



**UNHCR**

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.: ITB/HCR/CXB/2021/008**

**FOR THE ESTABLISHMENT**  
**OF A FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF**  
**COMPRESSED RICE HUSK (CRH)**

**Date and Time:** 26 September 2021 (11.00 am to 12:30 pm)

**Location:** Microsoft Teams Meeting

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

**Attendees:** **UNHCR:** Kristof Horvath, Supply Officer, UNHCR  
Musa Tarek, Supply Associate, UNHCR  
Representatives from pharmaceutical entities

**General**

UNHCR held a pre-bid conference for the vendors interested to partake in the INVITATION TO BID (ITB) for the establishment of Frame Agreement(s) for the supply and delivery of COMPRESSED RICE HUSK (CRH). The event was held online in Microsoft Teams.

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

The event consisted of two (2) phases as follows:

- Presentation by the UNHCR Procurement function on brief discussion ITB 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.
- Questions and Answers session for the vendors.

## Questions and Answers

Q.1 Is it mandatory to submit samples for Polypropylene Woven Bags with logo or bag without logo would be acceptable with the technical offer?

A1. Polypropylene Woven Bag without logo is acceptable. However, the awarded bidder must submit the bag with logo as per Annex A, to UNHCR for approval once they receive an order.

Q.2 Is it mandatory to have similar experience e.g., CRH supply experience, to participate in this tender or any experience of supplying any commodities would be acceptable?

A2. Any Supply experience is accepted. It is not mandatory to have only CRH supply experience.

Q.3 Is it mandatory to keep 50 MT emergency stock at supplier's warehouse standby regardless if there is any order placed by UNHCR or not, at supplier our own risk?

A3. Supplier should have the delivery capacity to deliver 50MT for any emergency response in short notice e.g., in 12 hours' notice. At least 50MT CRH should be available at supplier's storage regardless there is any order from UNHCR or not.

Q.4 Is that necessary to submit authorization letter from manufacture's organization?

A.4 No.

Q.5 Can we get this pre-bid meeting record in email?

A.5 Our organizational policy doesn't allow sharing any audio file at this moment.

Q.6 Does UNHCR allow price change during the period of Frame Agreement?

A.6 No, the successful bidder(s) will be requested to maintain their quoted prices for the entire contract duration.

Q.7 Does UNHCR deduct the tax from the invoice?

A.7 No, UNHCR doesn't deduct tax from the invoice, please see section 2.4.2. Excluding the VAT, all other tax should be considered in the unit price.

Q.8 The size of the PE inner liner is bigger than the size of Polypropylene Woven Bags as per Annex A, please confirm if the size is correct?

A.8 The size is ok, as per Annex A. Though the name is inner liner, it is in fact a bag that is used to protect the CRH inside the Polypropylene Woven Bags from rainwater.

**CRH inside> Polypropylene Woven Bags Inside > PE inner liner**

Q.9 There are two types of PE inner liner, HD-PE and LD-PE. Which PE is required? And is there any tolerances level for the weight of the bags?

A.9 The PE inner liner should be HD-PE (High Density). The minimum typical weight of each bag (Polypropylene Woven Bags and PE inner liner) is given in the Annex A, and any sample equivalent or above that weight will be accepted.

**END**