**Pre-Bid Meeting Minutes**

**RFQ for Large Household Appliances**

**Ref: LHA15032021**

Date: 01 April 2021

Time: 14:00 am Baku Time

Participant:

United Nations Development Programme

Javid Mammadov – Monitoring Officer and Facilitator

Rovshan Badalov – Procurement Specialist

Vendors

Gidromashservis CJSC – Indira Bayramova (International Tenders Manager)

Hightechnica LLC - Fatma Guliyeva (Tender Specialist)

Pre-bid meeting started with detailed explanation of the terms and requirements of the RFQ and was followed up by questions from the participating vendors.

Question 1:

You request to provide an all-inclusive unit price for each item, however the delivery area is very large and delivery costs vary. How can we make an offer considering these circumstances?

Answer 1:

As you correctly mentioned, RFQ requires unified unit price regardless of delivery location. So different unit prices depending on delivery locations will not be accepted.

Question 2:

Is it possible to receive the RFQ document in Word format?

Answer 2:

The document will be sent to your email by our procurement colleagues.

Question 3:

RFQ document requires submission of list of performed projects for the last 1 year. Does it have to be RFQ specific or all?

Answer 3:

You may include all projects.

Question 4:

With regards to Large Household Appliances, in addition to contracts with companies, we have a lot of contracts with private entrepreneurs, can we include those contracts as well?

Answer 4:

Yes, it is allowed.

Question 5:

With regards to Performance Certificates, do they have to be new or can it date back 5-6 month, and should they be addressed to UNDP?

Answer 5:

Performance certificates is desired to be new and no later than 1 year old and it does not need to be specifically addressed to UNDP.

Question 6:

As you mentioned earlier, all pictures are for reference purposes only, but we wish to clarify specifically with regards to refrigerators. Pictures in document show freezer section on top part. Can we make an offer for a refrigerator with a freezer section in the lower part?

Answer 6:

You can provide your own offer; it just must follow the technical specification and be two section refrigerators. Location of the freezer on the top or bottom does not matter.

Question 7:

Similar question with regards to item “HOOD”. The shown image is a very simple option, can we provide a more complex version?

Answer 7:

As mentioned earlier, any offered item must follow the minimal requirements identified in RFQ. Any additional options are solely at your discretion.

Question 8:

With regards to installation of air conditioners, do we have to include it in the price offer?

Answer 8:

The offer should be inclusive of all costs.

Question 9:

Item 16 Microwave states that it should not have Grill Capacity. If we offer with a grill capability, will it fail the specification requirement?

Answer 9:

Yes, it will, as it clearly states that this type of microwave should not have grill capability.

Question 10:

Can we send our offer via a link?

Answer 10:

Offers are only accepted via email transfer. If the size of email is higher than 35mb, you may breakdown your offer submission into several emails and mark them as instructed in the RFQ document.

Question 11:

With regards to Performance Certificates, do we have to present them only from legal entities or can they be from private entrepreneurs as well?

Answer 11:

We do not impose any limitations on origin of performance certificate

Question 12: We were planning to provide our USD bank details, do we have to change it to AZN bank details?

Answer 12:

If the payment will be done in AZN, then you should provide AZN bank account details.

Questions 13:

What do you mean by Performance Certificate?

Answer 13:

Performance Certificate is a recommendation letter from you previous clients.

Question 14:

With regards to Alternative Quotes, what is the practice in UNDP for this.

Answer 14:

As mentioned in RFQ document the alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”

Question 15:

If volume of the order changes as stated in RFQ, how will the price be recalculated?

Answer 15:

The unit price of the item will be taken as a reference and calculated by new quantity.