

**United Nations Office for Project Services
HAMCO
Addis Ababa**

March 13, 2025

Subject: Minutes of Pre-bid Meeting - RFQ/2025/56555: RFQ for Construction of Oxygen Plant House and Trench Work for Medical Gas Pipeline in Worabe Comprehensive Specialized Hospital, Central Ethiopia Region, Ethiopia

This Note to file explains the process of the Pre-bid meeting held on the March 7, 2025 further to the Solicitation Process **RFQ/2025/56555: RFQ for Construction of Oxygen Plant House and Trench Work for Medical Gas Pipeline in Worabe Comprehensive Specialized Hospital, Central Ethiopia Region, Ethiopia**

The RFQ was published on 2025-03-11 13:17 UTC with the deadline for submission of bids before 2025-03-20 09:00 UTC. The date and time for the virtual pre-bid meeting is added under a particular section of sourcing for all bidders. The shared Google Meet link is shown below:

Virtual Pre-bid Meeting - Oxygen Plant House Construction in Axum Hospital Tigray Regional State, Ethiopia

Virtual Pre-bid/clarification Meeting - Oxygen Plant House Construction in Worabe Comprehensive Specialized Hospital, Central Ethiopia Region, Ethiopia

Thursday, March 13 · 10:00 – 11:30am

Time zone: Africa/Nairobi

Google Meet joining info

Video call link: <https://meet.google.com/sdz-ohvt-xfz>

Or dial: (ZA) +27 10 823 0543 PIN: 242 442 695#

More phone numbers: <https://tel.meet/sdz-ohvt-xfz?pin=7537825240443>

Though participation wasn't mandatory, bidders were strongly encouraged to attend the pre-bid meeting in order to avoid the risk of non-compliant bids. Procedure for registration was described in the same section of the RFQ.

The purpose of the RFQ meeting was to explain the relevant procurement process by giving an overview of the ITB Contents and Particulars, Evaluation Criteria, Questionnaire, Checklist, the uploaded Documents including the Instructions to Bidders, the Schedule of Requirements, the Returnable Forms and the Contract form, Detailed Design, Technical specifications, Drawings etc. At the end of the presentation participants were given a chance to ask questions. This was done in order to help the potential bidders in preparing their submissions better and have a clear understanding of the documents that are required to be submitted with their submissions.

UNOPS Representatives:

- Anteneh Berhanu (AB), Procurement Officer
- Bernabas Garuma, Programme Management - Senior Assistant

- Suliman BAH

Potential Bidders' Representatives: Nine bidders participated in the prebid meeting.

Minutes of the Pre-Proposal meeting minutes for RFQ/2025/56555

Project Title	24623 - 001: Procurement & Installation of Oxygen Plant
Meeting ref	Pre-Bid meeting minutes for RFQ/2025/56555
Date and time	Thursday, March 13 · 10:00 – 11:30am
Meeting Location	Virtually

Pre-Proposal meeting	
Meeting Introduction	AB opened the meeting by thanking the participants for their attendance, outlining the purpose of the meeting, and introducing the UNOPS representatives in attendance.
Process Presentation	<p>UNOPS Team continued with a detailed explanation of the Pre-Bid meeting presentation, which includes:</p> <ul style="list-style-type: none"> • Brief description of UNOPS work • Suppliers code of conduct • General Tender Information about the floated RFQ • Purpose, location & output of the project • Scope of work • Purpose of Health & Safety, Social & Environmental Management at UNOPS • Brief description of the evaluation criteria • introduction to UNOPS returnable schedules
	<p>After the presentation by UNOPS was completed, the floor was opened for questions from the participants, as outlined below:</p> <p>Q1: I think the advanced payment is not applicable. What is the reason ? How do we take the payment?</p> <p>A1: AB - Yes, UNOPS's procurement policy discourages advanced payments. In areas where there is an active war or limited local capacity then exceptionally advanced payment will be allowed. The current construction site does not fall under this category and advance payment is not allowed.</p> <p>Q2: My question is I have been going through every item that you have posted but I cannot get the financial document like we have to fill the financial document.</p> <p>A2: Please check annex 4.1 quantities and rates-n Unpriced BoQ.It is uploaded. But incase you couldn't find it, use the esourcing guide shared, request a clarification request. But we are sure it is uploaded.</p> <p>Q3: Does the bid allow only building contractors category?</p> <p>A3: AB Both Building and General contractors are allowed to participate.</p> <p>Q4 : What is the minimum execution amount to request in the first intern payment?</p> <p>A4: The work executed within 30 up to 45 days you can take it as a milestone.</p> <p>Q5: What are we requested as a bidder concerning Key Personnel?</p> <p>A5: Bidders are required to state their commitment to avail the stated key personnel with defined qualification using Returnable Schedule 4.4. Later with the bidder having the potential</p>

	of winning the bid, the bidder shall be requested to send the CVs, educational and experience testimonials of the nominated key personnel.
Meeting Conclusion	AB concluded the meeting by expressing gratitude to the participants for their attendance. The meeting adjourned at 11:05 AM , East African Time.