

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

