

Minutes of Pre-Bid Meeting

Date, Time: 14 January 2021, 15:00

Venue: Zoom Conference

Reference ID: ITB/SMM/81/2020

Title: Provision of drinking bottled water and auxiliary services to the OSCE Special Monitoring Mission to Ukraine

The present representatives of companies were reminded of the following terms of the ITB:

- Bids must be sent via email to the email address specified in the ITB, smm-tenders@osce.org, not later than the bid submission deadline;
- Bids sent to different email addresses will not be considered;
- Bids received not via email, e.g. by post in envelopes, will not be considered;
- Technical and financial proposals are to be submitted separately, and technical proposal must not contain any financial proposal and/or price details. Failure to do so will lead to disqualification of the bid;
- Subject line of the email message containing your bid must contain the ITB ID: ITB/SMM/81/2020. Otherwise, the message may go unnoticed at the time of bid opening;
- In order to avoid technical issues, bidders are advised to avoid sending their bids in the last minute before the bid submission deadline;
- Files containing Technical and financial proposals must be password-protected;
- Submission of bid constitutes the bidder's consent to the General Conditions of Contract (Annex B). The General Conditions of Contract are not subject to change.
- The bidders are asked to pay attention to the eligibility and qualification requirements set out Annex E. Failure to meet these requirements leads to disqualification of the bid;
- Annex E – Technical Compliance Form (starting page 5): it is important that bidders confirm compliance to each of the listed requirements in writing in column "Comments on Compliance";
- All questions regarding the ITB must be addressed to sanjar.rahimov@osce.org ;
- Annex F – Price Schedule: Price schedules must be separately completed for each lot;
- All prices to be quoted in UAH, without VAT. All payments under the contract will be done in UAH at the exchange rate of the NBU at the date of invoice;
- Bid validity – 120 calendar days from the date of bid submission deadline.

Questions and Answers

No	Question	Answers
1	We have sent our offer earlier, but we did not specify the ITB ID in the subject of the email. And there are several email messages sent. Should we re-send the offer with the ITB ID in the subject line?	Yes, it is better to re-send your offer with indication of the ITB ID in the subject field of the email(s). There is no limitation with regard to the number of email messages.

2	<p>We see that the ITB covers the entire territory of Ukraine. There are locations in which our company does not operate. Are you looking only for companies, which cover all locations?</p>	<p>Lot 1 is for supply of still and sparkling water in 0.5L and 1.5L bottles for all OSCE SMM locations.</p> <p>Lots 2 to 12 are for supply of 18.9L bottles and necessary equipment and services for each location separately. Each lot refers to 1 location. Offers will be considered for one or more lots. Partial offers within one lot will not be considered.</p>
3	<p>ITB requires reference letters and contract details from 3 biggest clients. How do you define “biggest” (number of bottles, Hryvnas)?</p>	<p>The term “biggest” refers annual order volume in money terms in the last year.</p>
4	<p>Is my understanding correct that Luhansk region is covered in Lot 1 for 0.5L and 1.5L bottles and in Lot 12 for 13.9L bottles, coolers and paper cups, etc?</p>	<p>Yes, this is correct.</p>
5	<p>Should the technical and financial proposals separately password-protected?</p>	<p>Yes. This is necessary to ensure integrity that financial proposals are not opened prior to completion of technical evaluation. Request for password to financial proposals will be sent after completion of technical evaluation.</p>
6	<p>Annex F – Price Schedule: if we would like to bid for Lot 2 only, should we remove the table for Lot 1 or just leave it blank?</p>	<p>If you are planning to bid for Lot 2 only, then you remove the table for Lot 1.</p> <p>For each Lot a separate price schedule must be completed and submitted. For example, if you are bidding for Lots 2 and 3, then you submit two completed price schedules – one for each lot.</p>
7	<p>We do not have 0.5l glass bottles. Can we bid for plastic bottle positions only, i.e. for 2 items out of 3 in one lot?</p> <p>У нас нет бутылок по 0,5 в стекле, мы имеем право участвовать и подавать наше предложение только на ПЭТ бутылки (то есть на 2 позиции из 3 из одного лота)?</p>	<p>The 0.5L and 1.5L bottled water, both in plastic and glass, must be of the same brand.</p> <p>The 18.9L bottles may be of different brand.</p> <p>Generally, no more than two different brands may be offered.</p>
8	<p>When is the expected start of the contract?</p>	<p>Our current contracts are valid until March 2021. We intend to complete this competitive process by that time.</p>
9	<p>Lots 1 and 2-12: should be the same brand or can it be different brands?</p>	<p>Please see answer No 7 above.</p>
10	<p>Lots 2 -12: who is responsible for removing the current installations (coolers, etc)?</p>	<p>The currently used equipment is rented by the Mission. In case of a contract with a new vendor,</p>

		the owners will be responsible for removal of the equipment form the OSCE premises.
11	After delivery of the new equipment to the door, who installs them?	Installation is to be done by the contractor. Furthermore, the contractor delivers the bottles to the place of usage within the office.
12	Is there possibility of a minimum order?	No.
13	If at the time of signing the contract, the contractor changes its legal name, will that be an issue?	It will depend on actual circumstances. Transferring the contract to a third party is not acceptable.