

Breifing Session Meeting Minute

Meeting Date:	November 27th, 2023
Meeting Title	Technical Meeting and Bidders' Briefing
RFP# and Subject:	Request for Proposal No.: DRC-RFP-12112023-CRS-SOUTH Provision of Car Rental Services for DRC Yemen South Offices under a Framework Agreement for Two years
Attendee	Position
Fatema Hassan	Supply Chain Officer
Abdulwakeel Al-Saqaf	Supply Chain Specialist
Bidders Participated	Six companies

Meeting Notes

<u>Objective of Meeting:</u>	Brief for the bidders about the RFP-FWA process and technical meeting to explain the technical annexes
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<u>Presentation and Discussion:</u>	<p>As part of the ITB/RFP process, the technical meetings are made to bring all interested bidders to common ground of understanding about the ITB process, documentation requirement and brief summary of the service.</p> <p>During the meeting a full presentation of the RFP process and annex clarification has been presented to the bidders that attended the technical meeting, and the detailed presentation will be shared all the bidders (who attended and who didn't) via e-mail, while presenting several question were asked by the bidders and it was answered in the technical meeting, therefore the questions and the answers will be shared with all the invited bidders as they are shown in the Q&As section of this minutes.</p> <p>The technical presentation tackled different points, but the main agenda points after the introduction of each organization were:</p> <ul style="list-style-type: none"> • General overview on the RFP process • Explanation of the technical annexes • Required documents for the RFP • Request for clarification and bid submission process • The timetable of the RFP <p>Note: All participants confirmed that the tender package is clear and all points indicated above were clearly indicated in the RFP Tender package with only few inquiries as the below:</p>
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Q&As during the meeting:

Q1: 1/Is submission for the tender done on paper only, or is it also sent by email, and what is the best way to submit?

A1: Please refer to the RFP Invitation letter, page No. (7 and 8)

- 1. Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':**

The Financial Bid shall only contain the financial bid form, Annex A.2

The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, **but excluding** any pricing information

- 2. Email submission**

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

[tender.yem@drc.ngo]

When Bids are emailed, the following conditions shall be complied with:

The RFP number shall be inserted in the Subject Heading of the email

Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading the email shall indicate which type the email contains

The financial bid shall only contain the financial bid form, Annex A.2

The technical bid shall contain all other documents required by the tender, but excluding all pricing information

Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.

Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

Q2 Is Appendix A1 - Technical Proposal Form attached? It is also filled out and attached to the art display And only Appendix A2 - Financial Proposal Form is placed in the financial envelope

A2. Yes, for more details Please refer to the RFP Invitation letter, page No. (5 and 6)

Q3 Are the two separate financial and technical envelopes placed in one envelope?

A3. Yes, for more details Please refer to the RFP Invitation letter, page No. (7).