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**PRE-BID CONFERENCE**

MINUTES OF THE MEETING

Supply of Information Technology Equipment (Ref. ITB-TKM-004-2018).

**Date:** 18 July 2018, 15:00

**Venue:** UN Building, Conference Room № 107

**Companies present:**

The list of bidders is enclosed.

**UNDP representatives present:**

1. Aygul Atabayeva – Procurement Associate, UNDP
2. Mary Risaeva – Operations Manager, UNDP
3. Albert Ishmuhamedov – ICT Associate, UNDP
4. Jamal Hanmedova – Project Assistant, SCRL

**Pre-Bid Conference:**

Procurement Associate familiarized the bidders with the bid terms and bid documents submission, having explained which documents should be provided during the submission; the timeframe and application form. Scope of this ITB includes 5 lots, and partial submission will be allowed disaggregated by lots, but not divided into products within one lot. UNDP may enter into the contract with one or several suppliers within separate lots. Particular attention was given to a minimum of qualification requirements; if the bids will not meet them, they will be rejected from further consideration. The requirements are as follows:

А. Availability of a Bid Security with the appropriate period of validity (14,000 US dollars or equivalent in TMT calculated at the official rate);

Б. Required Bid Validity (90 days);

С. Letter of attorney

Д. Minimum Bid documents provided

Procurement Associate highlighted that this tender **requires** provision of a security deposit for participation/bid security. Its copy should be attached during an e-submission and the original should be sent in a sealed envelope. The term of the bid security must be 120 days from the date of submission of the bid (90 days - period of validity of the bid offer + 30 days after expiry of the bid). When signing the contract, UNDP returns a bid security to the winners. The bid security will be returned to unsuccessful bidders after the tender completion and evaluation of bids.

Special attention of the meeting participants was drawn to the criteria of selection of the winner, with the emphasis that UNDP will select: The lowest price bid of the bidder, that meets the technical requirements listed below:

• Conformity of the proposed equipment with technical specifications;

* Delivery time compliance;

• Availability of VALID registration documents and licenses to fulfill the relevant obligations effective at the time of submission of the offer and for the entire period of the contract. The supplier is authorized to act duly as a manufacturer agent, or to provide a power of attorney, if it is not the manufacturer;

* Minimum 5 year experience of ICT equipment delivery (for the lots No 1-4) or publishing equipment delivery (for the lot No 5);
* The presence of 3 contracts of a similar value, nature and complexity, implemented in the last 5 years;

• Compliance with the minimum annual turnover requirements (the minimum annual turnover must be twice the amount of the financial bid for 2 of the last 3 years (approved by a certified accountant).

The Procurement Associate has drawn the bidders’ attention to the delivery time: for the lots № 1-4 – 45 days, for the lot № 5 – 60 days, as the installment and training of users is stipulated by the lot № 5. It was also noted that each separate item in the lots has a different warranty claim and the supplier should take this into account. The bidders must provide a confirmation of the availability of a local technical support service for warranty maintenance and repair of equipment.

All technical questions during the meeting were recorded and participants were informed that the Minutes of this meeting will be disseminated among all the participants and posted on the UNDP official sites.

The bidders were informed of the deadline for submitting inquiries that is July 20, 2018, the answers to which will be posted on the sites. The inquiries must be sent via email [itb.004.2018.tm@undp.org.The](mailto:itb.004.2018.tm@undp.org.The) electronic bids must be sent via [itbsubmission.004.2018.tm@undp.org](mailto:itbsubmission.004.2018.tm@undp.org) and/or by courier in a sealed envelope to the UN Registry.

All interested bidders, those who could not download them from UNDP website, were offered CD-ROMs with technical documents for this bid.

**Questions from bidders and answers:**

1. **Q:** Can a branch of a foreign company (registered and accredited in Turkmenistan) submit a financial offer in foreign currency?

**A:** If the bid is submitted from foreign company then the bid can be submitted in foreign currency.

1. **Q:** Is it necessary to duplicate an e-submission by sending an offer in an envelope?

**A:** No. With an e-submission, only the original bid security will have to be sent in addition by post. And UNDP will accept this original even after the bid deadline. However, your electronic bid must include a scanned copy of the Bid Security; otherwise, the bid will be considered as non-compliant with technical requirements and will be disqualified.

1. **Q:** Who will be liable for warrant in case of mistake/breakage due to incorrectinstallation, commissioning and start-up of equipment?

**A:** In case of breakage your qualified specialists will identify the breakage and the reason of it.

1. **Q:** What companies are included in the Top-5 of publishing equipment?

**A:** We cannot name trading names and brands, but, as a rule, these are renowned companies with good reputation.

1. **Q:** Will foreign companies be prioritized during the selection process?

**A:** Full compliance with the requirements as well as the lowest price will be our priority, no matter the foreign company or local.

1. **Q:** Will the payment be made immediately or you will have to wait for the installation of equipment?

**A:** According to the terms of payment, we will verify that the equipment is working properly and then process the payment (usually within 30 days of receipt by UNDP and delivery of the invoice from the supplier).

1. **Q:** Is UNDP exempt from taxes?

**A:** Yes, UNDP is exempt from VAT. We will provide the necessary documents (a letter of exemption of UNDP from VAT and a power of attorney to the representative of the company, as well as a cover letter) for customs clearance, the supplier company will be dealing with. Terms of delivery - DAP Ashgabat, please include the cost of delivery, loading/unloading services until the specified address.

1. **Q:** Specification indicates the delivery of 6 sets of cartridges for printers. Do their parameters matter? For instance, different types of cartridges have different volume of copies.

**A:** Along with printers it is necessary to deliver 6 sets of good quality cartridges for appropriate printers.

1. **Q:** Do you necessarily need an additional confirmation letter from a local company or is it sufficient just to indicate the contacts of the local support service?

**A:** Not necessarily an additional letter, but it is in the interests of the company that the delivered equipment operates properly and the technical support service functions as necessary.

1. **Q:** Is it necessary to enclose the checklist of the documents in accordance with the attached form?

**A:** Yes. All the provided templates should be submitted on the logo paper of the company according to the proposed format and signed.

1. **Q:** What should be done if there are discrepancies in the technical specification?

**A:** The most important is that the parameters meet the minimum technical requirements indicated in the specification.

1. **Q:** How will prices be compared/collated in different currencies?

**A:** The company must provide prices in one currency. UNDP will compare all prices offered in US dollars, and in case of receiving applications in local currency, will transfer them to US dollars according to the official operational rate of the UN (1 US dollar = 3,5 ТМТ).

1. **Q:** Will you provide assistance with conversion when the bid is submitted in manats?

**A:** No, it is not envisaged.

1. **Q:** Can companies with which UNDP does not have a long-term agreement participate?

**A:** Yes. To avoid excessive bureaucracy, UN headquarters enters into long-term agreements with suppliers of goods and services, with whom it often co-operates. All companies may participate in the international tender, whether they have long-term agreement with UNDP or not, the conditions are the same for all.

1. **Q:** Is it obligatory to have the letter/power of attorney from the manufacturer if the seller has an agreement with another company?

**A:** UNDP strives to avoid a long chain of resellers. We need a minimal proximity to the manufacturer for an adequate comparison of price and quality. It is important to follow the scheme: ‘Manufacturer-Distributor-Dealer’.

1. **Q:** Please, advise if the network equipment (that requires availability of SFP ports) should be additionally equipped with SFP modules?

**A:** SFP modules are not an integral part of the mechanism. Also, we currently do not know what types of SFP modules will further be required, therefore, adding SFP modules into a set with mechanisms is not mandatory.

1. **Q:** According to the specification, we have to deliver the level 3 switches, but if we deliver the level 2 switches, the price will be much higher. How to be in this case? What is more important - price or quality?

**A:** Both. You should strive to fit within the requirements - this is the standard international practice.

Upon the completion of the meeting, bidders were asked to witness their presence by filling in the appropriate registration form. The bidders were invited to the process of public bid opening on August 2 at 18:15 in the UNDP building.

After the meeting was over, it was informed that the Minutes of the meeting with the answers to technical questions would be disseminated among participants and posted on the UNDP sites listed in the Invitation to Bid (ITB).

The Minutes were taken by: Jamal Hanmedova