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|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Meeting Title:               | Minutes of the Pre-bid Clarification Meeting                                                                                                                                                                          | Reference    | No.:                                         | Provision of Data collection services for the Detailed Design Studies for Urban Infrastructure works for Hargeisa Municipality, Somaliland |                                           |
| Date and time                | Thursday 27 August 2026; 2.00PM-3.00PM (East Africa Time)                                                                                                                                                             | Type:        | <input type="checkbox"/> In person           | <input type="checkbox"/> Skype                                                                                                             | <input checked="" type="checkbox"/> Gmeet |
| Chair:                       | Agnes KINTU, Procurement Manager.                                                                                                                                                                                     | Location:    | <input type="checkbox"/> SOCO Office         | <input checked="" type="checkbox"/> Gmeet                                                                                                  | <input type="checkbox"/> External         |
| Prepared by:                 | Agnes KINTU, Procurement Manager.                                                                                                                                                                                     | Attendees:   | <input checked="" type="checkbox"/> Internal | <input checked="" type="checkbox"/> External (indicate agency/co.)                                                                         |                                           |
| Attendees: UNOPS             | Name                                                                                                                                                                                                                  | Organization |                                              | Initials                                                                                                                                   |                                           |
|                              | Agnes KINTU                                                                                                                                                                                                           | UNOPS        |                                              | AK                                                                                                                                         |                                           |
|                              | Caroline Karimi CHOMBA                                                                                                                                                                                                | UNOPS        |                                              | N/A                                                                                                                                        |                                           |
|                              | Feisal Abdi (CTG)                                                                                                                                                                                                     | UNOPS        |                                              | N/A                                                                                                                                        |                                           |
| Attendees (Suppliers)        | The list of Suppliers in attendance is not attached. The bidders’ names are withheld in order to protect the integrity of the bidding process. However, the number of bidders who attended the Pre-bid meeting is 11. |              |                                              |                                                                                                                                            |                                           |
| Apologies:                   | N/A                                                                                                                                                                                                                   |              |                                              |                                                                                                                                            |                                           |
| Absent without Apology       | N/A                                                                                                                                                                                                                   |              |                                              |                                                                                                                                            |                                           |
| Circulation of the Minutes : | Will be shared in the UNGM (Esourcing).                                                                                                                                                                               |              |                                              |                                                                                                                                            |                                           |

### Meeting discussions

Agnes KINTU (Procurement Manager/Procurement Official) opened the meeting at 2.05 PM EAT time by thanking the participant for attendance, while outlining the purpose of the meeting.

- She welcomed attendees to the pre-bid meeting for **RFQ/2026/62770**, concerning consultancy services for the **Provision of Data collection services for the Detailed Design Studies for Urban Infrastructure works for Hargeisa Municipality, Somaliland**. She stated that Minutes of the meeting, but not the presentation (slides) itself, will be shared soon. The presentation covered tender contents, attachments in UNGM, key points to note, evaluation method, and the entire process.
- **Tender Timeline and Submission Logistics:** Tender timelines, submission protocols, and evaluation processes discussed with registration requirements for the bidders. It was specified that the bids must be in English, including no partial bids—meaning all items in Form B (the financial quotation form) must be and alternative bids will be rejected. The following were

emphasized that the tender currency is US dollars, UNOPS is exempt from all taxes, no bid security is required, bid validity is 120 days from the closure deadline. It was strongly emphasized that all submissions must be done via the esourcing portal, and email submissions or secure bids will be rejected even if the Esourcing system locks out any last minute bidders. Email submissions will NOT be accepted.

- **Offer Eligibility and Joint Venture Regulations:** It was explained that no nationalities are excluded from submitting, provided offerers hold a registration certificate from Somaliland. If an offerer lacks full expertise, they may submit a It was noted that all joint venture members are jointly and severally liable to UNOPS, and their composition cannot be altered without prior UNOPS consent. Furthermore, at least one joint venture member must satisfy the financial capability criteria as stipulated in sections II and III, while all members (Partners of the JV) must independently meet remaining evaluation criteria. The bid documents and all submissions must be in the name of the Lead partner, who will deal with UNOPS and execute the agreement, if awarded.
- **Evaluation Methods and Process:** It was explained that this was a Request for Quotation (RFQ) with an evaluation method which uses pass-or-fail scoring for eligibility, formal criteria, qualification criteria, and technical evaluation, followed by selecting the lowest technically acceptable quotation with complete information. During the evaluation process, UNOPS may use a check-and-clarify method to request necessary historical documents or rectify non-material nonconformities within a reasonable period of one or two days, thus advising bidders to monitor emails closely.
- **Clarifications and Document Revisions:** It was explained that various clarification requests from potential bidders are already being compiled at intervals in 1 document to avoid confusion and will always be answered within two days or more since consultations with field and technical teams have to be made. Clarifications are posted directly in esourcing and all revised tender documents. It was emphasized that Somaliland company law requires companies to register locally in Somaliland, in order to carry out activities there. If a bidder has registration in Somalia, they MUST still provide a Registration certificate from Somaliland or form a JV with a company that is registered in Somaliland.

The bidders were alerted about the insertion of a project site location map on page four of revised section II (TORs), with all revised documents to be uploaded as soon as possible. Bidders are encouraged to continue compiling unaffected documentation in the interim as they await the revised tender documents.

- **Common Submission Errors and Prevention Tips:** The Procurement Official highlighted past submission mistakes to be avoided by the bidders, including failing to submit complete information like price schedules or technical components, which leads to disqualification.

The bidders were advised that expired registration certificates can be submitted alongside renewal submission receipts or ministerial communication/notifications of proof of payment for renewal or acknowledgement emails/notifications from the relevant Ministry. This is provided that the renewed valid registration certificate is submitted before contract signing.

The Procurement Official reiterated that email bid submissions will result in disqualification and cautioned bidders to start early to avoid last minute submissions as the esourcing system may have overloads near deadlines and fail to upload your bids.

It was further emphasised bidders must be registered in UNGM (<https://www.ungm.org>) and this is mandatory prior to submitting in esourcing.

**Next steps:**

1. UNOPS to upload revised tender documents (section II and III documents) to the esourcing system, which also contain the location map as soon as possible.
2. Send Meeting Minutes: Distribute the pre-bid meeting minutes and all compiled clarifications to all bidders.
3. Amend Checklist: Correct the checklist to address confusion regarding submission duration and submit the updated version.
4. Prepare Bid Submission: In the meantime, the Bidders continue compiling all necessary quotation documentations and company profiles while awaiting the upcoming revised information.
5. Monitor Evaluation Emails: The bidders were requested to constantly check email inboxes before and after the submission deadlines, for any requests for clarification from UNOPS.

**Closing Remarks and Follow-up:**

The meeting concluded the while, thanking participants and instructing them to send requests for clarification or additions, assuring them that responses would be provided and that the meeting minutes would be shared as soon as possible.

The UNOPS team requested the bidders to submit any pending requests for clarifications via UNGM, where they will be responded to for the benefit of all bidders, even those who had not attended the meeting.

UNOPS communicated that they will resend a Revised Terms of Reference (TORs) in the shortest time possible.