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United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR SUB-OFFICE COX'S BAZAR, COX'S BAZAR, BANGLADESH

MINUTES OF THE PRE-BID CONFERENCE

TENDER REFERENCE NO.: RFP/HCR/CXB/2024/006

FOR THE ESTABLISHMENT

OF A FRAME AGREEMENT FOR THE PROVISION OF

**CUSTOMS CLEARANCE, AND FREIGHT FORWARDING/TRANSPORTATION
SERVICES FOR UNHCR OPERATIONS IN BANGLADESH**

Date and Time: 7 July 2024 (11.00 am to 01:00 pm)

Location: Microsoft Teams Meeting

Objectives: To provide a detailed overview of the content of the tender documentation (procurement process and technical content), clarify the bid requirements to the prospective bidders, and answer the bidders' questions.

Attendees: Ibrahim Mansaray, Supply Officer, UNHCR
Prasenjit Acharjee, Supply Associate, UNHCR
Mohammad Eliyas, Assistant Supply Officer, UNHCR
Masud A.K. Mohammed, Senior Supply Asst., UNHCR
Md. Mobarak Hossain, Senior Supply Asst., UNHCR
Representatives from commercial entities

General

UNHCR convened a pre-bid conference for the vendors interested in participating in the "REQUEST FOR PROPOSAL: No. RFP/HCR/CXB/2024/006 FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF CUSTOMS CLEARANCE, AND FREIGHT FORWARDING/TRANSPORTATION SERVICES FOR UNHCR OPERATIONS IN BANGLADESH". The event was conducted virtually in Microsoft Teams.

The meeting was arranged taking into consideration the complex nature of the requirements. It aims to ensure that the bidders receive sufficient information for producing quality offers, creating favourable conditions for greater competition.

The event consisted of three (3) phases as follows:



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- Presentation by the UNHCR Procurement function on brief discussion RFP documents, highlighting on the list of documents, studying the cases involving the errors frequently made by the vendors in preparation of the tender documents as well as reviewing the other procurement-related aspects of the tender.
- Presentation on the Evaluation process and requirements.
- Questions and Answers session for the vendors.

Questions and Answers

Q.1 Do we have to submit a proposal for two lots in two separate emails or one email?

A.1 Financial and technical proposals must be submitted separately in a different email. For the technical proposal, you are advised to submit in one email for lots 1& 2 but in the subject line, you have to mention lots 1& 2. If the size of the email doesn't permit, you may send additional emails, for separate lots there is no separate submission required. Only Financial and technical proposals need to be submitted separately.

Q.2 What will be the truck intermodal or size? What types of commodities will be carried for the transportation?

A.2 The Size of the truck with other details are mentioned in the financial proposal template and the main commodities related to Customs Clearance, Transportation, and Freight Forwarding Services are mentioned in the TOR (Page 2, Section -2).

Q.3 As the tender will be submitted in etender box, is there any option to recover the earlier password?

A.3 Yes, you can recover your earlier password, for details please read the etender box user manual shared with the tender documents.

Q.4 Is it possible to provide any comments on the financial proposal?

A.4 Yes, you can add your comments to the financial proposal but the changes in financial proposal templates will not be accepted.

END