

2nd Pre-proposal meeting 12/11/12 RFP cleaning

CAMPUS I:

- Additional site visit – access to premises is now very limited so there will be no additional site visits. Suppliers have been provided with all available drawings.
- Windows (unit pricing) – suppliers are free to count windows from the exterior of the premises. When prices are submitted for window cleaning, **the number of windows used for price calculation** must be provided in the Financial Proposal Form.
- Windows / glass (cleaning) – actual windows should be cleaned as specified in the TOR. All Internal glass partitions such as doors, walls and other surfaces should be cleaned as specified in the TOR, and otherwise included in the twice yearly window cleaning.
- Oiling of floors (both CAMPUS I and CAMPUS II) – **total price plus m2** must be indicated in the Financial Proposal Form. Clarification will be requested from suppliers if there are major discrepancies in prices submitted.
- Subcontractors – Company Registration details for subcontractors of supplies are not needed. The supplier of the cleaning service must submit samples of cleaning products and supplies to be used if awarded the contract, in line with the environmentally friendly requirements of the TOR, as well as documentation / information on the environmentally friendly qualities of the samples. This will make up part of the technical evaluation.
- Refrigerators – these must be cleaned once per week as specified in the TOR. However since the refrigerators are built in, there is no need for cleaning behind and under.
- Section 5 - Proposer Information Form – UNDP requires information regarding companies operating in Denmark. Suppliers should indicate how many need simply subsidiaries there are worldwide, and number of staff. The evaluation panel may contact current clients.
- Insurance Liabilities and amount – this has to be assessed and established by the individual supplier, and is not fixed by UNDP. The supplier should conduct their own risk assessment.
- Skylights – it has been decided to exclude cleaning of skylights at CAMPUS I. This therefore supersedes the request specified in the TOR. (See Addendum to TOR)

CAMPUS II:

- Floor oiling – same as mentioned above for CAMPUS I.
- Skylights – these will be cleaned once per year and only for 2nd Floor office areas. Not the warehouse. This therefore supersedes the request specified in the TOR. (See Addendum to TOR)
- Plum dispensers – it was confirmed that there are a total of 12 plum dispensers.
- Toilet brushes – it was agreed that toilet brushes must be changed when needed.
- Steel sinks – there are a total of 10 steel sinks which must be included for cleaning.
- Pavilions – there are 200 staff currently located in pavilions at Campus II who will move to Campus 1, while 120 staff members will stay at Campus II
- Site visit – a visit to the Pavilions will be arranged, in addition to which drawing plans will be disseminated. As a result of the need for the site visit, **the RFP submission deadline has been extended to Friday 23rd November 2012.**

Site visit was conducted 14/11/12 and drawings are provided with this document.
The Financial Proposal Form has been revised to include a line for cleaning of pavilions.
 (See Addendum to TOR)

- Lockers – it was suggested that the inside of lockers be cleaned once a year.
- Cupboards under kitchenette sinks – it was suggested that cupboard cleaning take place once a month and it was agreed that this will be decided upon at a later date and adjusted accordingly after the move.
- Pest control - UNICEF will investigate the pest control requirements (?)

General:

Invoices – unless there are discrepancies which require follow up, invoices are paid in a timely manner.

Technical Proposal – information / documentation listed under Points 1.1 and 1.2 under Section 1: Expertise of Firm/Organization (Section 6: Technical Proposal Form), does **not** need to be re-submitted, if previously done at the EOI submission.

Price per month – though a longer contract period would entail lower prices on cleaning services, UNDPs procurement procedures currently dictates only a period of 2 yrs + 1 additional year.

Addendum document 15/11/2012, to RFP published 10/10/12 for cleaning of UN City premises

Addendum to CAMPUS I TOR:

Cleaning of skylights is excluded.

Addendum to CAMPUS II TOR:

Cleaning of skylights is required once yearly for the 2nd Floor office areas only, and not the warehouse.

The **Financial Proposal Form** is revised to reflect Monthly & Yearly prices based on both daily and nightly cleaning hours, as well as 'Units' for basis of prices on window cleaning and oiling of floors. A line has also been included for prices on cleaning of pavilions at CAMPUS II.

Suppliers are kindly reminded to correctly complete this form, by providing all information requested in the provided format, to facilitate comparison of offers during evaluation.