

Supply of PV Lab Electrical Items for GTC & KYTC

Tender No.: ITB 3419000271

Pre-bid Meeting Minutes

Meeting Date: 23/10/2019

Meeting Location: HR Meetings Room, UNRWA GFO



MEETING START

Meeting Schedule Start: 12:00 PM

Meeting Actual Start: 12:20 PM

ATTENDANCE

From UNRWA:

No.	Name	Department
1	Fawzi El-Madhoun	Procurement Office
2	Mousa Krezem	
3	Mohammed Al-Agha	Education Office
4	Iman Saad	External Consultant

From Suppliers:

Six Companies participated in the pre-bid meeting

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 where UNRWA wants to purchase PV Lab Electrical Items for GTC & KYTC for educational purposes.

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



Firstly: Technical Aspects

1. Item no. 24 in solicitation documents: the right dimensions for this item are 30*30*24 cm³ instead of 30*30 cm²
2. Para. 6 In Annex II "Special Conditions" of the solicitation documents is considered as a cancelled one & it is exchanged with the following para:
The provided reference model for some items in the tender is obligatory for all suppliers where any other equivalent brands or reference models will not be considered except that all suppliers didn't submit the required brands or reference models & after evaluating them to make sure that they cope the required technical specifications.
3. Suppliers must provide the required catalogues/data sheets on CDs (soft copies) where each catalogue should be numbered such to meet the item number in solicitation documents.
4. In case the catalogues/data sheets include more than one item, then supplier must provide a letter indicates the page number of each required item in the solicitation documents in his submitted catalogues/data sheets.
5. The provided offers will be evaluated firstly on their technical envelopes and then upon their financial offer.
6. The technically accepted items only will be financially evaluated.
7. Last date for receiving suppliers' queries is Close of Business Thursday 31 October 2019. Queries should be sent through email: m.kuraizem@unrwa.org

Secondly: Procurement Aspects

In this part, Mr. Fawzi El-Madhoun discussed the following points:

1. Quantities in the tender are approximate and liable to change and UNRWA is not bound to purchase all quantities stated in the tender
2. Bid Currency should be USD
3. A bid bond (Bank cheque or Bank Guarantee) of USD 5,000 with a validity of 4 months must be provided with the offer, otherwise the offer will not be considered. "Stamp should be added at the back of the provided bank cheque"
4. The awarded bidder will be asked to provide UNRWA with performance bond of 10% of the purchase order amount but not to exceed \$ 10,000.
5. Liquidation damages per each unjustifiable delay will be 0.5% of the value of the goods/services per day of delay with a maximum value up to 10% of the value of goods/services
6. UNRWA has the right to split the award in accordance with the lowest compliant bid against each line item.
7. One year guarantee is requested for all items and should be started from the delivery date.
8. Bidders should clearly determine the delivery period starting from the first day after receiving the purchase order from Procurement Office, UNRWA.
9. UNRWA is VAT exempt, and hence the awarded bidder has to provide UNRWA with VAT exempted invoices.
10. The closing date for this tender is on Wednesday 06/11/2019 @ 12:00 P.M at



Questions

Q1: How can suppliers provide catalogues/data sheet for some items that are considered as simple ones & there are no available catalogues for them?

A1: suppliers should send these items numbers to Procurement Office before COB Thursday 31/10/2019 to determine a suitable solution for this issue & informing suppliers before tender closing date.

Q2: Israeli authorities don't allow items nos. 4 & 6 to enter Gaza, what can suppliers do?

A2: UNRWA will review the items specifications to see the possibility of editing them & the same time suppliers should do their best to enter these items to Gaza.

- **Meeting End**

Meeting ends at 13:15 PM

