

## Pre-Bid Conference Minutes

### Request for Proposal: UNHCR RFP 243

#### Renovation and expansion (adding more Classrooms) for four schools in Erbil city.

##### Lot-1:

**Part A** Construction of Two Classrooms at Stayish Primary School in Bahrka/ Erbil Governorate

**Part B** Construction of Three Classrooms at Resa Primary School in Bahrka/ Erbil Governorate

##### Lot-2:

**Part A** Rehabilitation of wash facilities in Gardy Primary School in Bahirka/ Erbil Governorate

**Part B** Construction of Three Classrooms at 1 Shubat Primary School in Erbil Governorate

The Pre-bid conference was organized on 18 August 2024 at 11:00 HRS on Microsoft Teams, the following agenda has been discussed:

#### **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 or contractors.

#### **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 11:30 Hrs. Iraq Local Time. 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.