

**Pre-Bid Meeting: Minutes of Meeting
Invitation to Bid (ITB)
Procurement of Furniture for Kurram and Orakzai
Ref: UNDP-ITB-2020-245
Held on: 13th August 2020
Venue: UNDP Country Office Islamabad**

The Pre-Bid Meeting was organized by UNDP for the subject Request for Proposal, Following members presented UNDP in the Pre-Bid meeting:

1. Mr. Muhammad Tahir ul Islam, Procurement Officer, UNDP-Country Office.
2. Mr. Awal Khan/Education Officer-Sub Office Peshawar.

During Pre-Bid meeting following major Questions were raised by bidders. Point wise reply of these Questions are given below for information of vendors.

Question#01:

Beech Wood from France Imported is compulsory OR NOT? Similarly Mild steel /cold rolled IIL Karachi is compulsory OR it should be read as Mild steel /cold rolled Only?

Answer: Beech Wood (France Imported) is not Compulsory so it may read as Beech Wood(Imported). Similarly Mild Steel/cold IIL Karachi may be read as Mild steel/Cold Rolled IIL Only.

Question#01:

What is the difference between Bid Security and Performance Security? What should be the fixed template of Bid Security?

Answer: The Bid Security will be submitted at the time of bidding whereas performance security will be submitted at the time of award of contract. The Bid Security will be in shape of Pay Order or CDR in the name of UNDP Resident Representative (Rupee) Account.

Question#02: Who will be responsible for the Custom Clearance and UNDP should provide Picture of the Furniture ?

Answer: Sample Picture is attached. As the incoterm is DAP so bidder will be responsible for Custom Clearance.

Question#03: Vendors raised the question about delivery locations of Furniture?

The Site List for the Two (02) packages is attached with these Minutes in excel Sheet. Bidder will have to quote the transportation cost with respect to this attached site wise list of schools with tentative quantity in both packages Kurram and Orakzai. However, there may be 20% to 25% chances of variation in quantity of site wise distribution. Bidders may be requested to use provided Excel Sheet for calculation of transportation charges.

Question#04. Bidders requested to extend the Bid Closing date.

The bid closing date has been extended till Friday 28th August 2020.



Question#05. Does Pre-Shipment inspection is required?

Yes, Pre-Shipment inspection to monitor the production during manufacturing in Factory is required. Later inspection on delivery is also required.

Question#06. Bidders requested to explain the e-tendering session in detail.

Answer: A detailed presentation was delivered on e-tendering and problems were discussed about e-tendering usage.

UNDP Representative:

 Muhammad Tahir ul Islam Procurement Officer UNDP-Country Office Islamabad	 Awal Khan Education Officer UNDP-Sub Office Peshawar
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