PRE-BID MEETING MINUTES

Solicitation Reference:	**RFP/2026/61246**
Date & Time of Meeting:	**July 20, 2026 | 2:00 pm Copenhagen time**
Meeting Location:	**Online (Google Meet)**
Organizer:	**United Nations Office for Project Services (UNOPS)**

1. Background and Meeting Details

The pre-bid clarification meeting for solicitation RFP/2026/61246 was convened virtually on July 20, 2026. The objective of the session was to brief prospective offerors on the bidding requirements, electronic sourcing platform procedures, evaluation methodology, and technical personnel expectations for establishing global Long-Term Agreements (LTAs) for Infrastructure Design and Review Services.

Meeting Panelists & Presenters:

- Carlos Ivan HENRIQUEZ (UNOPS Infrastructure and Project Management Advisor)
- Pedja JURISIC (UNOPS Technical Specialist)
- Lahiru Perera (UNOPS Procurement Specialist)
- Offerors

The meeting was attended by international, regional, and national engineering consulting firms. The session was structured with an opening presentation followed by an interactive Question and Answer (Q&A) period.

2. UNOPS Presentation and Key Comments

A. E-Sourcing System Navigation & Submission Rules

1. Access & Registration: All solicitation documents, updates, and clarification responses are managed exclusively through the UNGM and UNOPS eSourcing portal.
2. Lot Selection: Bidders must select the specific language Lot(s) they intend to contest in the Vendor Confirmation tab to activate the corresponding submission checklists.
3. Timely Uploads: Bidders are strongly advised to upload submission packages well in advance of the deadline to prevent portal transmission errors. All required checklist tabs must turn green for successful submission.
4. Clarification Process: All formal questions must be submitted via the eSourcing 'Request Clarification' tool rather than direct email.

B. Technical Scope, Personnel & Financial Guidelines

1. Language Proficiency: Proposed key personnel must demonstrate fluency in the language of the respective Lot. Furthermore, the LTA Director, LTA Coordinator, and at least one Expert Level 3 per mandatory discipline must be proficient in English for HQ communication.
2. Distinct Management Roles: The LTA Director and LTA Coordinator positions must be occupied by two separate individuals.
3. Financial Daily Rates & Overheads: Quoted daily unit rates represent maximum ceiling fees for technical consultants (Levels 1, 2, and 3). Corporate management time for the LTA Director and LTA Coordinator cannot be quoted as separate line items; these costs must be embedded as organizational overhead across the technical daily rates. Reimbursable expenses (e.g., travel, per diem) will be specified in individual Call-Off Orders (COOs).

3. Questions and Answers (Q&A)

The table below details the official clarifications provided during the pre-bid meeting

#	Topic	Question / Issue	UNOPS Clarification / Answer
1	**LTA Coordinator Pricing**	Where should the financial rate for the LTA Coordinator be entered?	The LTA Coordinator and LTA Director perform framework management. Their time is not priced as separate line items. Overhead costs for these roles must be embedded across the proposed daily unit rates of technical consultants.
2	**Category 2 Minimum Disciplines**	Is the minimum requirement for Category 2 (Preferred Disciplines) two (2) or four (4) disciplines?	The requirement for Category 2 is a minimum of two (2) disciplines. An official amendment has been issued to correct conflicting text.
3	**Educational & Professional Certificates**	Are degree diplomas and professional certificates mandatory at the initial submission stage?	No. Bidders are not required to attach physical copies of diplomas or certificates with their initial bid submission. It is sufficient to declare details accurately within the UNOPS CV template (Schedule 0.5). UNOPS reserves the right to request proof during evaluation.
4	**LTA Director & Coordinator Dual Role**	Can a single individual hold both the LTA Director and LTA Coordinator positions?	No. The LTA Director and LTA Coordinator must be separate, distinct individuals. However, they may simultaneously fulfill technical expert roles (e.g., Expert Level 3) if qualified.
5	**Past Experience Evidence**	Will client completion certificates or contracts be accepted in place of formal reference letters?	Yes. Bidders may submit client completion certificates, signed contracts, service orders, or invoices to substantiate project experience declared in Matrix 01 / Schedule 0.7.
6	**Non-Permanent Staff & Schedule 0.6**	Are freelancers and sub-consultants allowed, and is Schedule 0.6 required?	Bidders may propose employees, freelancers, or sub-consultants who are not directly employed by the bidder. If freelancers or sub-consultants are proposed, bidders must submit a signed Schedule 0.6 (Statement of Exclusivity and Availability) for those experts.

7	**Affiliated Company References**	Can a bidder use past project references from parent or sister entities within the same corporate group?	No. Corporate affiliates are treated as separate legal entities. A sole bidder can only submit references belonging directly to the bidding entity, unless a formal Joint Venture is formed.
8	**UNGM Registration for JV Partners**	Does every partner in a Joint Venture require a UNGM registration number?	Yes. While the Lead Partner submits the bid, every individual JV partner must hold a valid UNGM registration before contract signature. At the time of bid submission, the Lead Partner is required to hold a UNGM account, and it is highly recommended that all Joint Venture (JV) partners possess active UNGM accounts as well.
9	**Participating in Multiple JVs Across Lots**	Can a firm join different Joint Ventures across different Lots?	Yes. A firm cannot participate in multiple JVs within the same Lot, but it may join different Joint Ventures across different Lots.
10	**Refusal of Call-Off Orders**	Can an LTA holder decline a Call-Off Order if it conflicts with internal corporate sanction policies?	Following consultation with our Legal Group, we can confirm that the LTAs will exclude the standard language that requires LTA holders to “must accept and honour COOs issued by UNOPS from any of its offices in any country, worldwide”. LTA holders may decline to bid on an opportunity after receipt of the Employer’s Requirements. Revised LTA template will be shared in the document tab in eSourcing.
11	**Free-Format Submission Templates**	What format should be used for documents without pre-formatted templates (e.g., Method Statement)?	Standard Excel schedules (Ex 0.4, 0.5, 0.7) must use UNOPS templates. Free-format documents like the Method Statement, Quality Management Plan, and Sub-Consultant Framework should be submitted as clear PDF/Word documents in their respective eSourcing slots.