
Minutes of Meeting

Event: Pre-bid meeting of RFQ N° UNFPA/SYR/RFQ/24/008 (Event and Conference Organizing Service)

Date: Wednesday 18th of Sept, 2024.

Time/duration: 12:00-02:00 PM (Damascus Time)

Location: On-Line meeting (Google Meet recorded)

Purpose: Better understanding to the RFQ requirements

Expected outcomes (Objectives):

- 1- Questions and Answers Sheet including all bidding clarifications.
- 2- Bid submission deadline is **Sunday 06th of October 2024 at 11:00 AM (Damascus time).**

Background:

Following the advertisement of UNFPA RFQ n. UNFPA/SYR/RFQ/24/008 in public on Sept. 05th 2024, seeking quotations for the “Event and Conference Organizing Services” on Long Term Agreement (LTA) basis for a period of 12 months with possible extension for further two years upon satisfactory performance and delivery of the services. Of which the required services briefly are:

- a. Event and Conference Organization Management.
- b. Staff and Personnel Accommodation (Room Reservation)
- c. Compensations Payments for non-UNFPA participants.
- d. Transportation

UNFPA has received several questions requiring UNFPA clarification around the RFQ requirements and Annexes.

In response, UNFPA scheduled the “Pre-bid Meeting” and announced the meeting schedule and modality in public, inviting all interested bidders to attend, and extended the bid-submission deadline initially to 02:30 PM (Damascus Time) Thursday 26th Sept, 2024.

Action points and follow up:

1. On the scheduled date of the On-line pre-bid meeting, UNFPA opened the meeting with a brief introduction to the RFQ scope of work, its objectives and presented the RFQ documents including the Price List.
2. Bidder’s representatives-one by one-expressed their perspectives, concerns and questions. UNFPA in turn, during the meeting answered most of the questions related to the RFQ requirements or terms. While the rest of the questions planned to be answered in the Questions and Answers Sheet (Q&A Sheet)..
3. The below Q&A Sheet included all questions and clarifications raised by the bidders during the pre-bid meeting or received via email.

Conclusion:

- 1) UNFPA has consolidated all the bidder’s queries received via email and discussed during the pre-bid meeting in the Q&A Sheet-**Copy enclosed**
- 2) Bid submission deadline is **Sunday 06th of October 2024 at 11:00 AM (Damascus time).**

Questions and Answers

RFQ N° UNFPA/SYR/RFQ/24/008

Dear Sir/Madam,

In response to the request for clarification we have received from all interested bidders related to the subject RFQ. UNFPA is pleased to compile all the questions and relevant answers and circulate them in public for bidder's information and consideration in their submissions.

Q1: Kindly send us the details of the pre-bid meeting regarding RFQ No. UNFPA/SYR/RFQ/24/008?

A1: The Pre-bid meeting was online (google meet) from 12:00-02:00 PM (Damascus time) Wednesday 18th of Sept. 2024. Invitation was shared by email with bidders confirming their interest and published by the UNFPA Syria Facebook and website.

Q2: Kindly provide us with the location and the time for the in person meeting once confirmed from your end?

A2: as mentioned above in the A1.

Q3: I noticed that the first column in the document mentions conference room locations that are specified as being in Syria. I want to clarify how I should proceed, should I leave the fields empty or is there an alternate instruction for these sections?

A3: All services identified by the subject RFQ document shall be rendered in Syria territory, covering all governorates per regions as outlined in the RFQ Price List.

Q4: a. Equipment and Supplies, For notebooks/laptops, desktops, and printers, could you please provide an estimate of the number of devices that will be required?

b. Compensation Payments for Non-UNFPA Participants: As per UNFPA instructions, the firm is required to pay compensations for non-UNFPA participants. Could you provide us with more details regarding this process?

c. Additionally, we would like to confirm the pre-bid meeting scheduled for September 17, 2024, to give bidders an opportunity to fully understand the requirements. However, we noticed that the final submission of documents is due by September 16. Could you please clarify this discrepancy?

A4: a. As shown in the revised Price List-copy enclosed, the unit price of item# 1.1 and 1.2 (the Rental of Conference Venue including Technical requirement in conference hall; projector and screen +laptop+sounds system + Internet connection) only. Any additional items shall be included in the "Other Services" Sheet of the Price List. As mentioned in the RFQ, the bidder:

- 1) The Bidder shall use the attached excel file to fill in the Price List. The final offer shall be printed, stamped and signed by the bidder in a PDF format.**
- 2) The excel file shall be submitted along with a PDF file (the formal offer is the PDF file). The excel file will be used only to facilitate the evaluation process. Any discrepancies between the excel and the PDF files, the PDF file will be considered.**
- 3) The Bidder shall provide an offer for all items mentioned in the excel sheet. For evaluation purposes, the highest price offered by other bidders will be used by the evaluation committee to complete any missing price.**

b. As per the TOR " Upon UNFPA Instruction, the firm shall pay the

compensations for non-UNFPA Participants. UNFPA will reimburse the payments upon submitting the supporting documents of receipts of payments.”

c. The deadline of the RFQ is extended to Sunday 06th of October, 2024 at 11:00 am (Damascus time).

Q5: I'm just writing to you to inquire regarding the submission date. as it is a bit confusing. Where the document says it is tomorrow 16/9 at 14:00. The document talks about a pre-bid event on 17/9. I would like to ask if there is any plan to extend the submission deadline.

A5: The RFQ closing date is extended to **Sunday 06th of October, 2024 at 11:00 AM (Damascus Time).**

Q6: Would like to confirm if UNFPA allows the submission of bids through a Joint Venture (JV) with another company for this RFQ. If so, could you kindly provide any specific requirements or guidelines for JV participation?

A6: Bids may be submitted by a Joint Venture (JV). In the case of a JV:

- a. The duly filled Joint Venture Partner Information Form must be included with the bid; and
- b. All parties to the JV shall be jointly and severally liable; and
- c. The JV shall nominate a Representative who shall have the authority to conduct all businesses:
 - i. for and on behalf of any and all the parties of the JV during the bidding process; and
 - ii. in the event the JV is awarded the contract, during contract execution.

Complete Joint Venture Partner Information Form, and provide all documents as required in the Form in the event that the bid is submitted by a Joint Venture.

Q7: موضوع خدمات الترجمة والصوتيات في قابلية يكون في حاضرين عن طريق الزوم مثلا لانو بهي الحالة تختلف التجهيزات والمعدات اللازمة

A7: In the case of online meetings, the price will be only for the services and there is no need for equipment for the online participants.

Q8: هل يمكن تسعير غرف الفنادق للسوريين و الأجانب بشكل مختلف و إضافة جدول على ملف التسعير

A8: Yes., the prices for Syrians will be considered for evaluation. However, the bidder shall provide the price rate for non-syrian.

Q9: إذا ما كان في محافظات معينة فنادق 4 ستارز تقدر تخدم المطلوب، بس لقينا عرضين لفندقين 5 ستارز وفي واحد منهم أسعاره أرخص، فهل بقدر حظ الأرخص مكان الفندق الـ 4 نجوم؟

A9: Yes, this can be done and the bidder shall provide a list of proposed hotels.

Q10: في شي تفاصيل محددة للبريك يلي بتخص الموظفين (المتطلبات الأدنى يلي لازم تقدا مثل وجبة سندويشة بوفيه مفتوح في بعض المحافظات غير موجود أوتيلات 4 نجوم او 5 نجوم. فينا نحط بعرض السعر

NA?

A10: The bidder is requested to provide the content of the coffee break. The content shall comply with the 4 or 5 stars hotel standard in other governorates

Q11: Usually there are approved hotels for UN, for security, is there anything we should consider for the hotel selections?

A11: Not at the offer stage. More details around the requirement will be shared with the successful bidders.

Q12: بالنسبة للكوميشن، هل نحن لازم نحط السعر بالإكسيل شيت قبل ما نضيف الكوميشن تبعنا ولا بعد ما نضيف الكوميشن؟ هل تتضمن النسبة أجور التحويل. هل تقبل دفعات الكاش؟

A12: The compensation service fee shall cover all costs to transfer the compensations as requested by UNFPA to beneficiaries.

Q13: بالمنطقة الشرقية هل محافظة الرقة مطلوبه او بس الدير الحسكة و القامشلي؟

A13: All the areas under the Governmental control

Q14: بالنسبة لخدمات الترجمة شو اللغات المطلوبة غير الإنكليزي وين بدنا نحط هي الاسعار؟

A14: Basically, the official language in most of our conferences, meetings and workshops is the English Language. However, UNFPA may request interpretation service towards other languages (Italian/Spanish/French...etc.) and vice/versa. The bidder can add the price of such services in the "Other Services" sheet in the Price List. Otherwise, the bidder can add a narrative enclosed to the price list to explain more details and add the relevant remarks.

Q15: ايما الوقت المتوقع لبداية العمل بالعقد؟

A15: The contract signing-off will be upon the conclusion of the bidding process and awarding the contract to the winner. It is expected to be early Nov. 2024.

Q16: هل احتمال الغرف مزدوجة وارد؟

A16: Possibly, it might be requested during the contract term. However, the requirement for evaluation is the single room. The bidder can put the price of these services in the "Other Services" sheet in the Price List. Otherwise, the bidder can add a narrative enclosed to the price list to explain more details and add the relevant remarks.

Q17: Any advance payment?

A17: No

Q18: Would you please share with us the list of UNDSS pre-qualified Hotels!

A18: The prospective Long Term Agreement is not limited to the UNDSS pre-approved list.

Q19: Would you please advise the monthly average number of workshops and meetings!

A19: It varies from month to month. However, the average is around (2) meetings per month.

Q20: How about the Taxes due upon hotel reservations and conferences?

A20: According to the Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNFPA as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise is applied by the official bodies to the UN in Syria. The details shall be added in the "Other Services" sheet in the Price List or, to be added in a narrative enclosed to the price list to explain more details.

Q21: Can the bidder submit a partial quotation?

A21: Partial quotation is permitted-provided that, a bidder is to quote for all service categories at least in one region (a/b/c/d/e).

Q22: we find it challenging to complete the pricing table in its current format for all Syrian governorates within the given timeframe. We also believe that the current pricing format may not accurately reflect the prices nor guarantee the changes of prices over the contract period.

A22: The bidders shall use the UNFPA Price List as described in A4 above.

The new closing date and time of bid-submission is extended to

Sunday 06th of October, 2024 at 11:00 AM (Damascus Time).

-----END OF Q&A-----