

Pre-Bid Conference Minutes

HCR/IRQ/BGD/2024/SUP/RFP/036

FOR THE PROVISION OF CONSTRUCTION WORKS OF A NEW UNIFIED IDENTIFICATION (UID) BUILDING IN AL-SADIYAH SIB-DISTRICT/ KHANAQIN, DIYALA GOVERNORATE, IRAQ

The Pre-bid conference (Optional) was organized on 12/6/2024 at 14:00 HRS on Microsoft Teams, the following companies attended the meeting:

From the UNHCR side, the meeting was attended by:

No.	Staff name	Title
1	Mazin Al-Nkshbandi	Assistant Shelter Officer
2	Sarmad Al-Jubouri	Supply Associate
3	Wisam Al-Kanane	Supply Associate

I. Conference Agenda:

- 1- Providing a detailed step-by-step review of the tender’s package with highlights of the key elements.
- 2- Overview of the technical and commercial details of the project.
- 3- UNHCR’s expectations on the delivery of the project, in terms of quality, quantity, delivery and corresponding timelines.
- 4- Responding to the queries from the participating companies/suppliers/contractors/firms etc.

II. Proceedings:

The participating suppliers were provided with a brief overview of the project, followed by a detailed review of the solicitation documents. The purpose of this was to ensure that all interested suppliers had a clear understanding of the project and the tender documents.

UNHCR's expectations with regards to the delivery of the project, including the expected levels of quality, quantity, delivery timelines, and other relevant details, were also discussed in detail.

During the conference, the participating suppliers were given an opportunity to request clarifications and/or additional information to ensure fairness, integrity, and transparency throughout the bidding process.

After the discussion, the suppliers confirmed that they had a complete understanding of the project, including the technical and commercial details, and the expectations of UNHCR in terms of quality, quantity, delivery, and corresponding timelines.

There were no questions posed to the UNHCR panel, which was comprised of procurement and technical/requesting functions.

III. Conclusion:

The Pre-Bid Conference was adjourned at 14:35 HRS The conference was successful in providing participating suppliers with a clear understanding of the project and the tender documents, and in ensuring that all questions and concerns were addressed. We look forward to receiving bids from all interested suppliers.