**Pre-Bid Meeting Minutes**

**RFQ for industrial Display fridges and other related industrial equipment**

**Ref: IF15032021**

Date: 01 April 2021

Time: 11:00 am Baku Time

Participant:

United Nations Development Programme

Javid Mammadov – Monitoring Officer and Facilitator

Rovshan Badalov – Procurement Specialist

Gunel Mammadova – Monitoring Officer

Vendor/s

Uzay Group – Mehmet Tufan (Sales Manager)

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

Question 1:

Please clarify the issue of offer validity. Does it start from 9th of April 2021 (offer submission date) or date of signing of the contract?

Answer 1:

Offer validity starts from the date of submission of offer, i.e. 9th of April 2021

Question 2:

RFQ requires submission of transport documents prior to shipment of goods for custom clearance procedure. Does that mean that the delivery period is shortened by that time?

Answer 2:

No, delivery period is not affected and stays as stated in RFQ. Vendor should plan in advance all paperwork and submit the necessary documents to UNDP prior to goods arriving in Azerbaijan.

Question 3:

Some export documents are only available upon custom clearance procedure and originals can not be presented until export procedure is finalized. How can we act?

Answer 3:

You may present certificate of origin and waybill as draft format, but invoice and packaging list must be original documents.

Question 4:

RFQ states the technical specification of each item. Must we follow the exact specification, or it can be changed.

Answer 4:

RFQ states minimal technical requirements of the item. The photo shown is not a criteria and is stated that it is only for reference purposes. Your offer can vary in design, but the main technical specifications must be in line with requirements.