

## PRE-BID MEETING MINUTES

### ITB – LTA for Conferencing & Accommodation Services

**Reference:** FJI/002-19

**Event:** 000004468

**Date:** 4<sup>th</sup> October 2019

**Time:** 11am – 1pm

**Venue:** UNDP Pacific Office in Fiji Conference Room

**Mode:** Face-to-face only

**Attendance:** Sheet Attached

**Facilitator:** Ronald Kumar, UNDP Procurement Analyst

1. The pre-bid meeting was opened with a brief introduction of the presenter and the attendees.
2. The purpose of the pre-bid meeting was outlined to the service providers available.
3. No service providers had joined via virtual means hence the whole meeting was conducted face-to-face with the service providers present.
4. The facilitator had projected the Invitation to Bid (ITB) document as advertised and relevant provisions were discussions in detail including the bid data sheet, the importance of the eligibility and technical criteria and submission format.
5. Details on submission of bids through UNDP etendering system was also discussed.
6. Following the meeting the service providers present were assisted in registering in the etendering system.
7. The following queries were submitted, and clarification provided during the pre-bid meeting:
  - **Query: Can a bid be amended once posted?**  
**Response:** No, the criteria set forth in the etendering event is once bids are posted no changes can be made. Hence bidders are requested to thoroughly review their submissions against the ITB document checklist provided before uploading and submitting through e-tendering.
  - **Query: What do we do if we are unable to submit the bids through the etendering system or face technical issues whilst submitting?**  
**Response:** Refer to FAQ in the Instructions to Bidders documents provided as part of the bidding document instructions. Advice is to ensure to submit the bids few days prior to expiry of deadline to avoid last minute rush hence allowing time to trouble shoot if technical issues are faced. Contact UNDP Procurement focal point (Ronald Kumar) for assistance.
  - **Query: Often UNDP and UN agencies does not want to sign the hotel event details/agreement which is a requirement by the hotels for any events. How will this be dealt?**  
**Answer:** UNDP does not sign a third-party agreement. As per the eligibility criteria acceptance of UNDP General Terms and Conditions of Contract is mandatory. However, your reference is to event specific details which is rather agreeing on the

event details which shall form the basis to issue quotation/invoice which is fine. However such provisions shall not contradict UNDPs GTC. Its advisable to also upload the hotels event details forms as part of the bidding submission document.

- **Query: Will advance payment be made for large workshop?**

**Answer:** No advance payment will be made. Commitment will be through a purchase order and full payment made following completion of event. For workshops involving large volume if upfront payment over US\$30,000 then bank guarantee will be required.

**End of Meeting**

PRE-BID MEETING

ITB FOR ACCOMMODATION AND CONFERENCING SERVICES

Date: 04<sup>th</sup> October 2019

Time: 11am – 1 pm

Venue: UNDP Conference Room, Suva, Fiji

Name	Title	Company	Signature
Rovais Kumar	Procurement Analyst	UNDP	
Aristina Lari	Admin Associate	UNDP	
Adrienne Sison	Sales Manager	Pullman Nadi Bay	
Doreen Huan	Director of Sales	Holiday Inn Suva	
Arieta Kasevava	VICE Executive	Holiday Inn Suva	
Mare Ratemo	GM / Sales	Tanoa Hotels	