

Pre-bid and Site Visit Questions and Answers

UNHCR RFP 349

Rehabilitation and expansion work of three (3) Schools in Domiz, Dohuk Governorate Iraq.

Lot-1: Rehabilitation and Expansion of Millat School, Domiz, Duhok Governorate/ Iraq.

Lot-2: Rehabilitation of Derk Primary School in Domiz-1 Refugee Camp Duhok Governorate/Iraq.

Lot-3: Rehabilitation and Expansion of Dost School in Summel District, Duhok Governorate/Iraq.

The site visit was organized on 24 Sep. 2024 at 10:00 AM-12:30 PM and the Pre-bid conference was organized on 25/09/2024 at 10:30 hrs. on Microsoft Teams, the following companies attended the Pre-bid conference meeting:

On the UNHCR side, the meeting was attended by:

No.	Staff name	Title
1	Ali Mobasher	Assistant Shelter
2	Subhi Sharafani	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 supplier(s) were provided an opportunity to request for any clarifications and/or additional information with an intention to ensure fairness, integrity and transparency of the process. The floor was opened Q&A. The suppliers were requested to be clear and concise with their questions in the interest of time.

The following clarifications were requested and responded during the Q&A session.

Questions and Answers:

Subhi from UNHCR gave a brief introduction to the project, and answered the following questions:

1-Q/The tender submission period is not enough, if its possible to extend the period?

A/The submission period is 21 days, in accordance with UNHCR standards and cannot be extended.

2-Q/ The contractor inquired why the procurement process is taking so long?

A/ The procurement process follows a standard procedure, compliance with UNHCR regulation.

3- Q/ Given that the project consists of three separate lots, how will the bid evaluation process be conducted?

A/ The technical evaluation will be done only once, all points are covering the 3 lots, except for the gantt chart, there should 3 charts. While the financial analysis will be carried out individually for each lot. You have the option to bid on one, two, or all three lots. During the implementation phase, each lot will have a dedicated team.

- **Technical Criteria:**

-Ali from UNHCR discussed the technical criteria items in detail, and further technical inquiries, if not raised in the site visit, there is a pre-bid conference where further questions can be raised..

1-Q/ is the Iron or steel needs certificate of origin?

A/ All materials must be supplied with their certificates of origin.

2-Q/ How would the submission for the Gantt Chart be?

A/ Gantt chart should be showing the starting and end of each activity submitted within the proposed time frame of 180 - 200 days, and during the implementation phase. However, these durations might be affected in order not to affect the academic year, and there might be restrictions for the working hours.

Conclusion:

The Pre-Bid Conference was finished at 5/09/2024 at 10:30 hrs. on Microsoft Teams Baghdad Standard 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.