

MINUTES PRE-BID CONFERENCE BANKI/KATSINA & CROSS RIVER GEOPHYSICAL SURVEY & IRRIGATION PROJECT ON DECEMBER 4, 2024

Commencement: 2:08

Location: MS Teams

Attendance: Program and Supply Colleagues/Bidders

Meeting Agenda:

1. Welcome and Introduction

- Opening remarks by UNHCR.
- Introduction of key UNHCR representatives and technical experts.

2. Overview of the Project

- Background and objectives of the project.
- Key deliverables and scope of work.
- Tender Requirements and Submission Guidelines

3. Detailed explanation of the Request for Proposal (RFP) requirements.

- Submission process, deadlines, and format.
- Clarification on eligibility criteria and evaluation methodology.
- Technical and Financial Components

4. Discussion on the technical specifications of the geophysical and hydrogeological surveys.

- Explanation of financial proposal requirements.
- Clarifications and Questions

5. Open floor for bidders to ask questions regarding the tender.

- Addressing any pre-submitted queries.
- Administrative Matters

6. Submission platform and process (e.g., UNGM).

- Instructions on bid packaging and labelling (if applicable).
- Key timelines and next steps.
- Closing Remarks

Open floor for bidders to ask questions regarding the tender.

1. What are the anticipated financial terms and payment schedules for the contract?

Answer: The payment will be instalment or stage payment by % and based on the deliverables implemented milestones.

2. How many boreholes will be drilled to serve the 600 hectares of irrigated land in Katsina?

Answer:

The aquifer varies from location to location and hence the expected yield per borehole will also vary.

It is expected that the vendors will provide inclusive offer considering the overall costs, for example for drilling of a borehole what will be the price per meter. This is requested because it will allow flexibility during the implementation phase in case based on the hydrological survey the drilling needs to go deeper or higher than the assumed depth of the borehole in the Concept Note.

The same applies for the water tank construction, to have an indicative price per square meter so that necessary adjustments in the design can be done during the implementation phase.

The RFP is designed to provide an estimation of the irrigation systems of either option A or option B as per the concept note. Based on the land requirements, either of the systems (A or B), will be replicated as needed to enable sufficient irrigation capacity at the particular land plot.

3. Can the BOQ be modified?

Answer: Yes, the BOQ can be modified as per the bidder's proposal.

4. If the recap or minutes of meeting will be provided?

Answer: Yes, the minutes will be shared with each bidder and the recording of the meeting.

Summary

During the meeting, the agenda topics were discussed in detail, emphasizing the following points:

Project Overview

- 1.** The United Nations High Commissioner for Refugees (UNHCR) is collaborating with the Borno, Katsina, and Cross River State Governments and private sector to pilot large-scale agriculture projects in Banki town, Bama LGA, Borno State; Kwanar Are, Rimi LGA, Katsina State; and Ndok Zaria, Ogoja LGA, Cross River State. The initiative aims to create sustainable jobs, enhance food security, and build resilience for displaced persons and host communities. A key priority is establishing efficient irrigation systems for year-round farming and climate change adaptation.
- 2. Submission of Responsive Proposals:**
 - Bidders are required to ensure their proposals address each agenda topic thoroughly.
 - Proposals must include mandatory criteria, a technical offer, and a financial offer.

3. Annex B Technical Offer Form (BoQ):

- Bidders must use the **Annex B technical offer form** for their BoQ submission.
- The form can be modified to detail components for each deliverable, including materials, unit of measurement, and financial details should be on the **Annex C financial offer form**.

4. Submission Guidelines:

- Bidders are strongly encouraged to submit their proposals at least 48 hours before the deadline.
- Proposals must be uploaded to the e-tender platform under the technical and financial sections. Creating a profile on the platform is mandatory for submission.

5. ERP Supplier Portal Registration:

To ensure a swift award process and expedite the procurement procedure, we kindly encourage all bidders to register their company on the UNHCR supplier ERP portal using the link below:

UNHCR ERP Supplier Portal Link for Registration: [Supplier Registration \(oraclecloud.com\)](https://oraclecloud.com)

When registering your company on the portal, please attach the following documents under the attachment section.

- Vendor Registration Form (Annex D)
- CAC Certificate
- Tax Clearance certificate.
- Bank Account Reference Letter or Bank Account Statement reflecting the company name and bank account details.

Final Comments from the UNHCR Team:

Bidders were advised to thoroughly review tender documents, Annexes and adhere to submission deadlines.

The meeting concluded at 3:00 PM.