

Minutes of Pre-Bid Conference Meeting

Tender : HCR/IRQER/2019/RFP-053 Development of Designs for Shelter and Infrastructure Related Projects in Iraq
Location : C 218 Meeting Room, UNHCR Erbil, Iraq
Date : 23 October 2019
Time : 10.30 am

Participants : Narayan Paudel, Senior Supply Coordinator, UNHCR
Dayan Georgesz, Associate Supply Officer, UNHCR
Azhar Hussein, Physical Site Planner, UNHCR
Representatives from eleven (11) companies – Attendance list attached.
Representatives from eight (8) companies that participated via Webex audio link

UNHCR's Senior Supply Coordinator welcomed all vendor participants and introduced the team conducting the briefing. Participants were invited to raise any questions or clarifications during the meeting. If still there were areas that were not clear after the meeting, they were requested to seek clarification by writing to the email address mentioned before the deadline for queries at 17:00 on 29 October 2019.

The Senior Supply Coordinator briefed regarding the procurement process for this tender. He briefed the participants on the requirements of the tender with reference to the documents circulated as part of the Request for Proposals. He reiterated that companies must be registered with the Government of Iraq or the Kurdistan Region of Iraq authorities.

He then explained the Terms of Reference (TOR) in relation to this project in detail. A typographical error in the total score of the technical evaluation was pointed out. The total points available for technical proposal should read as 70 and not 60. Failure to achieve a minimum score of 35 will result in technical noncompliance. This was revised from the score of 45 previously.

In response to a question posed, the Senior Supply Coordinator said that supervision of implementation is not part of the work to be carried out by the design company. He also said that the requirements are not limited to the work listed in the TOR and they were provided as examples to give the responding vendors an idea of the work. He said that Standard Operating Procedures will be established regarding the implementation of the contract.

In response to a question about the type of computer software to be used for the designs, the Senior Supply Coordinator said that the selected company must be able to provide them as described in the TOR, any suggestions for others could be considered with the selected company for implementation.

Community briefing will be carried out by UNHCR in order to facilitate the work of the design company where necessary.

In response to a question about the number of years of experience considered, it was explained that UNHCR would consider total number of years and not continuous years. Interruptions to continuing experience due to conditions prevailing at the time will be considered to ensure that the companies are in business and their ability to deliver the services proposed.

UNHCR informed the participants that one surveyor should also be a part of the key staff listed and CV provided. An addendum to the RFP will be circulated in this regard for the information of all interested vendors. Scores will be assigned for the new staff and the revised scoring table for the Technical Evaluation will be shared. The minimum experience and qualifications for the surveyor will also be included in the revised TORs which will be shared.

In response to a question, UNHCR informed the participants that vendors must quote price as 'price per day' for the deliverables as described in the TORs and must include all costs except those relating to transportation and accommodation.

UNHCR will accept payment to bank accounts that are in the same name as the company registered in Iraq / KR-I submitting the proposal.

The participants were reminded of the common mistakes made by vendors responding to UNHCR tenders and advised to avoid same. UNHCR has no preferred method for receiving proposals.

The meeting was concluded.

Prepared by:



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