



## MINUTES OF THE PREBID CONFERENCE

**Provision of Cleaning, Housekeeping, Gardening, Fumigation and Pest Control, Garbage Collection and Disposal services for UN Agencies at PAP Building under Long Term Agreement (LTA)**

**Procurement Reference No.:** **ITB/ONE UN HOUSE/2019/003**

**Published (Posted on):** **March 18, 2019**

**Submission Deadline:** **April 3, 2019 by 13:00 hours**

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The Pre-bid meeting convened at 11:00 AM on Friday, 22<sup>nd</sup> March, 2019 at the UNDP 8<sup>th</sup> Floor Conference Room with representatives from various Cleaning, Housekeeping and Fumigation, and Garbage, and Disposal firms in attendance (attached) as well as the below Representatives from UN Agencies:

- Tobie Djokoto- Ayite-Procurement Specialist/UNDP
- Lady-Pokolo Andrewson Procurement Analyst /UNDP
- Andy Graham- Procurement Unit/UNDP
- Maccarthy Quarshie /BFMU

The ITB was presented by PowerPoint with critical highlights for the adherence of bidders Contents of the presentation are:

- **Mandatory documents:** The mandatory documents were listed which included the following:
  - a. **Company Profile,**
  - b. **Valid Tax Registration/Updated Payment Certificate issued (LRA)**
  - c. **Latest Audited Financial Statement for last 2 years (2016 and 2017) or certified statements as equivalent.**
  - d. **References of Top 3 Clients in terms of Contract Value the past three years. Note: Please provide the latest contact details (Name of the Organization/Company, Contact persons, valid email address, telephone number).**
  - e. **Copy of valid registration certificate of the business, including Articles of Incorporation,**
  - f. **Copy of VALID document and permits from Government to operate in Liberia as Cleaning and or Fumigation Service Provider**
  - g. **Copy of firm's insurance policy coverage (applicable to personnel, motor vehicles, etc.),**

- **Submission of proposals and deadline**
  - a. Vendors were informed of submitting their offer within the specified period
  - b. Submission should be clearly marked with the tendering number
  - c. The deadline for submission is **3<sup>rd</sup> April 2019 at 1:00 hours** and any other submitted after the time specified will be disqualified / rejected
  - d. Medium of submitting offers are:
    - Through the dedicated email address: [bids.lr@undp.org](mailto:bids.lr@undp.org)
    - Through hard copy via UNDP registry or courier services
  
- **Evaluation of offers**

Vendors were informed that the evaluation criteria are stipulated in the tendering document which will be carry out in three stages:

  - a. Preliminary examination of offer
  - b. Technical examination of offers
  - c. Financial examination of offers
  
- **Award of contract**

Contract will be awarded to one Firm or two firms based on a lot basis

  - Documentation check list

After presentation of the ITB and in-depth highlights on the bid data sheet as well as technical and financial criteria with specific relevance on the check list and required documentation the forum was opened for questions and answers as shown below:

**Q: Vendors were interested in the number of bathrooms in the PAP Building?**

**A:** *Based on the site visit, Firms will have an idea of the Number of rooms and bathroom*

**Q:** *Firm wanted to know if there will be need for additional cleaners.*

**A:** *The numbers of cleaners required have been clearly stated in the requirement, if there be need for additional cleaners, there would be an official request and based on the same unit cost.*

**Q: What is the minimum period for Contract award?**

**A:** *YES, most successful bidder will be communicated adequately in advance to prepare for commencement of the contract.*

*Meeting adjourned at 1 :15 p.m. local time, and the BFMU representative took the representatives of firm around the compound.*