

MINUTES FOR PRE-BID CONFERENCE

DATE: 5th JULY 2017

TIME: 11:40 am

INVITED

1. All prospective bidders
2. Mohamed Adan Ismail – Procurement Hargeisa
3. Zekeria – ICT Hargeisa
4. Sahro Hassan – Procurement Garowe
5. Abdulkadir Ali – ICT Garowe
6. Dahir Hassan – procurement Mogadishu
7. Abdinassir Hussein – ICT Mogadishu

ATTENDANCE

1. Synne Hasbro – Sales Specialist - Dan Office
2. Kenneth Aarslev Rasmussen – Key Account Manager UNDP – Dan Office
3. Mohamed Rashid – Authorised representative - Pure Earth
4. Salebaan Jama – Pure Earth
5. Sahro Hassan – Procurement Garowe
6. Benard Korir – Procurement Nairobi Support Office
7. Debbie Wandera – Procurement Nairobi Support Office
8. Asha Shidane – Procurement Nairobi Support Office – Case Officer
9. Carey Karani – ICT Nairobi Support Office

AGENDA

1. Pre-bid conference

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Benard commenced the meeting with a round of introductions for Nairobi, Sahro introduced the members present in Garowe followed by Danoffice in Copenhagen. After the round of introduction, the case officer engaged Danoffice first and enquired on any other queries besides the questions sent through email. The case officer further answered a few pending clarifications. Danoffice double checked on the voltage requirements for printers which was further clarified by the ICT Manager as 220V.

Pure Earth representatives were given an opportunity to forward any questions regarding the tender. The company authorized representative acknowledged that they recently obtained information on the tender and required some guidance considering this being their first time. The case officer confirmed the deadline and explained that this date could not be extended further. The vendor confirmed they could meet the current deadline.

The case officer outlined some of the more important sections of the tender such as; instructions to bidders, documents establishing eligibility, evaluation criteria, award criteria etc. the case officer further reiterated that section 11 included a check list of the documents comprising of the complete bid and this was important as a tool for confirming if the bid was complete.

The case officer mentioned that clarifications would be posted on both the UNDP Procurement website and UNGM and that vendors should check the sites regularly for any information on the tender.

Preamble

There being no other issues to discuss, the meeting was adjourned at 12:00 pm (GMT+3).

	<u>Signature</u>	<u>Date</u>
Synne Hasbro		12/07/2017
Kenneth Aarslev Rasmussen		12/07/2017
Mohamed Rashid		11/07/2017
Salebaan Jama		11/07/2017
Sahro Hassan		
Benard Korir		
Debbie Wandera		5/7/17
Asha Shidane		5 th July 2017
Carey Karani		

Digitally signed by Sahro Hassan
 DN: cn=Sahro Hassan, o=UNDP SOM,
 ou=UNDP OPS,
 email=sahro.hassan@undp.org, c=SO
 Date: 2017.07.11 10:21:52 +03'00'

Digitally signed by Benard Korir
 DN: cn=Benard Korir, o=UNDP, ou=Kenya,
 email=benard.korir@undp.org, c=KE
 Date: 2017.07.10 12:08:00 +03'00'

Digitally signed by Carey Karani
 DN: cn=Carey Karani, o=UNDP,
 ou=Somalia,
 email=carey.karani@undp.org,
 c=KE
 Date: 2017.07.10 16:15:16
 +03'00'