

MINUTES OF MEETING

Project Name:	Furniture for Public Schools in Lebanon.	
Objective:	LITB-2024-9191830 for Establishing LTAs for the supply and installation of schools furniture - Pre-bid Meeting	
Date:	Aug. 01, 2024	Time: 10:00 am
Present:	UNICEF: Reem Badran (RB), Roger Allam (RA), Bassam Antoun (BA), Denise Venturini (DV) Potential bidders	

1- Project Brief and Evaluation Criteria

- RA: Submission due date of bids is 12 August 2024 at 12:00 PM, and the last date to receive the questions is August 5, then UNICEF will reply to all questions by August 7; 2024. The bid consists of 4 annexes.
- RA: Reminded bidders that UNICEF will visit the companies' premises/workshops and will request samples.

RB explained the project requirements and the bidding process as follows:

- Technical documents are endorsed by Ministry of education and higher education.
- Technical documents consist of three files: 1- general requirements, 2-BOQ and Specification, and 3- the drawings. The bidders should read carefully all documents prior to pricing.
- All administrative requirements are mandatory, Failure to provide any of these documents shall disqualify the Bidder from further evaluation.
- The Financial offers will be evaluated based on the unit price and quality.
- UNICEF will issue several LTAs and might split the orders between several companies depending on availability, capacity, and prices.

4- Questions Asked by Bidders

1. Is a company eligible to participate if not a manufacturer and how	Yes, please refer to the mandatory requirements.
2. Which documents to submit as proof of experience and what type of experience is required.	Contracts signed, Completion and Satisfaction Certificate, photos.
3. Will UNICEF order the same item with different prices depending on the quantity?	Yes, depending on the project's needed quantity
4. Shall the cost of transportation be included in the price?	Yes, price includes Manufacturing, transportation, and installation.
5. Where are the areas of delivery?	all over Lebanon.
5. Is there any consultant?	No. UNICEF's and MEHE's engineers will be responsible for approving samples, and final products- Furniture.
6. Can prices be changed during the LTA? Can the LTA be cancelled by any party?	If there is a valid reason and it needs a whole procedure. LTA can be cancelled by mutual agreement between both parties.

Roger Allam		Reem Badran
Date: August 7, 2024		Date: August 7, 2024