



Empowered lives.
Resilient nations.

Pre-Bid Meeting on Invitation to Bid

Ref: UNDP/ITB/02/2017

for

Cleaning Services with Supplies for UN Agencies and its leased area

Day and Date : 14 September 2017
Time : 2:30PM
Venue : UNDSS Meeting Room, UN House, Pulchowk, Lalitpur, Nepal

A Pre-bidding meeting was conducted at the UNDSS Meeting Room on 14 September 2017 where following participants from the bidders as well as officials from UNDP were present:-

S.N.	Participant's Name	Organization	Remarks
1	Mr. Kamal Maharjan	Modern Cleaning and Servicing Pvt. Ltd.	
2	Mr. Shiva Sharan Khatri	Golden Triangle Multipurpose Pvt. Ltd.	
3	Mr. Niranjana Singh Basnet	Varosa Services Pvt. Ltd.	
4	Ms. Shakuntala Karki	Shakuntala Cleaning Office Firm	
5	Ms. Sheila Chhetri	UNDP Nepal	
6	Ms. Pramila Tripathi	UNDP Nepal	
7	Mr. Umesh Gurung	UNDP Nepal	

The meeting started with briefing by Mr. Umesh Gurung about the administrative process of the ITB.

Ms. Sheila Chhetri and Ms. Pramila Tripathi provided briefing on the Terms of Reference (ToR) and the work to be done. The bidders were informed to inspect the samples of cleaning supplies displayed in the meeting room for items mostly in use for the UN House and were informed to quote accordingly for similar or better quality.

As pointed by bidders in the meeting, it was discussed and decided in the pre-bid meeting that following amendments shall be made in the ITB documents:

1. The working hours for cleaners mentioned in the ToR shall be amended.
2. List of cleaning supplies mostly in use will be revised.



The bidders were informed that the above amendments will be circulated by email to all the bidders present in the pre-bid meeting and shall also be posted in UNDP's website.

Further as decided, sight inspection of the UN house and its lease area has been agreed to be arranged on Tuesday, 19 September 2017 from 2:30PM.

Bidders' representatives did not have other significant questions as they found the ITB document and the ToR clearly understood and the pre-bid meeting was successfully concluded.

AMENDMENT 1

Invitation to Bid
 For
 Cleaning Services with Supplies for UN Agencies and its Leased Area
 UNDP/ITB/02/2017

As discussed and decided in the pre-bid meeting for the ITB held on 14 September 2017 in the UN House, following amendments in the ITB document are being made:

Clause 2.33 of the Terms of Reference (page 29 of the ITB document) shall now read as follows replacing the previous:-

"The working hour for part time internal cleaner will be from 6:30 am to 9:00 am (Sunday – Friday) and full time internal cleaner will be 8:00 am to 5:00 pm (Sunday – Friday) with one hour break. For external cleaner, the working hour is is from 8:00 am to 5:00 pm (Sunday – Friday) will one hour lunch break".

Revised List of Cleaning Supplies which are "mostly in use for UN House and Leased area" shall be as follows:

Cleaning Supplies which are mostly in use for UN House and Leased area

S.N.	Description	UoM	Estimated requirement per WEEK
1	Paper Towel (Interfold) (ISO 9001 or equivalent)	Pkts (150 sheets, 1 ply Premium quality)	450
2	Toilet Paper(3 ply) ISO 9001 or equivalent)	Roll	450
3	Liquid Soap	5 litre jar	3
4	Carpet Shampoo	5 ltr Gallon	1
5	Toilet Cleaner	500 ml container	20
6	Air Freshener	300ml container	20
7	Hand Sanitizer	250 ml container	10
8	Floor Cleaner	500 ml container	15
9	Liquid Toilet Freshener set (auto)	500 ml container	21 (to be re-filled every 3 months

10	Antiseptic Liquid	500 ml – bottle	8
11	Glass Cleaner	Container (500 ml)	20
12	Insecticide Spray	Container (600 ml)	4
13	Detergent powder(surf)	Pkt (500 gm)	10
14	Rubber gloves	pair	15
15	Floor duster		12

***Please provide MSDS (Material Safety Data Sheet) for all liquid cleaning items)**

Revised List of Additional Cleaning Items

1	Hard sponge (green pad)		100 pcs monthly
2	M-seal white		20 pcs per month
3	M-seal Black		20 pcs per month
4	Table duster		150 pcs per month
5	Dustbin with peddle		28 at once and 10 per month
6	Seal tape		1 dozen per month
7	Still wool		50 pcs per month
8	Plastic Bag(small, medium, large)	50 pcs in a pack	40 pkts per month
9	Big stick broom		25 pcs per month
10	Mop		10 set per month.
11	Plastic bucket (small, medium, large)		35 at a time
12	Dust pan metal and plastic		20 monthly
13	Wiper for floor in toilet with metal handle		20 monthly
14	Wooden furniture polish	800 ml can	2 can monthly
15	Toot brush		20 monthly
16	Nylon brush		20 monthly
17	Wire brush with strong handle		20 monthly
18	Shoe brush		28 at once and 10 per month

19	Paint brush		10 per month
20	Coat brush		28 at once and 10 per month
21	Amriso kucho		20 monthly
22	Braso		5 can per month
23	Dish wash powder		10 kg monthly
24	Dish wash soap		130 monthly
25	Commode Brush		28 at once and 10 per month
26	Malmal cloth		50 meter per month
27	Aluminium Ladder (small, medium and big)		One each
28	Three wheeler trolley		1
29	Wet and dry cleaning machine		1
30	Dry Mop		8 yearly

Revised List of Cleaning Supplies which are mostly in use for Manbhawan

S.N.	Description	UoM	Estimated requirement per WEEK
1	Paper Towel (Interfold) (ISO 9001)	Pkts (150 sheets, 1 ply Premium quality)	70
2	Toilet Paper(3 ply) ISO 9001)	Roll	100
3	Liquid Soap	5 litre jar	1
4	Carpet Shampoo	5 ltr Gallon	1
5	Toilet Cleaner	500 ml container	7
6	Air Freshener	300ml container	7
7	Hand Sanitizer	250 ml container	7
8	Floor Cleaner	500 ml container	6
9	Liquid Toilet Freshener set (auto)	500 ml container	11 (to be re-filled every 3 months)
10	Antiseptic Liquid	500 ml – bottle	4
11	Glass Cleaner	Container (500 ml)	7
12	Insecticide Spray	Container (600 ml)	2
13	Detergent powder(surf)	Pkt (500 gm)	4

14	Rubber gloves	pair	7
15	Floor duster	Pcs	4
*Please provide MSDS (Material Safety Date Sheet) for all liquid cleaning items)			
Additional Cleaning Items			
1	Hard sponge (green pad)		20 pcs monthly
2	M-seal white		4 pcs per month
3	M-seal Black		4 pcs per month
4	Table duster	cloth	20 pcs per month
5	Dustbin with peddle		11 at once and 3 per month
6	Seal tape		3 dozen per month
7	Still wool		15 pcs per month
8	Plastic Bag(small, medium, large)	50 pcs in a pack	10 pkts per month
9	Big stick broom		5 pcs per month
10	Mop		2 set per month
11	Plastic bucket (small, medium, large)		5 at a time
12	Dust pan metal and plastic		5 monthly
13	Wiper for floor in toilet with metal handle		5 monthly
14	Wooden furniture polish		Not required
15	Toot brush		5 monthly
16	Nylon brush		5 monthly
17	Wire brush with strong handle		5 monthly
18	Shoe brush		11 at once and 3 per month
19	Paint brush		3 per month
20	Coat brush		11 at once and 3 per month
21	Amriso kucho		5 monthly
22	Braso		1 can per month

23	Dish wash powder		2 kg monthly
24	Dish wash soap		25 monthly
25	Commode Brush		11 at once and 3 per month
26	Malmal cloth		10 meter per month
27	Three wheeler trolley		1
28	Wet and dry cleaning machine		1
29	Dry Mop		4 yearly

