



Gaza Field Office – Procurement and Logistics Office

Minutes of Pre-bid Meeting

RFP №: U22S/I/11/2021

Invitation to Bid for

Supplying & Maintaining Eye Glasses for RCVI Pupils

ITB Issued on: 10th March 2021

Pre – bid Meeting
Tuesday, 09th March 2021

Day/Date Tuesday, 09th March 2021
Time 11:00 AM – 12:30 PM (Palestine Time)
Venue HR Meeting Room

Attendance:

From UNRWA

- | | |
|------------------------|----------------------------------|
| 1. Mohammad Al-Farran, | Procurement Assistant (Services) |
| 2. Mervat Tartory, | Admin Assistant, RCVI |
| 3. Walaa El-Yazjy, | Optometrist, RCVI |

Participants/Companies

1. Optics Eye Wear	2. Barbarawi Center
3. Opticana Center	4. Shawwali Center
5. El-Zahraa Center	6. El-Jod Center
7. Hayfa Hospital (Optics Center)	

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A. NOTES:

- Pre-bid meeting minute is deemed as an integral part of the solicitation documents. Therefore, any amendment to original ITB contents will be superseded by what stipulated in the minutes herein.
- The proponents must sign each page of the minutes hereof and accompany them by his technical offer.

B. OPENING:

B.1 Technical Part of ITB

- Mrs Tartory introduced UNRWA team to all participants and started by welcoming the attendees.
- Mrs Tartory Introduced the requested service to all participants

“Rehabilitation Centre for Visually Impaired (RCVI) is a center related to UNRWA, Relief and Social Services Programme in Gaza. The center provides education and rehabilitation services to visually impaired pupils. Part of the extended activities that are adopted by RCVI is the provision of supplying & maintaining eyeglasses for its pupils.

- Mrs Yazjy stressed also on the following points
 1. The service provider should provide eye glasses for RCVI pupils with high quality frames including all relevant accessories.
 2. Based on previous years, the estimated number of needed eye glasses are 300 per year.
 3. The service provider should receive the eyeglasses perceptions from RCVI’s Optometrist and then to prepare the eyeglasses accordingly as attached form (Annex 1 of the TOR).
 4. The service provider should re-sent eyeglasses with their prescriptions to RCVI’s optometrist in order to assure that eyeglasses are according to the specifications required.(Annex 2 of TOR)

5. The service provider is responsible for providing the eyeglasses/lenses according to prescriptions received with a high quality and the service provider should afford the cost of eyeglasses/lenses in case of mistakes or errors caused by him which maybe lead to terminate the contract in case this condition recurred by 5%
6. The service provider is responsible to provide the required eyeglasses/lenses even though not being available in his store or in the local maker according to the perception within maximum 15 days.
7. The service provider should provide warrantee of frames/lenses for a two weeks from the date of providing the service.
8. Quality should be in accordance with the samples offered to the Agency (The frames should be suitable for kindergarten and school pupils with different colours (males and females). Fit for different age groups, plastic and metal, fix or foldable with different of width temple to temple
9. The service provider should provide samples of frames as agreed upon and they should be kept in RCVI's Low Vision Unit in order to check eyeglasses received from the service provider in comparison with the samples.
10. The service provider should consider the distance between lenses' centres to be equal Intra Papillary Distance (IPD) while dispensing/preparing eyeglasses, in case of reading glasses make a true displacement, and the last finished shape acceptable by RCVI optometrist especially in case of balance lenses, and the frame should enclose the lens fully.
11. The service provider should provide photo-chromatic (photo-brown, photo-grey, MC) or tinted lenses such as in case of albinism and allergic conjunctivitis and others as determined by an ophthalmologist.
12. If there is a special case needs a special frame not included in the samples, the service provider should provide a suitable one accepted by RCVI Optometrist.
13. The service provider should guarantee that the eyeglasses are accepted by the pupil and should remain in a good functioning condition for at least one scholastic year, except in case of breakage of eye glasses due to negligence on the part of the beneficiary.
14. The service provider should provide RCVI with a report on up 50 eyeglasses handed over to RCVI or when requested by RCVI.
15. Supplier must submit USD 1,500 as a bid-bond. This bid-bond will be used as performance bond for successful supplier/s.

B.2 Procurement Part

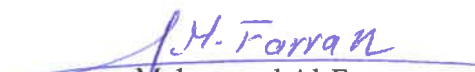
- Mr. Mohammad Al-Farran stressed on the following points

1. The closing date of ITB is as mentioned in solicitation documents on Tuesday, 16 March 2021 on or before 1200 pm. All participants are encouraged to submit their offers one day before the closing date in order not to lose the change of participation.
2. The submission of offers must be as follows;
 - a. Technical Offer & Samples shall be submitted to Procurement Office before the closing date.
 - b. Financial Offer must be sent directly to the e-mail address FTOC@UNRWA.ORG only without copying other address to the e-mail.

3. All suppliers were notified that missing documents or submitting expired documents regarding the formal criteria (1 to 4) page 9 of ITB will be a reason to exclude the offer.
4. All samples must be in line with what is requested in solicitation documents, page 10. The service provider is encouraged to arrange the samples in packages as per the table in page 10.
5. The field visit part will be conducted if the optics center is new or deems necessary in the view of evaluation panel.
6. All accepted samples for the awarded service provider will be kept at RCVI center until the end of the signed service contract.
7. RCVI will submit an In-term performance evaluation report on yearly basis to Procurement Office in order to evaluate the contractor performance in terms of (1) delivery date of items; (2) #of deferred eye glasses due to wrong measures or quality, (3) the flexibility of dealing with day to day challenges, (4) breach to any condition of the service contract.
8. In the event the successful supplier/s fails or refuses to sign the contract when requested; UNRWA has the right to liquidate the bid-bond.
9. Should the Contractor breach any of the terms and conditions of the Contract by his acts or omissions, UNRWA shall request him to remedy the breach. Should the Contractor fail to remedy the breach, UNRWA shall serve notice on him requiring him to remedy the breach within such period of time as it shall fix. In the event the Contractor fails or refuses to remedy the breach within the time fixed, UNRWA shall have the right to appropriate the said (1,500 USD) performance bond or any portion thereof, and/or withhold any sums due to the Contractor without prejudice to any other rights which may have in law or equity to cover any loss or damage which it may have incurred or sustained as a consequence thereof.
10. If no part of the performance bond has been appropriated, UNRWA shall return it to the Contractor after satisfactory completion of the service

C. AMENDMENTS TO SOLICITATION DOCUMENTS

In solicitation documents, page# 6, item # 4 “Duration” is amended to read “*The outcome of this invitation to bid will be a long term agreement for period of TWO years from date of signing the contract by both parties with possible extension for additional 12 months subject to availability of funds and contractor’s performance*”


Mohammad Al-Farran
Procurement Assistant (Services)


Adel Eid
Procurement Officer (Services)

Mervat Tartory
Admin Assistant, RCVI

Walaa Yazji
Optometrist, RCVI