

Minutes of Pre-Bid Conference Meeting REQUEST FOR QUOTATION (RFQ) for the provision of Supply and Delivery of Construction material/Tools (238 Roof repair Packages (RRK)

Date 5th of January 2024

Time 1100

Location: IOM Conference room also online on MS teams [Click here to join the meeting](#)

Meeting Agenda:

Welcome and Introduction

Brief overview of the meeting's purpose and Introduction of key team members

Project Overview, Technical Specifications and Quality Standards and Compliance

Presentation by the Shelter Team on the project's objectives and provide Detailed discussion on key technical specifications of required construction materials in addition they Outline of quality standards and compliance requirements.

Submission Process

Procurement Team's explanation of the bidding process, timeline, and submission requirement

Q&A Session

Participants raise queries, and responses provided by Shelter Team and Procurement, as relevant.

Questions Raised

Question Number 1: Can we expect IOM to supply samples for this tender?

Answer: No IOM will Not provide samples; each vendor should provide samples for each Items in the list and to deliver to IOM Warehouse.

Question Number 2: Are we going to receive the document in English as well?

Answer: The document Launched in IOM website in English, the Link for this document was published in Noticias newspaper for the days 2nd and 3rd of January 2024

Question Number 3: Is this an international tender, or no?

Answer: This is not an international Tender, and it is Only for Eligible companies in Mozambique

Question Number 4: For the samples on timber, roof sheet and steel rods do we have to send a whole length, or we can send cut pieces?

Answer: Yes, the wood timber samples should be in full length, while for the metal sheet, it is acceptable to be cut into pieces. This should align with the technical specifications. Furthermore, the service provider is expected to label all the samples provided.

Question Number 5: The wood timber (rafter and purlin) should be treated or not?

Answer: No, it shouldn't, and vendor can also quote for the treated material separately

Question Number 6: The vendor asked about the delivery locations?

Answer: The service provider should deliver the material to IOM Warehouse in Beira

Question Number 7: For the construction Bucket, is it a mandatory to have the bucket with pouring lip or no?

Answer: Yes, it is mandatory to have this pouring lip.

Conclusion

The Pre-Bid Conference meeting was informative, with valuable insights provided by both the Shelter Team Procurement Team and participants. Questions were addressed thoroughly to ensure clarity on project details.

Minutes Prepared by:

Fadi AL-UWAIDI

Supply Chain Specialist