

Pre – Bid Meeting for Replacement of two Passenger Elevators at The UN House (RFQ)

Venue: Zoom Date: 02 November 2021 Data: 15:00hrs

The Pre-bid meeting for Request for Quotation (RFQ) of Replacement of two Passenger Elevators at The UN House was held on November 02, 2021

The meeting was held on zoom at 15:00hrs and 5 companies were represented. United Nations was represented by Ms. Tumeliso Ramaili and Ms. Mamello Raliapeng

The meeting started by introducing the purpose of the Pre-bid conference and introduction on UNDP bidding rules and thereafter, attendants were given a chance to ask questions which were responded to.

Method of Submission

**Quotations must be submitted in the online e-tendering system in the link provided on the RFQ*

Bidders were made aware that procurement process can be accessed from the UNDP eTendering system and UNDP Procurement notices. Both websites are linked to one another as such from the Procurement Notices one can get information on how to register and bid on eTendering system.

Bidders were also advised that videos on both how to register and how to bid in the eTendering system, will be played at the end of the session. One or two participants, with challenges, will be asked to share their screen so that bidders have a chance to learn how it is done.

Etendering submission requirements were emphasized

- *File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard*
- *Files must be free of viruses and not corrupted*
- *Maximum file size per transmission: 10MB*
- *If you are uploading many files (ex. 15 or more) or a large file, please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.*

Bidders should take note of documents required for submission. They were also advised to go through **Section J; Selection Process**, under Terms of reference for guidance of good submission. The section reflects weight or importance of the required information.

Deadline of queries


For transparency purposes deadline for queries will be 5 days before the submission date


Terms of References

Bidders were taken through Terms of References and emphasis was made on Technical Specifications and participants were made aware that it will be an added advantage if they quote escalators that accommodate disable people for example for blind people.

Following questions were discussed and answered after the presentations.

1. **Question:** Will we get a down payment before the job begins
Answer: Unfortunately, UNDP policy does not allow an advance payment
2. **Question:** Will you be prepared to give us payment guarantee
Answer: That can be looked into and with work with
3. **Question:** We are not able to access the solicitation
Answer: As mentioned that two videos both on how to register and how to submit a bid on eTendering. At the end of the session screens will be shared by bidders with challenges in order to take them through for others to learn
4. **Question:** Can you at least share the RFQ by email while we can access all other documents from the website mentioned
Answer: Immediately after the meeting the RFQ will be shared with participant together with the links for the eTendering and Procurement Notices.

Notes prepared by: 
Tumeliso Ramaili: _____
Procurement Assistant, Common Services

and Mamello Raliapeng: 
Common Services Associate