

PRE-BID MEETING – MINUTES

Title of Procurement:

BB-RFQ-65514: RFQ FOR THE SUPPLY & DELIVERY OF INTERIOR AND FINISHING MATERIAL TO SALISBURY EDUCATION CAMPUS IN DOMINICA

Date & time & Location:

Monday 18 March 2019 at 10:00.a.m. AST – UNDP’s Office in Dominica

Closing Date of RFQ:

Monday 25 March 2019 - 5:00p.m. EST and all bids must be submitted through e-Tendering <https://etendering.partneragencies.org>

UNDP Attendees:

- **Massimiliano Tozzi, Project Manager**
- **James Curren, Head Engineer, Engineers Without Borders**

Other Attendees (Prospective Suppliers):

- **Claude Andrew- Lindy’s Construction**

• TO ALL INTERESTED COMPANIES

	RFQ FOR THE SUPPLY & DELIVERY OF ROOFING MATERIAL TO DOMINICA
Info	<p>Bid conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Brief explanation on RFQ document – administrative requirements (closing date, submission form & method, required documents)2. Clarifications provided to Bidders’ Technical Questions and Administrative Questions. <p>Instruction to Bidders of RFQ document provides detailed explanation on all above brief requirements. Bidders are encouraged to <u>carefully</u> read the Request for Quote (RFQ) document before submitting their bid.</p>

Here below are Answers to Questions raised regarding the above RFQ:

#	Supplier Question	UNDP Response
1	Is it possible to visit the site?	Yes, the site can be visited any day by interested bidders at their own convenience, prior communications to UNDP.
2	What is the cut-off point for making questions on the RFQ?	Deadline for submitting questions is 20 March 2019 (3 business days prior to the submission deadline).

#	Supplier Question	UNDP Response
3	Are items N.1 and N.2 to be used for the same surface?	Yes, items n.1 and n.2 are alternative ceiling options to be used for the same surface. Companies are invited to bid on both or either items. The final decision will be taken by the technical team.