

**United Nations Office for Project Services**

4A, Afrosiab Str,  
Tashkent, Uzbekistan

March 20, 2025

**Subject: Minutes of Pre-bid Meeting for ITB/2025/56469: Small Works for Reconstruction/ extension of 3 storey laboratory building of the Regional Sanitary and Epidemiological Welfare and Public Health Service of Jizzakh Region, Uzbekistan.**

This Note to file explains the process of the Pre-Bid meeting held on the 20th March 2025 further to the Solicitation Process *ITB/2025/56469: Small Works for Reconstruction/ extension of 3 storey laboratory building of the Regional Sanitary and Epidemiological Welfare and Public Health Service of Jizzakh Region, Uzbekistan.*

The ITB was published on 15th March 2025 with the deadline for submission of bids before 8th April 2025. The date and time for the online Pre-bid meeting as well as the address for participants via Google Meet link to attend the meeting were included in the Tender Particulars section of the ITB.

The following are the details of the Pre-Bid meeting, as published in the ITB:

- A virtual pre-bid clarification meeting will be held on 20 March 2025, from 15:00 to 16:00 hrs Tashkent, Uzbekistan time [UTC +5:00 hrs] via [meet.google.com/cse-hgar-ogv](https://meet.google.com/cse-hgar-ogv)
- 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 ITB.

The purpose of the ITB 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 Surveys Data, 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:**

- Dinara Atadjanova (DA), Procurement Senior Assistant
- Gulzada Turgunbaeva (GT), Procurement Officer
- Malika Abdusalyamova (MA), Procurement Senior Associate

**Potential Bidders' Representatives:**

- SHOXRUX-DEMIRBEK LLC (Uzbekistan)
- QIZIRIQ BINOKORI (Uzbekistan)

### Minutes of the Pre-Bid meeting minutes for ITB/2025/56469

<b>Project Title</b>	23327-001: COVID-19 Emergency Response Programme
<b>Meeting ref</b>	Pre-Bid meeting minutes for ITB/2025/56469
<b>Date and time</b>	20/03/2025 at 15:00 Hrs, Tashkent (Uzbekistan) Time [ UTC +5 hrs]
<b>Meeting Location</b>	Google Meet: <a href="#">Link</a>

Pre-Bid meeting	
<b>Meeting Introduction</b>	DA opened the meeting by thanking the participants for their attendance, outlining the purpose of the meeting, and introducing the UNOPS representatives in attendance.
<b>Process Presentation</b>	<p>DA continued with a detailed explanation of the Pre-Bid meeting presentation, which covered the content and particulars of the ITB, the questionnaire, the evaluation criteria, the checklist of documents to be submitted, and the contents of the documents section. This included:</p> <ul style="list-style-type: none"> <li>• Section I: Instructions to Bidders</li> <li>• Section II: Evaluation Method and Criteria</li> <li>• Section III: Conditions of Contract</li> <li>• Section IV: Schedule of Details</li> <li>• Section V: Requirements</li> </ul> <p>Participants were given a detailed overview of the UNOPS requirements and how bidders should submit their bids. DA also provided detailed information for each schedule and document, outlining mandatory and optional requirements. This was undertaken to assist prospective bidders in improving the quality of their submissions and ensuring a clear understanding of the documents that must be included in their submissions.</p>
<b>Questions and Answers</b>	<p><b>After the presentation by UNOPS was completed, the floor was opened for questions from the participants, as outlined below:</b></p> <p><b>Q1:</b> Who has to sign the Bid documents?  <b>A1:</b> Company director or any other authorized representative of the bidder.</p> <p><b>Q2:</b> In what language should the documents be filled out?  <b>A2:</b> The returnable schedules must be filled out in English, while other historical documents (Guvohnoma, financial statements, copy of Diploma etc.) can be submitted in the original languages (Russian or Uzbek or other). It is also a mandatory requirement for the company to register on the UNGM platform</p> <p><b>Q3:</b> Will previous experience for construction of water supply, sewage systems etc. be considered as similar contracts?  <b>A3:</b> Same work contracts are contracts for construction or rehabilitation of administrative buildings, hospitals, laboratories etc in the region/country.</p> <p><b>Q4:</b> Can we submit a bid modification for discount along with the original financial offer after the bid opening?  <b>A4:</b> A bidder shall bid with the value considering all discounts the bidder is ready to propose. Otherwise, it will be interpreted that the original offer was overestimated.</p>
<b>Meeting Conclusion</b>	DA concluded the meeting by expressing gratitude to the participants for their attendance. The meeting adjourned at 16:30 hrs, Tashkent time.