



Pre-Bid Conference –Minutes – 24 November 2020– 4:00 pm Copenhagen

SUBJECT: Pre-bid conference on the development of long-term agreements for refrigerant tools and equipment for the implementation of Montreal protocol related projects.

DATE: November 24th, 2020

TO: All Bidders

FROM: UNDP, PROCUREMENT SERVICES UNIT

1. A non-mandatory Pre-bid Teleconference was held on Tuesday November 24, 2020 at 4 pm. Copenhagen time. The participants Sheet is included below for reference.

Participants Sheet
UNDP PSU in Copenhagen
UNICORN
Eagle Scientific Ltd
Viewpulse Limited
Labtech International Limited
Egyptian company

2. A General Overview of the below requirements of the project was presented by UNDP PSU.
 - Expected outcome of this ITB. (UNDP corporate global Long-Term Agreements (LTAs).
 - Secondary bidding exercise and call-offs under the LTA.
 - Evaluation method to be used in selecting the responsive Bid.
 - Partial bid. Bids must offer minimum 80% of the items included in section 5a in order to be considered and accepted for evaluation.
 - Price schedule (FORM F) and the three price band quantities

3. These minutes are a synopsis of the entire meeting. Nothing contained herein is intended to change the meaning of the solicitation documents unless, and until, specifically amended by a formal, written addendum.
4. Questions and Answers.

One bidder requested a clarification for ITEM 2 reclaim unit. However, it was explained that due to the lack of technical expertise during the call, this question would be clarified in writing with the technical expert.

Another bidder requested clarification on the freight costs. The bidder asked how bidders should approach the transportation cost since the freight costs fluctuate due to the COVID-19 pandemic situation. The Procurement Services Unit (PSU) clarified that the prices for the transportation / delivery will be taken into consideration only for the financial evaluation of this ITB, and the freight cost will be adjusted during the secondary bidding process.

5. Bidders were advised during the Pre-bid Conference to submit the offers through the e-tendering platform.

END OF MINUTES