



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

BIDDERS' CONFERENCE MINUTES

UNHCR ITB/007/2024

23 September 2024

Location: Microsoft Teams

Introduction: UNHCR provided a brief overview of the purpose of the conference and the and the requirements of the tender on the following topics:

- i. Mandatory requirements for the preparation of a valid technical offer
- ii. Estimated volumes do not represent a purchasing commitment
- iii. Items must be provided according to the specifications and unit prices offered
- iv. Preparation of a valid financial offer
- v. Importance of submitting the technical and financial offers in separate envelopes
- vi. Technical questions were requested to be submitted via email to ensure all technical aspects were responded to correctly, with the required expertise, to be shared in a Q&A document.

Question & Answer Session

Question 1: On the table of the last page of the ITB cover page, confirmation that the two boxes are to be submitted separately.

Answer 1: The two boxes list the requirements for submitting the technical and financial offers, respectively. These must be submitted in separate envelopes, with no financial information to be included in the technical envelope.

Question 2: Further detail on the post-installation support (what kind, the scope) is requested for Lot 6.

Answer 2: The question was noted and it was requested to share it again via email to ensure the technical aspect can be addressed by our qualified colleagues. It was highlighted that installation in Ankara is required for this Lot.

END OF BIDDERS' CONFERENCE