

## Minutes of Meeting

**Subject:** Online Pre-bid Conference “UKRKI/ITB/2022-02 for the establishment of Frame Agreements for the Supply of Household Items”

**Date and time:** 21 February 2022, between 11:00-12.30 EET

**Place:** MS Teams Video Conference

### **UNHCR Participants:**

- Salumeza Cosmas Kanoti, Supply Officer
- Iuliia Nayda, Snr Supply Assistant
- Yuliia Kriuger, Supply Assistant
- Nurlana Ulanbekova, Procurement Associate

### **Discussion Points:**

#### **Supply Unit:**

Mrs. Iuliia Nayda welcomed the participants of the Online Pre-bid Conference in regards to the Invitation to Bid No. UKRKI/ITB/2022-02 for the establishment of Frame Agreements for the Supply of Household Items. Mrs. Iuliia Nayda explained the scope of the Online Pre-bid Conference. The conference aims to provide clarification on the requirements and how to prepare the offer according to the Technical Specifications. The participants were informed about the contractual terms that UNHCR aims to establish a Frame Agreement with an initial duration of 1 year, potentially extendable for a further period of 1 for 1 year. It was highlighted that the bidders should maintain their quoted prices for the whole duration of the Frame Agreement.

#### **Procurement principles:**

UNHCR is in line with UN Financial Regulations and Rules, UNHCR’s procurement system is based on the following principles:

- Fairness;
- Integrity and Transparency;
- Effective International Competition;
- Best Value for Money;
- The Interest of the United Nations.

#### **Tendering Process:**

The proposals are evaluated by the Technical Evaluation Committees with a pass or fail criteria. The offers that pass Technical Evaluation are processed further for the Financial Evaluation. If the bidder fails the Technical Evaluation for a certain lot/product, the Financial offer for this lot/product will not be evaluated.

**Timeline:**

ITB was launched on the 11<sup>th</sup> of February 22 with the closing date and time on the 25<sup>th</sup> of February 2022 with a floating time of two weeks. The deadline to submit the request for **clarification** and questions is on the 18<sup>th</sup> of February 2022.

In order to submit the bid, bidders must send the Technical and Financial offers separately to: [UNHCR-UKR-tendercommittee@unhcr.org](mailto:UNHCR-UKR-tendercommittee@unhcr.org)

**Questions and Answers**

Bidders could raise their questions and request for clarification. Questions and Answers have been recorded in a Q&A document (Annex A) dated 21<sup>st</sup> of February 2022.

**END**