



***Addendum No.1-RFQ (UNDPAFG/UNODC/RFQ/2010/0143.***

Further to the issue of the RFQ-UNDPAFG/UNODC/RFQ/2010/0143-**Provision of Lunch Services to UNODC**. The following amendment is made to the RFQ:

**Minutes of the Pre-Bid conference (description of TOR) attached with this addendum.**

Bidders are required to acknowledge the receipt of the Addendum to the following e-mail address.

[procurement.af@undp.org](mailto:procurement.af@undp.org)

**Acknowledgement of Receipt of AddendumN0- 1**

***RFQ (UNDPAFG/UNODC/RFQ/2010/0143- Provision of Lunch Services to UNODC.***

Addendum No. 1 has been received and incorporated in the Tender Documents.

Name of Bidder  
(in block letters):

\_\_\_\_\_

Date:

\_\_\_\_\_

Signed for the Bidder by:

# PRE-BID CONFERENCE MINUTES

*July 11, 2010*

The meeting was called to order by UNDP/PU at 10:00 am

## **In attendance**

Shah Mahmood, Procurement Analyst- UNDP/PU  
Sohail Ghourwal, National Project Coordinator- UNODC (chaired)  
Ahmad Zubair MAHAK, National Project Assistant-UNODC (minutes)

## **Reps of the Companies**

Sheila Nazari-Safe Express Group of Companies  
Nazir Hakimi-One Source Company  
Faisal Tamim- Faisal Tamim Construction Company  
Jawed Ahmad Ahady- FTCC

The pre-bid conference aimed to clarify the requirements of the re-advertised (UNDP/AFG/UNODC/RFQ/0075/2010/143). The conference was opened by a short introduction of the panel and preceded on expanding the issues leading to failure of bids.

It was also suggested, the solution to these problems will be thoroughly understanding of the requirements of the RFQ and paying attention to details. particularly spotted the errors found in previous bids for (UNDP/AFG/UNODC/RFQ/0075/2010/143) in collaboration with the team from UNODC AFG R86 and the participants following suggestions were given to be considered upon sending over the bids in the future.

1. UNDP/UNODC cannot provide kitchen and kitchen utensils at all
2. the milk provided for the tea break in the morning should be (powdered milk)
3. cake and cookies (100grms each per head)
4. no cake and cookies with the tea break in the afternoon.
5. Rice should also include meat (yanknee) inside it.
6. Suppliers should quote for 1000 training participants as per the menu.
7. The training sessions will be conducted in a random way and UNODC will inform the contractor in a week advance and the maximum number of participants in each training will be maximum 40.
8. company profile and valid license should always exist with bids
9. variety of food over training sessions is allowed
10. disposable dishes should be used

The meeting was successfully closed at 11:00am.

