**Pre-Bid Meeting Minutes**

**RFP for Entering into Long Term Arrangements (ILTA) with Event Management Companies for UNDP Projects and Programmes.**

**Ref: 08/30/2021**

Date: 10 September 2021

Time: 12:00 noon Baku Time

Participant:

United Nations Development Programme

Vineet Mathur – Procurement Expert

Eltekin Omarov- VET Project Manager

Farid Abbasov-EU for Lankaran/Agrobio Project Manager

Konul Mammadli-VET Project Officer

Sabina Khalilova- VET Project Assistant

Bidders participated in the pre-bid meeting:

Maryam Jabarova and Maryam Jabarova from KONSiS LLC

Tural Aghayev and Kerri Lewis from Culmen International LLC

Mehraj Taghiyev from Bloom Group

Pre-bid meeting started with introduction of bidders and UNDP Team Members followed by detailed presentation of RFP requirements from UNDP staff.

The questions raised by bidders and UNDP responses are as follows:

Question 1:

A clarification was raised regarding Bid Security validity.

Answer 1:

It was informed that the bid security validity will be for 90 days effective from 1 October 2021. It was also informed that copy of Bank Guarantee/Bank-issued Check/Cashier’s Check should be attached along with their proposal in E-tendering and original should be submitted to UNDP Azerbaijan office through courier.

Question 2:

There was a question regarding vendor legally registration?

Answer 2:

It was clarified that bidders who are registered in Azerbaijan should submit their certificate issued by Azerbaijan authorities and bidders who are not registered in Azerbaijan should submit their registration certificate issued from their respective country where they are registered.

Question 3:

There was a question on experience of Team Members?

Answer 3:

It was replied that each team members should have minimum 10 years of work experience in the field of event management.

Question 4:

A question was asked about IT requirements in the bid?

Answer 4:

It was answered that IT requirements consists of Laptops, printers, photocopiers, projectors, tablet computers, microphones etc.

Question 5:

A question was raised about the submission of latest Audited Financial Statement for 3 years in Preliminary Examination Criteria?

Answer 5:

It was answered that UNDP wants Official Financial Statement submitted to Ministry of Taxation of Azerbaijan.

**Bidders were also briefed that while preparing their technical proposal they need to be more specific in indicating the contact details of their past clints whom they have worked with. This will help us in conducting quick reference checks**