

MINUTES OF PRE-BID MEETING

Supply and Delivery of Industrial Workshop Machinery and Hardware Consumables to Salima Technical College in Malawi

Reference No.	ITB/2026/63393
Date	02 September 2026
Time	1400–1500 hours, Malawi time
Location	Virtual

These minutes record the key information presented and matters discussed during the pre-bid meeting. In the event of any discrepancy or inconsistency between these minutes and the solicitation documents, or any subsequent formal amendment or clarification issued by UNOPS, the solicitation documents and formally issued amendments or clarifications shall prevail.

1. Participants

Name	Position/Organisation	Signature
Aaron Iron Tsaka	Procurement Associate, UNOPS	
Loicey Kamamuna	Procurement Officer UNOPS	
Manale Jimu	Procurement Officer UNOPS	
Kenneth Phiri	Salima Technical College - COVE	Confirmed
Sydney Bulla	Salima Technical College - COVE	Confirmed
Vitumbiko Mchereka	Salima Technical College - COVE	Confirmed

2. Introductions and Opening Remarks

The meeting was opened by Aaron Iron Tsaka, Procurement Associate, UNOPS, who welcomed the participants and introduced the UNOPS team and representatives from Salima Technical College – COVE.

Participants were requested to register their attendance by providing their name, organisation, email address and telephone number through the meeting chat function.

3. Agenda, Purpose of the Meeting and Housekeeping

UNOPS explained that the purpose of the pre-bid meeting was to provide an overview of the tender requirements and to provide an opportunity for prospective Bidders to seek clarification on matters relating to the **Supply and Delivery of Industrial Workshop Machinery and Hardware Consumables to Salima Technical College, under reference ITB/2026/63393**.

The meeting will also address any questions the Bidders might have regarding the tender.

4. Tender Timelines and Scope

UNOPS highlighted the key tender dates and deadlines as follows:

- **Tender publication date: 26 August 2026**
- **Deadline for submission of clarifications: 14 September 2026**
- **Bid submission deadline: 28 September 2026 at 12:00 hours (Malawi time)**

The tender is divided into **10 lots**. Bidders may submit bids for one, multiple, or all lots. However, where a Bidder elects to bid for a particular lot, the Bidder must submit an offer for **100% of the items within that lot**, in accordance with the requirements of the solicitation documents.

The delivery location and applicable delivery requirements are as specified in the solicitation documents.

5. Evaluation Criteria

UNOPS advised that bids will be evaluated in accordance with the evaluation criteria and methodology specified in the solicitation documents.

Bidders were reminded to carefully review the entire solicitation package and ensure that all mandatory requirements and returnable documents are duly completed and submitted.

Where applicable, the award will be made to the **lowest-priced substantially compliant bid**, in accordance with the provisions of the ITB.

6. Registration and Access to Tender Documentation

Participants were advised that prospective Bidders are required to register with the **United Nations Global Marketplace (UNGM)** at the required registration level in order to access the tender documentation and participate in the procurement process.

Once the account has been activated, registered users may log in to access the relevant tender documents and submit their bids through the designated UNOPS e-Sourcing platform.

Participants were reminded to ensure that their UNGM and e-Sourcing accounts remain active and accessible throughout the tender process.

7. Expression of Interest and Compliance

Participants were encouraged to express interest in the tender through the e-Sourcing platform to facilitate receipt of notifications relating to amendments, clarifications and other tender-related communications.

Bidders were reminded of their obligation to disclose any actual, potential or perceived conflict of interest, as required by the solicitation documents.

Bidders must also provide valid legal registration documentation and, where applicable, the required documentation for all parties forming part of a joint venture or consortium.

8. DRiVE - Responsible Business / Sustainability Information

Participants were advised to complete the **DRiVE questionnaire** included in the ITB and made available through the e-Sourcing platform.

UNOPS clarified that completion of the DRiVE questionnaire is a mandatory requirement; however, the responses to the questionnaire will not form part of the bid evaluation scoring, in accordance with the solicitation documents.

9. Returnable Documents and participation fees

UNOPS reminded Bidders to carefully review the solicitation documents and submit all mandatory returnable documents and information required under the ITB.

Where stipulated in the technical or solicitation requirements, Bidders must provide the relevant manufacturer's authorisation for the items offered.

Participants were also advised that UNOPS does not charge any fee for participation in the tender process. Bidders remain responsible for all costs associated with the preparation and submission of their bids, and such costs shall not be reimbursed by UNOPS.

10. Questions and meeting conclusion

Participants were advised that questions and requests for clarification received through the e-Sourcing platform, together with questions raised during the pre-bid meeting and the corresponding responses, would be consolidated and addressed through the appropriate formal communication channel.

The deadline for submission of further requests for clarification remains **14 September 2026**.

No questions were raised during the meeting.

The meeting was subsequently concluded, and participants were reminded that all future clarification requests and official correspondence relating to the tender must be submitted through the **UNOPS e-Sourcing platform** within the applicable deadlines.

UNOPS thanked all participants for their attendance and participation.