

MINUTES OF MEETING

Subject: 1st Pre-bid Conference

Reference: ITBUS2023-001 Ground Transportation Services for IOM USA

Date/Time: 16 June 2023, 10:30am EST

Duration: 1 hour

Place: Teleconference via Zoom

Participants: a. IOM USRAP Procurement dept.

b. IOM USRAP Technical dept.

c. Prospective bidders

IOM USA has conducted a pre-bid conference in the framework of 1 (one) published tender for Ground Transportation Services for IOM USA.

Introduction

Initially, Procurement dept. has introduced IOM USA to the participants by providing a short presentation of the Organization and its operations. Additionally, both the purpose and the structure of the pre-bid conference has been explained.

Bid Submission

Afterwards, a detailed description of the procedure needed for submitting a bid was provided, covering the below points:

- The valid manner of submitting proposals (delivery, deadline of bid submission, address of submission, labeling of the envelope).
- The documentation needed for establishing eligibility and qualifications of the bidder.

Publication



The participants have been provided with the necessary information for searching for tenders published by IOM and, additionally, the links of the websites have been sent:

- IOM USRAP (https://usrap.iom.int/procurement)
- IOM Global (https://www.iom.int/procurement-opportunities)
- UNGM (https://www.ungm.org/Public/Notice)

Questions/Clarifications

At the pre-bid conference, IOM informed the participants that they could request clarifications both for I) the procedure for bid submission and II) technical issues about the construction works described.

Question.1. By which date and time can the vendors send their clarifications? Answer 1: Please refer to the addendum # 1, page 2 (Deadline for submitting requests for clarifications/questions: Date: 19-Jun-23 Time: 04:00 pm Time zone: Eastern Time (EST)).

Question 2. Which email address the vendors should be sending their questions to? Answer 2: Please refer to the addendum # 1, page 2 (E-mail address: wasusrapprocurement@iom.int).

Question 3. Will there be a second stop for vehicles i.e., hotels, supermarkets? Answer 3: No other stops unless there is a request.

Question 4. How far in advance the information about cancellation, and destination will be provided by IOM to vendors?

Answer 4: 24 hour.

Question 5. Will the vendors fill out Section 6: Conditions of Contract and Contract form's part on ITB?

Answer 5: The Section 6, Conditions of Contract is a contract template and bidders are not required to complete this at the time of submitting their offers.

Question 6. Will the vendors fill out form D: Bidder Information? Answer 6: Yes



Question 7. Will the vendors fill out Form G: Technical Bid and Form H: Price Schedule? Answer 7: Yes.

Question 8. Can there be additional columns added to the price schedule to offer more options?

Answer 8: If the bidder(s) want to add extra information, they can add another column in the price schedule form without editing other requirements.

Question 9. Price Schedule states that "IOM JFK Office STAFF -Terminals at JFK" Does this part means an hourly fee or per transfer?

Answer 9: 12 Hours 5 days a week. We would say per transfer but would negotiate it to be part of the 12hour shift, if passengers are going to LGA that should be per transfer.

Question 10. Are mileage and tolls to be included in the prices or not? Answer 10: Prices should be all inclusive.

Question 11. If vehicles will be ADA compliant?

Answer 11: The selected bidder should avail wheelchair accessible vehicle(s) upon IOM request.

Question 12. Is there going to be an advanced notice about wheelchairs and luggage requirement?

Answer 12: Yes.

Question 13. How many car seats will be needed per trip approximately?

Answer 13: Depends on the FD and family breakdown, the selected bidder should be able to provide requested number of car seats upon IOM request.

As there were not any other questions/clarifications by the participants, the pre-bid conference was concluded.

Note: All other terms and conditions of the clauses of the ITB with Ref. No. ITB# ITBUS2023-001 remain unchanged

