

**UNODC**

United Nations Office on Drugs and Crime  
Regional Office for Central Asia  
Kyrgyzstan Programme Office

УПРАВЛЕНИЕ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ  
ПО НАРКОТИКАМ И ПРЕСТУПНОСТИ  
РЕГИОНАЛЬНОЕ ПРЕДСТАВИТЕЛЬСТВО В ЦЕНТРАЛЬНОЙ АЗИИ  
ПРОГРАММНЫЙ ОФИС В КЫРГЫЗСТАНЕ

**MINUTES  
PRE-PROPOSAL CONFERENCE**

**Tender reference: «ITB/UNODC/001/2017» LEASE OF COMMON OFFICE PREMISES  
FOR UNODC PROGRAM OFFICE IN THE KYRGYZ REPUBLIC**

**Date:** 24 February 2017  
**Time:** 14.00 pm Bishkek local time (GMT+6)  
**Location:** UNODC Program Office in the Kyrgyz Republic,  
31-2, Razzakov str., Bishkek  
**Programme:**

13:50 – 14:00	Registration of participants
14:00 – 14:05	Welcoming remarks:  <b>Salima Dadybaeva</b> , Senior program assistant of UNODC Program office in the Kyrgyz Republic
14:05 – 14:30	Information on tender process and solicitation document ITB/UNODC/001/2017.  <b>Salima Dadybaeva</b> , Senior program assistant of UNODC Program office in the Kyrgyz Republic  <b>Aizhana Kurmanbekova</b> , Procurement assistant, UNDP in the Kyrgyz Republic
14:30 – 14:45	Questions and answers
14:45 – 14:50	Closure of pre-proposal conference

**Meeting participants:**

No	Full name	Position/Organization
<b>Representatives of companies</b>		
1	Begimai Seidimatova	Sales unit coordinator, Orion Hotels LLC
2	Karlo Marcantoni	Lease manager, Vefa Center, BC
3	Ainura Amanalieva	Administrative manager, Victory center, BC
4	Aidai Kinderbaeva	Beren-Gold, BC
5	Marat Elebesov	Administrative coordinator, Bishkek Park, BC
<b>Representatives of UNODC and UNDP</b>		
8	Salima Dadybaeva	Senior program assistant, UNODC
9	Aizhana Kurmanbekova	Procurement assistant, UNDP

Welcoming remarks made by Ms. Salima Dadybaeva, Senior program assistant of UNODC Program office in the Kyrgyz Republic who informed that the present international tender will be conducted in line with UNDP procurement rules and procedures and therefore tender requires attention and thorough preparation of proposals by all interested participants. The present pre-proposal conference is aimed to give information about ITB requirements and UNDP procurement rules and procedures, as well as addressing all those possible questions, the Proposers might have. The pre-proposal conference recorded in Minutes, once available, would be distributed to all participants of the pre-proposal conference as well as posted on the following web-sites: [www.kg.undp.org](http://www.kg.undp.org); [www.undp.org](http://www.undp.org); [www.ungm.org](http://www.ungm.org).

It was reminded to participants that ITB was launched on 17 February 2017 and the ITB was posted on [www.kg.undp.org](http://www.kg.undp.org), [www.undp.org](http://www.undp.org); [www.ungm.org](http://www.ungm.org) websites, as well as advertised through local newspaper "Vecherniy Bishkek" for the period of 3 calendar weeks. UNODC arranged direct delivery through e-mail the solicitation documents to 15 local vendors on 17 February 2017. The expected submission deadline is 10 March 2017, 10:00 am Bishkek local time (GMT+6).


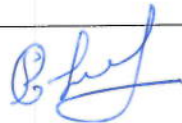
Ms. Salima Dadybaeva further focused on the following key elements of the solicitation document:

- Preparation and submission of tender documents;
- Bid opening and bids evaluation procedures;
- Detailed information on composition of solicitation documents within ITB and producers of bids application;
- Bid submission forms;
- Technical mandatory and optional requirements;
- Price schedule form;
- Contract and payment terms.

The following questions were raised and answers given during the pre- proposal conference:


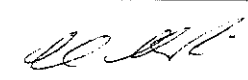
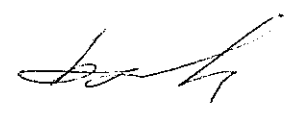
#	Questions	Answers
1	Is it required to provide information on minimum number of lease premises contracts or to enclose copies of contracts?	Vendor can provide copies of the required contract or indicate information with provision of full details of the contract.
2	Is it required to provide information on lease premises contracts signed only with international organizations?	Vendor can provide information on previous contracts signed with any legal entity.
3	Is it required to indicate previous litigations related only to provision of lease agreement services?	There is a need to indicate all type of litigations with vendor involvement during the last 3 years.
4	Can an organization participate in tender if it is registered on year ago and has no litigation history during the last three years?	The eligibility criterion is availability of minimum one contract for provision of lease premises services as per ITB Data Sheet, Clause 4, page 19.
5	Is it mandatory to provide Auditor's reports along with financial statements?	As per ITB requirements, Data Sheet, Clause 26, page 23, auditor's report should be provided if available. Mandatory documents are income statement and balance sheet.
6	Which type of documents are needed to confirm ownership?	Documents issued from relevant legal authorities.
7	Are there any requirements for interior refurbishment works?	As per ITB requirements, Section 3A, page 25, proposed space should be fit mandatory ITB requirements.
8	Indicated contract start date is 01 July 2017. When the results of the tender can be expected?	In general, evaluation process takes 2 – 4 weeks.
9	A winning offeror needs some time to prepare the space based on ITB requirements.	All preparations should be processed only after contract award and contract signature by both parties.
10	Evaluation related to minimum annual turnover is conducted based on the whole annual turnover figure or only for provision of lease premises services?	Required annual turnover is based on overall annual turnover figure indicated in the main accounting documents i.e. income statement.
11	Financial Statement Documents should be provided for 2015 or 2016?	Accounting documents should be provided for the period of 2016.
12	Should parking fee be included into the rental cost?	Parking lots as part of mandatory criterion should be included into the rental cost.



13	What is a shatter resistant film?	The film which makes a window glass unbreakable.
14	How many parking lots are needed?	As per ITB requirements, Section 3A, page 25, minimum 3 parking lots are required. 5-8 parking lots are optional.
15	How essential is existence of the fencing?	As per ITB requirements, Section 3A, page 25, this is mandatory requirement.
16	What is a latest credit rating?	Latest credit rating means assessment of organization's capability to honor its financial obligations noted by specialized organizations. As per ITB requirements, Section 5, page 32, this is not mandatory criterion.
17	In what language should be submitted proposals?	As per ITB Data Sheet, Clause C.13, page 19, proposals should be submitted in Russian and/or English.
18	When does physical verification of the proposed spaces take place?	Physical verification is carried out during evaluation stage.
19	Does technical evaluation mean submission of technical passport and other documents?	Technical evaluation is evaluation of bids according to all requirements specified in the ITB.
20	What statutory documents are required for companies?	Depending on the legal form of each entity, there is a need to provide statutory documents issued by relevant legal authorities as per ITB Data Sheet, Clause 4, page 19.
21	Submission of a Company's Charter is mandatory requirement?	The eligibility criterion is availability of legal registration documents from relevant authorities as per ITB Data Sheet, Clause 4, page 19.

This Minutes was prepared by:		Signature	Date
Ms. Salima Dadybaeva, UNODC Senior programme assistant			24.02.2017
Confirmed by			
Ms. Aizhana Kurmanbekova, UNDP Procurement Assistant			24.02.2017

List of participants  
Pre-tender meeting  
24 February 2017, 14.00  
ITB for lease of common office premises for UNODC Programme Office in the Kyrgyz Republic:  
ITB #UNODC 001/2017

Список участников  
Пред-тендерная встреча  
24 февраля 2017 г., 14.00  
Тендер на закупку услуг на аренду офисного помещения для Программного офиса УНП ООН в Кыргызской Республике:  
ITB #UNODC 001/2017

№	Name of the company/ Наименование организации	Representative of the company (Name and Title)/ Представитель организации (Имя и должность)	Contact details (phone, fax, e-mail)/ Контактные данные (тел., факс, эл.почта)	Signature / Подпись
1	ООО "Orion Hotels" (Орион Хотелс)	Name/Имя: <u>Белимбет</u> <u>Сейдигалиева</u> Title/Должность: <u>координатор</u> <u>турса инфраструктура</u>	Tel/fax/тел/факс: <u>0312 556666</u> E-mail: _____	
2	Vota Center	Name/Имя: <u>Марсанти Кайра</u> Title/Должность: <u>Lease manager</u>	Tel/fax/тел/факс: <u>0557 23 8888</u> E-mail: _____	
3	BLS Victory	Name/Имя: <u>Айнура</u> <u>Аманжолбекова</u> Title/Должность: <u>управляюще-</u> <u>седни менеджер</u>	Tel/fax/тел/факс: <u>0770055065</u> E-mail: <u>victory.bishkek@</u> <u>gmail.com</u>	

4	„Берен-Гонг“	Name/Имя: <u>Algaev</u>	Tel/fax/тел/факс: <u>362 909-922</u>	
		Title/Должность: _____	E-mail: _____	
5	Bishkek Park	Name/Имя: <u>Marat Elebazar</u>	Tel/fax/тел/факс: <u>0312 312031</u>	
		Title/Должность: <u>Administrative coordinator</u>	E-mail: <u>marat.elebazar@bishkekpark.kg</u>	
6.		Name/Имя: _____	Tel/fax/тел/факс: _____	
		Title/Должность: _____	E-mail: _____	
7.		Name/Имя: _____	Tel/fax/тел/факс: _____	
		Title/Должность: _____	E-mail: _____	
8.		Name/Имя: _____	Tel/fax/тел/факс: _____	
		Title/Должность: _____	E-mail: _____	
9.		Name/Имя: _____	Tel/fax/тел/факс: _____	
		Title/Должность: _____	E-mail: _____	
10.		Name/Имя: _____	Tel/fax/тел/факс: _____	
		Title/Должность: _____	E-mail: _____	