MINUTES OF MEETING

Subject: Bidder’s Conference
ITN Number: UNFPA/NPL/18/001
Venue: UNFPA CO Nepal, Conference Room
Date and Time: 15 March 2018, 14:30 hrs
File: Procurement

Objectives of the Meeting (in bullet points)

UNFPA CO had published an ITB on 7 March – 5 April 2018 for provision of manufacture and/or supply of dignity kits and kishori kits opened for all appropriate vendors/suppliers. The pre-bid conference was organized as mentioned in ITB document to carefully review the tender requirements and inform bidders about the common errors made by bidders as well as pass on other advice regarding the making of valid bid.

Following are the topics that were highlighted during the conference:

- The error and confusion on the closing date of bid was informed to all bidders. The correct closing date was announced for 5 April 2018.
- The technical and financial requirement of the bidders as per ITB was briefly discussed. It was notified that audit documents, company registration in the country, previous work experience of the bidders were some significant documents.
- The LTA with the vendor will be done for 3 years and it was clarified that there is no any commitment from UNFPA for the number of kits to be purchased within the LTA duration. The order by UNFPA will be made upon the requirement of the context, fund availability and the vendor should have the capacity to supply and deliver at least 5000 quantity of kits within 7 days when order is placed by UNFPA.
- The four forms attached in ITB has to be filled by the vendors and send during the submission of bid along with sample. Bids submitted in any other email address beside bid.nepal@unfpa.org, including as a carbon copy (cc) will violate confidentiality and result in the invalidation of the bid.
- Submission of sample for all the items enlisted in the ITB is compulsory. One sample can be submitted for Dignity and Kishori kit since the items are similar. Samples of items per category should reach UNFPA office within the deadline of bid submission even if the bids are submitted electronically.
- Partial bidding is not allowed.
- The bidder will be evaluated on the basis of technical, financial and quality of the sample submitted.
- Bid opening will be done on 6 April 2018 and it will be publicly open for all. Anyone interested to join can inform and attend.
- Detail specification of the items are given in the ITB. The sample of the items were displayed during the pre-bid meeting. The participants were allowed to view the samples and the detail specification of the samples are also indicated in the ITB so that the bidders can have a better idea of the UNFPA requirement.
- The queries from bidders can be made until 16 March 2018 11:00 am. UNFPA will formally share the response of all the queries through email and will be available in website latest by 19 March 2018.

Name, Signature and Date

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