

Site Visit Minutes

Request for Quotation: HCR/IRQ/BGD/2024/SUP/RFQ/099

Installation of New Partitions (10 Rooms) with Security Improvements in the CSC Premises in Al-Mansour, Baghdad

The site visit was organized on 26th of September 2024 at 10:00 HRS Iraq Time in the CSC Premises in Al-Mansour, Baghdad, 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 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 following clarifications were requested and responded during the Q&A session.

Questions and Answers:

Q1 - What is the quality (pixels) of the security camera?

Answer: The minimum required quality of security camera should be 6 Mega pixels.

Q2 - Do you have a layout for the new partition?

Answer: Yes, it is attached with the minutes of site visit.

Q3 - Do you have a layout for the base plate in the parking area?

Answer: Yes, it is attached with the minutes of site visit.

Q4 - What should we do with the old partition?

Answer: Remove it and hand it over to the UNHCR.

Q5 - In Civil works – item C3 # We need the table of the item with all dimensions, please.

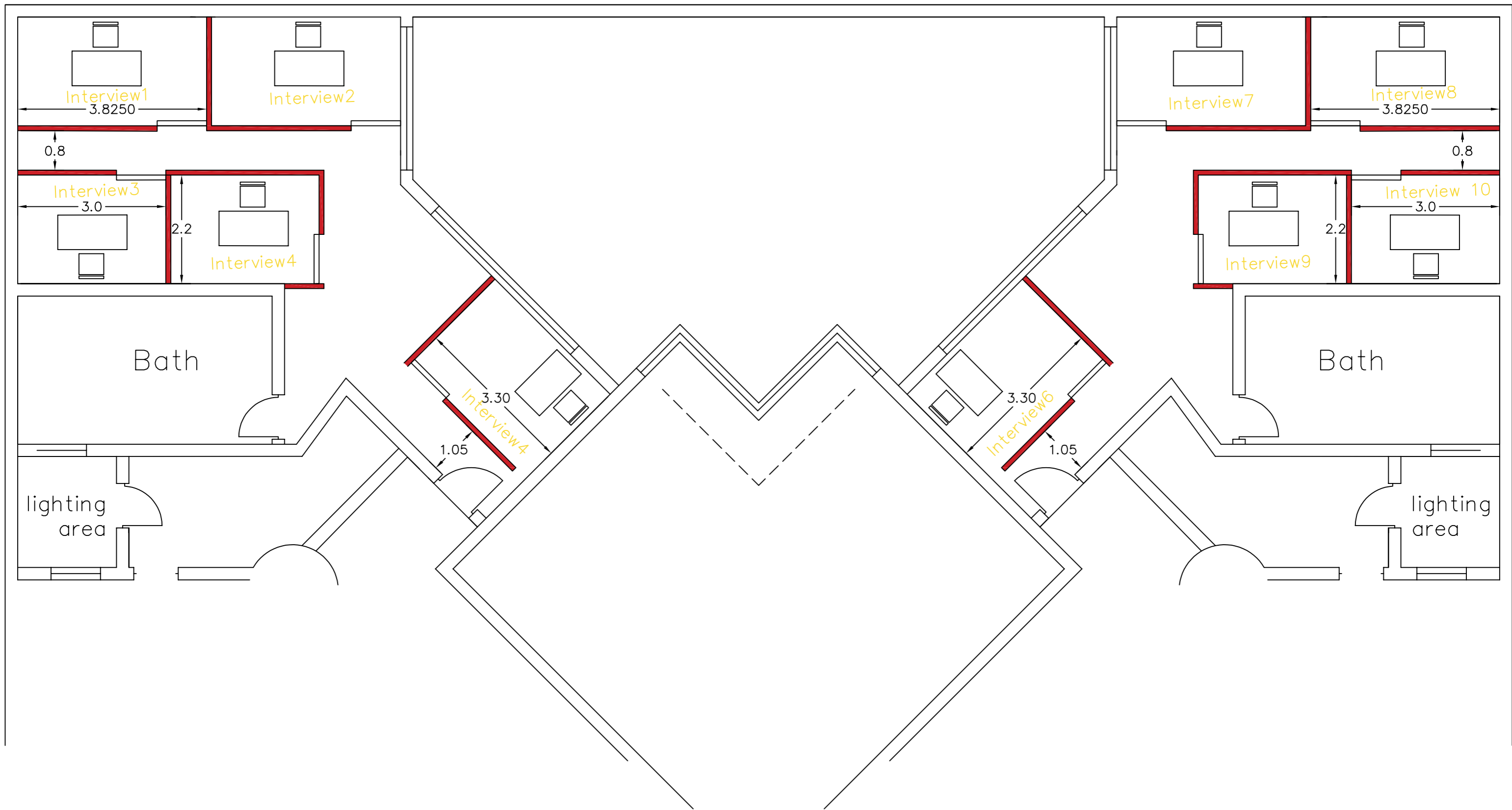
Answer: All the dimensions are available in the attached drawing with the minutes of site visit.

Q6 - How do we submit our Quotations:

Answer: the submission of quotations will be through e-TenderBox please follow the instructions in Annex G of the tender document

III. Conclusion:

The Site Visit was adjourned at 12:00 Hrs. Iraq Local Time. The site visit 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.



Option 3

