

Pre-bid meeting minutes LITB No: LITB-2019-9151988 for procurement of Family Kits.

Pre-bid meeting time and date: 10:30am, September 15, 2019

UNICEF Supply & Program Team members hosted/facilitated the pre-bid meeting:

1. Hashim Hamidi, Supply Section
2. Hamed Ghyasi, Program Section
3. Toori, Najmuddin, Supply Section

Participants of the pre-bid meeting were representative of the interested bidders.

The meeting session opened by Mr. Hamidi. He briefed the participants on LITB terms & conditions, evaluation criteria, issue & deadline for submission, UNICEF E-Tendering mechanism.

Stage 1: Electronic Bid Submission

The electronic bid submission should contain the following documents as requested in the invitation to Bid. Bidders are advised to only submit financial proposals in UNICEF Bid Box at UNICEF reception at UNOCA Compound at Financial cost templet along with the physical sample of the kits, (ready for shipping sample), within due closing date of the ITB.

Electronic submission for administrative screening of the responses; (required submissions)

1. Bidders shall provide a copy of valid Afghanistan business Licenses (Local Bid).
2. Bidders shall have proven 3 consecutive years of experience in similar goods and services. (Attached at least 3 copies of PO/Contract for consecutive years with one PO with minimum total amount of \$200,000.00 or total cumulative value of POs for same commodity within 1 year).
3. Bidders shall provide Audit Financial Statement for year 2018 or a copy of company bank statement of the last twelve (12) months as a proof of annual turnover of minimum USD 100,000.00.

Stage 2

1. Bidders shall submit a complete package of family kit sample; the package shall indicate company name, address and reference to UNICEF ITB and submitted to UNICEF reception at UNOCA Compound
2. Bidder shall submit a sealed hardcopy of financial proposal, clearly marked with LITB Number within deadline for submission at UNICEF Bid Box at UNICEF reception at UNOCA Compound.
3. **Electronic submittals of financial offers through UNICEF E-Tendering or to any email address will automatically lead to disqualification of your offer.**

UNICEF Evaluation Method:

Stage 1: –Only technical proposals of the bidders including requested documentation as described above will be evaluated by an assigned technical evaluation committee, and responses that meet the evaluation criteria will be considered for further sample check evaluation Stage 2.

Stage 2: – Sample of the technically qualified vendors through stage 1, will be inspected by UNICEF appointed third party inspection company, and UNICEF will receive sample inspection report from the inspection company. Based on the inspection report and the samples that meets UNICEF technical specification of family kits items will be considered for further financial evaluation. The samples which do not meet UNICEF item description or quality standard will not be considered for financial evaluation.

Third Stage – The financial opening of the bid will be done only based on the list of approved samples by the inspection company, and recommendation for award of the LTA will be based on lowest acceptable offers that obtains the highest mark throughout the 3 stages of evaluation.

Family kit items and quality of the items briefed and displayed to the participants. The below points discussed as well at the pre-bid meeting.

- UNICEF is not bound to procure any specific brand; the bidders shall submit their offers according to the items specification provided in Price Schedule.
- All items of the family kits shall be quality items.
- Low quality items will lead the bidders to disqualification for further evaluation.
- Due to unavailability of Dish washing soap 250gr at the market the item dish washing soap replaced by 3 each of 150gr soap per kit.
- The bidders should submit their technical proposals before deadline as the UNGM system will automatically not accept late bid submissions as well as a sealed hard copy of financial offer at UNICEF Bid box at UNOCA compound.

Revised Copy of LITB uploaded at www.ungm.org & www.acbar.org

Thank you,