

Minutes of pre-bid conference

Reference:	Long Term Agreement with UNDP Country Office and UN Agencies in Uzbekistan on supply of printing services
Date & date:	10 July 2014, 3 pm local
Location:	UNDP CO Uzbekistan
Venue:	41/3, Mirabad St., Tashkent, 100015, Uzbekistan, UNDP CO Uzbekistan
Participants:	UNDP CO Procurement Unit and bidders representatives as per attached attendance record sheet

BACKGROUND TO THE BRIEFING:

UNDP CO Uzbekistan has announced Invitation to Bid for Long Term Agreement with UNDP Country Office and UN Agencies in Uzbekistan on supply of printing services. This pre-bid conference is called to provide detailed instructions on preparation and submission of bids and to provide clarifications to the questions of the potential bidders.

MEETING RECORD MAIN OUTPUTS:

UNDP CO Procurement Unit specialists, after welcoming participants gave short explanation regarding the meeting purpose and main objectives. These meeting minutes is recorded and posted on the UNDP website.

Further participants were provided detailed instructions on the main points of ITB as follows:

- Section 2 instruction to bidders, which is unchangeable and describes entire process of procurement process (proper preparation and submission of bids, evaluation methods, contract award). Bidders required reviewing this section carefully in order to comply with the requirements. All these instructions must be followed during preparation and submission of proposals.
- Bid data sheet provides additional details of instructions. It also contains list of documents required to be submitted along with the bid.
- The ITB also includes Schedule of Requirements, which provides technical specifications of the sample printing materials on which the prices of the bids must be based on.
- Bidders were informed that the item prices provided in the bids shall be valid for six month in case of the same specification order.
- Bidders were briefed on the process of the secondary competition.

- Bidders were informed on obligatory conformity to the Uzbekistan standards O'zDST 2317:2012 on "Publications. Imprints. General requirements and rules to execution." on ISBN, UCD and LBC provision of the materials to be printed.
- Bidders were clarified conflict of interest provisions.

Question: Shall the bid be submitted only in English?

Answer: No. Bids can be submitted either in English or Russian.

Question: Local companies can bid only in local currency?

Answer: No. Local companies can bid either in local currency (UZS) or USD.

Question: What will be the currency of the payment for the local bidders?

Answer: The currency of the contract and payment will be the currency of the bid irrespective of the country of origin of the bidder.

Question: Shall the consortium agreement of the bidder be notary registered?

Answer: Not necessarily. The consortium agreement must be mandatorily signed and sealed by all parties participating in the consortium. The agreement shall clearly define the responsibilities of each party of the consortium.

Question: How many bidders are expected to be awarded the contracts?

Answer: It is expected to award the contracts for two lowest priced technically responsive bidders per each lot. Furthermore, those two selected companies will quote prices for the actual orders under the secondary competition. The company provided the lowest price under the secondary competition will be placed an order. Please note that the unit prices provided by the selected bidders under the current bidding will be fixed in LTA for the period of six months.

Question: The bidding documents mention that the current ratio shall be not less than 1.0. Can you please elaborate on this?

Answer: The current ratio is defined based on the financial data of the bidder made available following the requirements of the bidding documents through dividing the current assets by current liabilities. The ratio of at least equal 1.0 means financial stability of the bidder.

Question: Are the bidders expected to submit Bid Security?

Answer: No.

Question: How far the bidder shall go in describing the company personnel? How detailed must be information on this?

Answer: The company organogram will suffice. For the foreign bidders, the CV of the assigned representative shall be provided. The foreign bidders shall satisfy the requirements towards local representative.

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ATTACHMENT: Attendance Record of the meeting