

Supply of Sport Items
Tender No.: S22G-25-2018

Pre-bid Meeting Minutes

Meeting Date: 19/11/2018

Meeting Location: Logistics Meeting Room



MEETING START

Meeting Schedule Start: 11:00 AM

Meeting Actual Start: 11:15 AM

AGENDA

- **The importance of Attending the Pre-bid meetings**
 - To explain the details of the solicitation documents to interested bidders.
 - The Pre-bid meeting is an opportunity for the interested bidders to raise their questions and highlight any unclear points in the tender.
 - It is to inform the interested bidders with any updates, edits or changes UNRWA made in the tender items or process.
 - The Pre-bid meeting is very helpful for UNRWA to highlight and reconsider the missing point in the upcoming tenders.

- **Meeting Events:**

Mr. Fawzi El-Madhoun, Proc. Officer started the meeting by welcoming the attendance and then talked about the objective for this tender to supply of sport items for two years.

Mr. El-Madhoun continued to say that this pre-bid meeting aims to clarify each point related to this tender from two main aspects: Procurement & Technical aspects.

Firstly: Procurement Aspects

In this part, Mr. Fawzi El-Madhoun & Ms. Sabreen Hamada discussed and clarified the following points:

1. The specification of some items.
2. A bid bond (Bank cheque or Bank Guarantee) of USD 5,000 with a validity of 120 days is required.
3. Bid Currency should be in **USD**
4. Samples & catalogues are required and should be provided together with the offer.

Secondly: Technical Aspects

In this part, Mr. Taysir A/Jawwad & Mr. Fayez El-Zeiti discussed and clarified the following points:

1. The accepted samples should not be replaced during the delivery.
2. The provided catalogues should be cleared enough.
3. The provided cloth sample should be a pieces of 1Mt X 1Mt.
4. Item No. 25: (Set of Kashafa Drums) the sample should be stamped into two faces by the manufacture company.
5. Item No. 39: (Colden Cup) the size is adjusted to be 50-55cm.
6. Item No. 40: (Golden Cup) the size is adjusted to be 40cm.



- **Tender Closing Date:**

The deadline for submitting the offers on Tuesday 4 /12/ 2018 before 12:00 noon.

- **Meeting End**

Meeting ends at 12:00 PM

