

MINUTES OF PRE-BID CONFERENCE

INVITATION TO BID Fuel Supply for UN Agencies in Cambodia Process No: 35-49348

I. Background

The United Nations Development Programme (UNDP) would like to invite bidders to submit bids for fuel supply for UN Agencies and its projects in Cambodia under Long-Term Agreement.

II. Objective

The purpose of the Pre-Bid Conference is to provide instruction to interested bidders about the requirement, how to prepare responsive bid and opportunity for bidders to ask for clarifications.

III. Date and Venue

- Date: 6 July 2017 at 9:00 A.M., Phnom Penh Local Time
- Venue: UNDP Cambodia, Main Conference Room (located in Building No. 5, Ground Floor)

IV. Presentation

To make this pre-proposal conference more beneficial to all interested bidders, the Procurement Unit prepared slide presentation which covered the following contents:

1. Invitation to Bid Document

- ❖ Instruction to Bidders
- ❖ Criteria for the Award and Evaluation of Bid
- ❖ Required Documents for Submission
- ❖ Schedule of Requirements and Technical Specifications
- ❖ Templates in Section 4, 5, 6 & 7

2. Questions & Answers

To begin the presentation, Procurement focal point welcomed and thanked all participants who attended this pre-bid conference, and explained about the purpose of the conference. Procurement focal point also encouraged all participants to openly ask for clarification if they are not sure in any part of this presentation.

Procurement focal point went through each slide, presented and explained all the contents of the Invitation to Bid document.

The pre-bid meeting was ended at 10:00 a.m.

For any request for clarifications, bidders are required to send the queries in writing to Ms. Dalis Heng at email: dalis.heng@undp.org and cc procurement.kh@undp.org . UNDP will issue the clarifications to queries received by posting on the website and share with all bidders.

Please see the detail information in attached slide presentation of pre-bid conference.

V. Queries Raised by Bidders and Answers

At the end of this presentation, there were some questions from participants and these were clarified as below:

N°	Questions/Clarifications asked for	Answer/Clarification given as
1	A bidder raised its concern regarding to their financial statement as this document is normally restricted by its Head Quarter based on its company's policy.	UNDP would consider this suggestion and notify the bidders if there would be the amendment to the Bidding Document.
2	Does UNDP require contractor to process tax exemption permit and the import custom clearance?	UNDP would process only the tax exemption permit from the General Department of Customs and Excise of Cambodia and Contractor would process the import custom clearance.
3	Please provide information on how to charge in the invoice?	Contractor shall charge MOPS prices of diesel and petrol plus a fixed premium fee in a monthly invoice and this shall be exclusive of import taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.