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| United Nations Development Programme ZIMBABWE |  Empowered lives Resilient nations | <div style="background-color: #808080; color: white; padding: 5px; text-align: center;">PRE-BID CONFERENCE MINUTES</div> ITB-ZIM-GF-016-2017: MOHCC Data Collection, prebid conference at UNDP, in Harare, Zimbabwe DATE: 13 March 2017 LOCATION: HARARE TIME: 10:00AM – 11:00AM |
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1. Attendance

UNDP and Mohcc were all present as per Attendance Register Maintained at UNDP Zimbabwe GFATM PMU.

2. Meeting Location

Building: UNDP

Meeting Room: Block 9 Boardroom

3. Objectives of the pre-bid meeting

UNDP explained the objectives of the meeting as below

To facilitate bidders to familiarise with the procurement process and seek any clarifications to the procurement process.

4. Background

UNDP provided a background to the requirement for the printing of data collection tools for the Ministry of Health and Child Care in Zimbabwe.

ITB Explanation and compliance requirements

UNDP highlighted the major and most important areas that bidders will need to look out for as below;

- Bidders need to read all the sections of the ITB and follow all the instructions contained in the documents, failure to follow the requirements of the ITB will lead to rejection of the bidder's bid.
- Emphasis was placed on the need to complete all documents as per ITB. Failure to do so will result in an incomplete bid.
- Bidders need to use the language of the tender documents and the costs for preparing the bids is for the bidders.
- All prices to be in US Dollars, any other currency will be converted to the US dollar at the ruling UN rate of exchange
- Submission deadlines need to be followed, no late bids will be accepted.
- Evaluation of bids will take place in three steps; i.e. preliminary, technical and financial evaluation.
- Errors in prices will be corrected by UNDP as per the ITB instructions.
- Bidders to follow all instructions on the data sheet.
- Sizes of the electronic submissions to comply in size and clean of viruses and timely submit to ensure meeting of deadlines. Bidders were advised not to wait until the last minute.
- Bidders are encouraged to provide all the required documents, where sample are needed then these should be provided.
- Reference on page 17 on the 'datasheet' must be followed in totality. The language must be strictly English.
- Questions and clarifications should be sent to the PSM email address provided in the document.
- All queries must be submitted at least 5 days before bid closing date. Questions must be in writing.
- Tender submissions must be within the deadline. Any late submission will not be considered.
- Samples are expected to be submitted on or before the tender deadline.

- Bids can be hand delivered, sent through courier or through electrical means as PDF.

5. Questions and answers from the meeting:

| ACTIVITY/QUESTION | REMARKS/ RESPONSE |
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| Corrections | <ul style="list-style-type: none"> • On item 21 and 24, the closing time is 13:00hours and not the 12:00am indicated. • Item 1, Essential changes register on page 26 and item 20 – A4 HIV monthly progress report form on page 30 have been removed. On page 31, one item was added-Sexual partner notification card. • The total number of items is now 25 instead of 26. • Item # was corrected from +400leaves to 28pages. Bidders to refer to the tender document for final corrections on specifications. |
| Responsibilities for coordination of work. | <ul style="list-style-type: none"> • UNDP is the contractual entity and has the overall responsibility for all contractual management and implementation issues. • UNDP is also responsible for all payments. • The bidders were also reminded that all payments will only be processed by UNDP after full inspection by UNDP and its partners i.e. MOHCC. Printers to ensure that all printing is preapproved by MoHCC before mass printing. This will ensure that MoHCC approves the artwork and make sure that everything is correct before printing. • The bidders were discouraged from printing anything before written approval of the MoHCC. • Bidders may however, be required to design the artwork and hence they should be ready for such eventualities. • Bidders to ensure that there are three signed copies of the approved artwork for printing. |
| Do we submit samples for each item or we can select | <ul style="list-style-type: none"> • Yes, all printing will be based on hard copies approved by the MoHCC. |
| Is there a fixed time frame for proof reading of documents | <ul style="list-style-type: none"> • All things being equal, MoHCC would require a week for proof reading. • MOHCC would prefer the bidders to bring their work for verification by the ministry before actual printing. |
| Is there room to withdraw printers who repeatedly print the wrong work | <ul style="list-style-type: none"> • UNDP and its partners will ensure that printers are supplied with ready to print artwork to reduce duplication of designing work. • UNDP will carry out due diligence on potential suppliers. |