmbH, Technical Officer, International Projects</li> <li>5. Lily, China Meheco Corporation, Business Manager</li> <li>6. Kerim Garlyev, ASKIN &amp; CO GmbH, Procurement &amp; Export Manager</li> </ol>

Pre-Bid meeting	
<b>Welcome and Introduction:</b>	SE opened the meeting at <b>15:00 hrs (Tashkent time)</b> with a warm welcome to all participants. SE explained the purpose of the meeting, emphasizing the goal of ensuring a clear understanding of the pre-qualification process for the <b>PQ/2024/54600</b> , and the submission guidelines. SE introduced the UNOPS team present in the meeting.
<b>Presentation on UNOPS Overview and Project Information:</b>	SE proceeded with a presentation that provided a general overview of UNOPS and the projects currently being implemented in Uzbekistan. The key points from the presentation were: <ul style="list-style-type: none"> <li>• UNOPS supports the Government of Uzbekistan's development priorities, particularly in health, education, and infrastructure.</li> <li>• Ongoing projects include:             <ul style="list-style-type: none"> <li>○ <b>Support to Development of Oncology Services in Uzbekistan</b></li> <li>○ <b>Uzbekistan COVID-19 Emergency Response Project</b></li> <li>○ <b>Improving Healthcare in Kashkadarya Region</b></li> </ul> </li> </ul> SE also explained the focus areas of the projects, such as medical and laboratory equipment supply.

<b>Demonstration of the UNGM Website:</b>	SE then opened the <b>UNGM website</b> and demonstrated how participants could access the <b>PQ/2024/54600</b> pre-qualification notice. SE explained the process of submitting applications through the <b>UNOPS eSourcing system</b> and provided step-by-step guidance on how to fill up each required tab and other information.
<b>Walkthrough of the Key Documents:</b>	<p>SE opened the relevant files and guided participants through the following documents:</p> <ul style="list-style-type: none"> <li>• <b>Section I:</b> Instructions to Applicants</li> <li>• <b>Section II:</b> Specific Evaluation Criteria</li> <li>• <b>Section III:</b> Returnable Application Schedules, which include: <ul style="list-style-type: none"> <li>○ <b>Schedule 1:</b> Form of Application</li> <li>○ <b>Schedule 2:</b> Applicant's Details</li> <li>○ <b>Schedule 3:</b> Experience Form (Part I – Current Contract Commitments and Part II – Previous Experience)</li> <li>○ <b>Schedule 4 (Part I):</b> Financial Situation Form</li> <li>○ <b>Schedule 4 (Part II):</b> Annual Turnover</li> <li>○ <b>Schedule 5:</b> Local Partners Information Form</li> <li>○ <b>Schedule 6:</b> Declaration</li> <li>○ <b>Schedule 7:</b> Conflicts of Interest</li> <li>○ <b>Schedule 8:</b> Dispute Details</li> </ul> </li> </ul> <p>SE explained how to fill out each section, the necessary information to be provided, and the importance of completing the forms accurately to ensure compliance.</p>
<b>Questions and Answers:</b>	SE opened the floor for questions and asked participants if they had any queries regarding the process. However, all participants confirmed that they did not have any questions at that time.
<b>Meeting Conclusion:</b>	SE thanked all participants for attending and confirmed that all important points had been covered.