

Minutes of the Pre-bidding conference for ITB
Procurement and delivery of specialized heavy machinery 66-2021-ITB-UNDP-SDRR

Title	Pre-bidding conference for case 66-2021-ITB-UNDP-SDRR "Procurement and delivery of specialized heavy machinery"
Objectives	<ol style="list-style-type: none"> 1. Introduction of the participants to the New bidding system in Atlas 2. Discussion on technical specifications of the equipment 3. Answers and Questions
Participants	<p>UNDP Staff: Procurement Analyst CO Procurement Associate CO Procurement Associate CO Project Analyst</p> <p>Representatives of potential bidders: LLC "Atico Tajikistan", Sales Manager LLC "Tavfiq", Procurement Manager</p>
Venue	Zoom Conference
Date	5 May 2021, Wednesday at 11:00 AM

Pre-bid meeting commenced at 11:00 hours through online Zoom Conference.

Procurement Associate opened the meeting and informed that this e- tender is launched as Invitation to Bid for Procurement and delivery of specialized heavy machinery.

The main aim of this meeting is to provide response to possible questions of potential bidders upon carefully study and understanding of the solicitation documents, inclusive the Terms of Reference, Evaluation methodology and General Conditions.

He summarized the composition of the Bid Documents and highlighted important: the need to complete and submit the required documentation as per the instructions within the procedures for e-tendering before the deadline indicated by UNDP in the eTendering system.

Procurement Associate informed the participants that all documents related to e-tendering along with presentations on how to register an account and submit the bid are uploaded in the solicitation and can be downloaded through indicated link. As well as step by step instruction was provided and demonstrated on how to download the tender package, register a company in the system and submit the bid.

In additional Procurement Associate informed bidders that Signed PDF Form of ITB uploaded in the system should be considered, where the Delivery Period is indicated as 120 days. Word format of the ITB was uploaded to ensure easy reference for filling the attached Forms.

Participants asked the following questions:

Q1. LLC “Atico Tajikistan” has received message on new ITB by e-mail but unfortunately, they could not access their account. System shows note that account was blocked and asks to contact help desk. Can you help us to contact help desk or unblock our account?

A1. Please communicate us through procurement.tj@undp.org. Send us screenshot of the message that pop-up during your login. Please also provide us your login, name of your company and email that your company used during registration. We will then send this information to the help desk and further communication will be made using your e-mail registered in the system.

Q2. Question on Lot 1: In the technical parameters of the truck crane with telescopic boom and jib-all-terrain vehicle written that track crane should have 6x6 drivetrain (all-wheel drive), is this a mandatory requirement?

A2. Yes. Truck crane with telescopic boom and jib-all-terrain vehicle should have 6x6 drivetrain (all-wheel drive).

Q3. Does UNDP have a list of countries from which goods are not accepted?

A3. UNDP Maintains Ineligible Vendor Lists that have been sanctioned due to various reasons. Please refer to www.ungm.org where you can find information on sanctions that UNDP apply.

Q4. Question on Lot 1: In the technical parameters of the truck crane manipulator drivetrain has not been indicated, is it required?

A4. As in the technical parameters of the truck crane manipulator drivetrain has not been indicated, this parameter can be selected by the bidder or in other words all types of drivetrain will be considered. UNDP in Tajikistan will review this parameter and if it is needed make change to the ITB. Note on these changes will be entered to the system to inform bidders on any changes.

Q5. During uploading files to the system, the total size of files should not exceed 40 mb or we should upload it separately?

A5. One file cannot exceed 40 mb. Bidder should ensure that a file should be within 40 mb otherwise technical issues may arise while downloading files. It is recommended to start uploading documents as soon as possible. Please do not wait until the last day of the deadline.

Additional Question was queried from e-mail communication:

Q6. ITB does not indicate requirement of power of attorney from the manufacturer, is it required to be submitted by bidders?

A5. Bidders should provide documents indicated and required in ITB, if power of attorney from the manufacturer is not indicated in the ITB then bidder is not obliged to provide this document.