



International Organization for Migration (IOM)
The UN Migration Agency

MINUTES OF THE PRE-BID CONFERENCE

TENDER REFERENCE NO.: IFB-BD21-026

For the Establishment of Long-Term Agreement (LTA)

for Supply and Delivery of Liquefied Petroleum Gas (LPG) Cooking System and Continued Cylinder Refills to the Rohingya Refugee Families Living in the Refugee Camps in Cox's Bazar

Date and Time:	8 th November 2021 (11:00 am to 12:00 pm)
Location:	IOM Cox's Bazar Sub Office, Pekua Meeting Room
Objectives:	To provide detailed overview on the content of the tender documentations (procurement process and technical content), clarify the bid requirements to the prospective bidders and answer the bidders' questions.
Attendees:	Clint Kimmel, Site Development Operations Officer (Shelter) Merve A. Demirkiran, Procurement Officer Valentyn Lukashenko, Procurement Officer Sumi Chowdhury, Procurement Assistant Representatives of 5 interested companies

Introduction:

IOM held a pre-bidding meeting for the vendors interested in submitting the bids against the ITB published on 4th November 2021 for the Establishment of LTA Supply and Delivery of Liquefied Petroleum Gas (LPG) Cooking System and Continued Cylinder Refills to the Rohingya Refugee Families Living in the Refugee Camps in Cox's Bazar.

The meeting was arranged taking into consideration the complex nature of the requirements. It had an aim to ensure that the bidders receive sufficient information for producing quality offers, creating favorable conditions for greater competition.

The meeting consisted of three (3) phases as follows:

1. Presentation by the IOM Procurement function on the IOM Procurement principles, briefings about the content of the bidding documents including the requirements of bids submission, pre-qualification of the bidders as well as the evaluation and award criteria.



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2. Presentation of the technical contents of the requirements with highlights to requirement of marking cylinders and non-existence of construction and land lease cost to be borne by the awardee.
3. Questions and Answers session for the vendors.

Questions and Answers:

Q1. Considering the volume of the documents – is it possible to extend deadline for submission?

A1. Please submit your written request to tomdemirkiran@iom.int with CC to iomcxbprocure@iom.int. This will be coordinated with program unit (preliminary to be extended maximum for 1 more week – till 28.11.2021).

Q2. What is the existing cylinder handover policy? (current empty cylinders)

A2. Not related to the ongoing selection process. IOM and current supplier have a clear handover policy which is clearly defined in the agreement in place.

Q3. Is demand going to be lower/more due to possible move to Bashan Char Island?

A3. At this point, neither IOM nor its partner and donors can provide a clear information in this regard.

Q4. What is the list of samples to be submitted and their quantity?

A4. The list of items and quantity is as following: Empty Cylinder x1, Stove x1, Hose clamps x2, Connector hose (hose pipe) x1, Regulator x1

Q5. As a sample, are empty cylinders or filled cylinders with LPG should be sent to IOM?

A6. Empty

Q7. What is the guideline for training?

A7. Indicated in the ToR

Q8. Should we submit the sample of cylinder - with marking "Not for sale"?

A8. Can be regular cylinder and proposed design/photo as an attachment

Q9. Regarding marking of the cylinders:

1. There may be potential legal issue, as prior approval from department of explosives on marking is required - may take time for approval.

2. The supply chain for cylinders refill is usually as follows: we refill cylinder – it goes to the camp – distribution process – empty cylinder returned – refill. Normally we have stocks ready – to ensure availability all times, however since IOM requires marking, we always have to maintain at least



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x2 or x3 times more marked cylinders than IOM requirement to ensure availability. May we use stickers be used instead of painted marking.

A9. As per donors' requirements, sticker is not an option as it is not a durable solution. Our suggestion – painted, however if you have more durable/other solutions – welcome to submit your suggestions.

Q10. How do we request additional information?

A10. Only through email – as mentioned in the Bidding Documents (mdemirkiran@iom.int with CC to iomcxbprocure@iom.int)

Q11. Where can we see answers to submitted questions?

A11. Bid Bulletin (with questions from pre-bid meeting) and all other questions received via email will be posted on IOM website <https://bangladesh.iom.int/opportunities/work-as-service-provider>. It will contain answers to the questions (without mentioning Bidder's name). The Bulletin will be published on website three (3) days before the deadline for bids submission.

Q12. How do we show our costing details for gas refill?

A12. Please submit Price Refill Formula (can be customized by the supplier) that will include all necessary information on price components, such as Base international rate, Delivery and all import cost up to Bangladesh, Other factory costs, Overhead Costs, VAT, Profit margin etc. For proper comparison purposes please submit price formula for November 2021.

Q13. What should be included to Depot Management price?

A13. Awarded supplier is expected to manage existing IOM depots. IOM currently has 11 Depots (please refer to Annex D on Bidding Documents). Price should include all necessary costs for staff, security, maintenance, cleaning of Depots etc. There is no need to include price of Depot construction or land lease for depot.

Q14. Can we visit existing depots?

A14. Yes, however please inform IOM in advance through email (mdemirkiran@iom.int with CC to iomcxbprocure@iom.int) – so visit could be properly arranged in advance.

END