

Minutes of Pre Bid Conference Procurement Process P00071: – Non-consulting services - Integrator for the Design, Development, Implementation, Adoption and Operation of the National Labor Intermediation System (LIS) and Labor Market Information System (LMIS) of Suriname – FULL HARMONIZED WITH CORE

Country: Suriname	Loan No.: SU-L1061	Project: Labor Market Alignment with New Industries
Purchaser: Ministry of Health, Welfare and Labor	Procurement No.: P-00071	Request for Bids (RFB): ICB Non-consulting Services Integrator for the Design, Development, Implementation, Adoption and Operation of the National Labor Intermediation System (LIS) and Labor Market Information System (LMIS) of Suriname – FULL HARMONIZED WITH CORE
Time of Site Visit: Opening: 13:30 PM SRT Closing: 14:30 PM SRT	Date of Site Visit: Thursday, September 17, 2026	Location of Site Visit: Ministry of Health, Welfare and Labor Lalla Rookhweg 25
Representatives PIU: Program Manager– Oye Adeniyi(PM) Procurement Officer - Jose Gaspar(PO) Procurement Assistant - Vanessa van Hetten – Program Assistant (PA) Program Assistant - Keturah Wiebers (PAA) External Procurement Consultant - Mariska Tjon A Loi		

Minutes of the Pre-Bid Conference

On September 17, 2026, the pre-bid conference, as per the issued RFB clause ITB 23.1, for the procurement process P00071 was conducted at the Ministry of Health, Welfare, and Labor at the Lalla Rookhweg #25.

1. Information Notice on the Site Visit

The interested bidders that requested to connect to the pre-bidconference were sent the meeting link.

2. Registration: 1:45 PM

Bidders connected via google link shared at 1.36 PM. An attendance sheet was available but not signed since all bidders attended online.

Attendants Online:

1. Diana Persaud – Commercial Manager, Qualogy Caribbean
2. Ruth Sinkeler – Managing Director, Clip Training & Consultancy NV

3. Opening: @ 1:45 PM

- The Program Manager of the PIU (PM), Oyeleye Adeniyi, officially opened the Pre Bid Conference with welcome remarks and a short introduction of the LMIS bidding process.
- The IDB External Procurement Consultant was introduced and assisted in responding to procurement questions concerning the bidding process.
- The PM emphasized that potential bidders should keep in mind the key dates of the process.
 - Deadline for submission of clarification questions: 2 October 2026
 - Bid submission deadline: 16 October 2026 @ 3:00 Pm SRT
 - Bid opening: 16 October 2026 @ 3:15 PM SRT, on-site at the Ministry, Lalla Rookhweg 25.
- The PM also emphasized that late bids will not be permitted. Those interested are welcome to attend the bid opening.
- The PM inquired if there are any other questions regarding the procurement process. All registered attendees confirmed there were no questions.
- The PM thanked all attendees for their participation and confirmed that the minutes of the meeting would be prepared and shared with all attendees.
- The meeting closes at 2:04 PM.

4. Clarifications and Questions

Question	Response
1. The information on submitting the bid was not very clear, can we receive some guidance?	A summary of the various sections of the RFB was provided to the Bidders for a better understanding of the contents of the RFB. It was also reiterated that it is essential that bidders complete all required templates; failure to do so risks the bid being declared non-responsive to the requirements of the bidding document. The following key sections were highlighted: • Page 40 – Bid Data Sheet (Section 2), in particular clause ITB 12.1, which lists the minimum set of documents that must be submitted with the bid.

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| | <ul style="list-style-type: none">• Letters of Bid and Bid Securing Declaration are critical: if either is missing, incorrectly completed, or not properly signed by the authorized representative of the company, the bid will be declared non-responsive.• Section 5 – Bidding Forms (from page 59): includes the Letter of Bid (page 60), which must be completed and signed by the authorized representative, accompanied by a power of attorney clearly identifying who is authorized to sign on behalf of the company.• Bidder Information Form: requires company details and supporting documents (e.g. KKF registration for local companies; Articles of Incorporation or equivalent registration documents for foreign companies).• Eligibility: only firms from IDB-eligible member countries may participate; the company must be registered in one of these countries.• Joint ventures/consortia: the JVCA (Joint Venture / Consortium / Association) information form must be completed for each partner, where applicable.• Price and Completion Schedules must be completed; their omission will also affect the responsiveness of the bid.• Page 67 – Bid Securing Declaration: bidders must not alter the standard text, but must complete the required fields (name, date, company stamp) and ensure it is properly signed.• Section 6 – Technical Specifications: bidders should review this section in full to determine whether their company is able to deliver the required services.• The bidding document also includes the standard IDB contract (General and Special Conditions). As these are standard IDB contracts, there is limited room for making changes to the contractual terms.• Section 3 – Evaluation Criteria and Methodology (from page 47): bids are first assessed on preliminary responsiveness followed by a detailed technical evaluation, and then price evaluation. |
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2.Should all the forms be completed and included in the document when submitting the bid?	Response: this is correct. The Bidders are to fill in and provide all the templates included in section V Bidding Forms of the RFB.
3. Since no template is provided for the technical proposal, are bidders free to determine its format and content themselves?	Response: Yes, as there is no set template for the technical proposal, Bidders are free to determine the format of their Technical Proposal.

5. Closing: 14:04 PM

Representative of the EA/PIU to sign this record	Oyeleye Adeniyi Signature: 
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