

# **Supply and install access readers**

**Tender No.: T22G-019-2019**

## **Pre-bid Meeting Minutes**

**Meeting Date:** 25/07/2019

**Meeting Location:** Logistics Meetings Room at GFO



**Procurement Office  
Gaza**

## **MEETING START**

Meeting Schedule Start: 10:00 AM

Meeting Actual Start: 10:15 AM

## **ATTENDANCE**

### **From UNRWA:**

No.	Name	Department
1	Fawzi El-Madhoun	Procurement Office
2	Naheel El-Absi	
3	Mousa Krezem	
4	Mostafa Abu Tahoon	Gaza IT Service Center
5	Mohammed El-Akhras	
6	Mohammed Ammar	ISO
7	Ahmad Issa	
8	Ramiz El-Tatry	ICIP

### **From Suppliers:**

Nine 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 and install access readers devices to control the daily work attendance in many UNRWA installations .

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 discussed the following points:

1. Quantities in the tender (329 PCs) are approximate and liable to change and UNRWA is not bound to purchase all quantities stated in the tender
2. The awarded supplier will be granted a contract for one year based on Long Term Agreement (LTA) modality so his prices should be fixed for one year
3. UNRWA will not pay any compensation related to the variations in USD exchange rate.
4. Bid Currency should be **USD**
5. 279 PCs out of 329 are expected to be requested at the beginning of the contract while the remaining quantity could be requested during the contract period.
6. The submitted price offers should be valid for 4 months.
7. 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"
8. This contract will be awarded as one package where splitting the quantities between suppliers is not permitted unless if there are some suppliers submitted the same prices
9. Detailed catalogues are required and must be submitted along with the financial offer. Samples may be requested later
10. One year guarantee is requested for the required item and should be start from **the date of installing access readers**
11. The one year guarantee must include the whole system which consists of access readers with all its fittings and accessories, and this guarantee must cover maintenance and any other related costs.
12. Suppliers are requested to deliver access readers devices to Jerusalem while all other fittings and accessories must be delivered to Gaza.
13. **The submitted financial offers must include the cost of 20,000 RFID cards with the following specifications:**  
**Standard RFID card with this dimensions 85.60 × 53.98 × 0.76 mm**
14. Interested bidders can provide more than one offer with a complete separated catalogue for each offer.
15. In case of the bidder decided to provide more than one offer, this should be clearly reflected in the price table where the brand & model no. should be stated for each price.
16. Bidders should clearly determine the delivery period starting from the first day after receiving the purchase order from Procurement Office, UNRWA.
17. UNRWA is VAT exempt, and hence the awarded bidder has to provide UNRWA with Zero VAT invoices.
18. 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.**
19. The provided offers will be evaluated firstly on their technical envelopes and then upon their financial offer.
20. The technical successful offers **only** will be financially evaluated.



21. The closing date for this tender is extended to be on **Tuesday 06/08/2019 @ 12:00 P.M** at **Finance Office Tender Box, Gaza**
22. It is preferable not to mention company's name or stamp in each page of the offer and to reduce that as possible as the company can.

### **Secondly: Technical Aspects**

**In this part, Mr. Mohammed Ammar, Mostafa Abu Tahoon & Ahmad Issa answer the following questions:**

**Q1:** What is the reader type: RF, Magnetic, Bar code ... etc. ?

**A1:** the requested readers are RFID readers

**Q2:** Is the software ready?

**A2:** yes, while the request is to have readers with availability of SDK (preferred) or API in order to be able to access the reader and connect them with the software

**Q3:** Regarding the battery and charger, it is not recommend to connect direct to the access reader, we suggest to change to UPS with internal batteries, it is more safety

**A3:** we need the same scenario as what has been done in the field office (18AH battery with charger and protection, and this should be under the supervision of Electrical Engineer, this might need an AC socket to be installed if not available)

**Q4:** Need to know the estimated distance between the main switch and the access reader.

**A4:** Average distance is 50 meters / location. Therefore, the awarded supplier is requested to provide the 50 meters with all its fittings for each device regardless the actual distance in UNRWA locations.

**Q5:** Delivery period 1 month not enough to import, deliver and install the units.

**A5:** The delivery period stated in the tender documents was as proposal only but the supplier has the right to offer what he finds is appropriate and applicable for him.

**Q6:** The new access reader support Power over Ethernet (POE): Technology that delivers power and data over a single Ethernet cable So we don't need battery and charger for each reader. Accordingly, is it acceptable for you or not??

**A6:** Our Network switches at HCs, area offices and schools don't support POE technology, so can't provide power to the access readers.

**Q7:** What is the frequency of the UNRWA cards: 125 KHZ or 13.56 KHZ

**A7:** The frequency is 125 KHz

**Q8:** What is the place of the access reader in terms of the battery place (this will be used to estimate the cable length)

**A8:** Access reader and battery will be located in the same room

**Q9:** what is the width of duct 2.5\*2.5 or 1.5\*1.5?

**A9:** 1.5\*1.5 is accepted



**Q10:** what are the specifications & dimensions of the battery's box?

**A10:** The box should be metal and suitable to secure the requested battery

**Q11:** Regarding the electrical point which will provide the access reader & charger with power, is it ready to be used directly or needs installations from suppliers?

**A11:** The electrical point is ready for use

**Q12:** Do you need magnetic lock in each site?

**A12:** No

**Q13:** Do you need electrical cable or just network cable?

**A13:** Network cable

**Q14:** Do you need exit button in each site?

**A14:** No

**Q15:** Do you want to hide access reader machine inside wall?

**A15:** yes

**Q16:** Does the access reader work stand alone or with controller?

**A16:** stand alone

**Q17:** How many network meters are needed in each UNRWA site?

**A17:** 50 meter in average

**Q18:** Do you need a specific brand name?

**A18:** No

**Q19:** Can you increase the delivery period where 1 month is too short for this tender

**A19:** Suppliers should clearly determine the delivery period starting from the first day after receiving the purchase order from Procurement Office, UNRWA.

**Q20:** Should the access reader include the finger print?

**A20:** The requested system is RFID, but any higher specifications will be accepted with no any additional advantages for the supplier

**Q21:** Does UNRWA need RFID cards?

**A21:** Yes, and the awarded supplier is requested to deliver 20,000 RFID card with the following specifications:

**Standard RFID card with this dimensions 85.60 × 53.98 × 0.76 mm**

- **Meeting End**

Meeting ends at 12:00 PM

