

**MINUTE OF PRE-BID MEETING**  
**Provision of Event/Meeting Facilities Package Services in Phnom Penh  
for UN Agencies and its Projects in Cambodia under Long-Term Agreement  
(Ref. Process 4795)**

**I. Objective**

The purpose of the pre-bidding meeting is to provide instruction to interested Offerors about the service requirements (e.g. objective, scope of service requirements, evaluation method, etc.) and how to prepare responsive proposals.

**II. Date and Venue**

- Date: 27 March 2018 at 3:00 P.M., Phnom Penh Local Time
- Venue: UNDP Cambodia, Lad Conference Room (located in Building No. 5, Ground Floor)

**III. Participants**

This pre-bidding meeting was opened to all interested Offerors. On the meeting day, the following participants were present:

UNDP:

1. Ms. Sereyvattana Chan, Procurement Analyst
2. Ms. Pheara Lek, Procurement Assistant

Interested Offeror:

1. Phnom Penh Hotel (1 participant)
2. Rosewood (2 participants)
3. Raffle Le Royal (2 participants)
4. Sunway Hotel (2 participants)
5. The Great Duke Hotel (2 participants)

**IV. Pre-Bidding Proceeding**

The pre-bidding was divided into 4 main sessions.

1. Presentation on instruction to bidders
2. Presentation on required documents for submission
3. Presentation on criteria for the award and evaluation of Bid and schedule of requirement
4. Questions and Answers

A presentation was made on point 1-3, and later opened for questions and clarifications.

**V. Queries Raised by Bidder and Answers**

No.	Questions/Clarifications asked for	Answer/Clarification given as
1	Does financial statement of last 2 years is required for submission?	Yes, it is mandatory for evaluation. Bidders can provide only the statement of income and balance sheet.

*Prepared by Pheara Lek, Procurement Assistant*

2	What is section 8 "Form of Bid Security" referred to?	<p>The form under section 8 is a template of bank guarantee letter. The template can give to the bank to request them fill information and issue in the required amount as per mentioned in the ITB document and attention name to UNDP Cambodia. Besides the Bank Guarantee, other options can be:</p> <ol style="list-style-type: none"> <li>Bank Check: It is check issued by bank based on the requested amount of the account owner.</li> <li>Certified check: This is check that issued by bidders and attached with owners or authorized person's signature. Then, the check is proceeded by the bank with note on the back side of "Certified by bank". Normally, bank will take one day to issue it to requester.</li> </ol> <p>The three documents, <i>bank guarantee, bank check and certified check</i> will be kept by UNDP during evaluation period, approximately 2 months. The bid security will be returned to bidders after the bid evaluation is finalized and contracts are awarded to the winners.</p> <p>The bid security may be forfeited by UNDP, and reject the bid, in the event of any or any combination of the following conditions:</p> <ul style="list-style-type: none"> <li>- Bidder withdraws its offer during the period of bid validity.</li> <li>- The bid security amount is less than what is required by UNDP</li> <li>- In the case of successful bidder fails: <ul style="list-style-type: none"> <li>+ to sign the contract after UNDP has awarded it</li> <li>+ to comply with UNDP's variation of requirement</li> <li>+ to furnish other documents that UNDP may require as condition to rendering effective the contract that may awarded to the bidder.</li> </ul> </li> </ul>
3	Can UNDP share the details of arrangement of each requirement eg. How many events do conduct at half-day, one day, two days and so on?	It is hard to us to make the details but the information of number of event conducted at 4-star and 5-star hotel in 2017 and the expected total expenditure already indicated in ITB on page 25.
4	Does section 5 require to print out on letterhead of bidder?	For sure, all required sections for submission are requested to be print out on letterhead attached with logo and duly signature.
5	Do all hotels make green package proposal?	It can make up on request

## VI. Annex

### Presentation of UNDP for Pre-Bidding Meeting

