Minutes of the Pre-Bid Meeting

Request for Proposal (RFP) for Provision of Cleaning Service to UN Agencies in Malawi

Ref. No.: MWI10/PROC/2019/007

Date: 25 June 2019

Time: 14:00 - 16:00 hours

Venue: Meeting Room-A, UNDP Lilongwe

1. The pre-proposal conference was attended by the following:

UNDP

1. Ei Cho Nyunt, Procurement and Admin. Analyst

Representatives from the Bidders

1. John Hillary, HJD General Servies
2. Tiwonge Ndudu, Evershine Cleaning and Landscaping Services
3. Elenewo Gabriel, MR Cleaning Service

2. The pre-bid meeting started at 14:00 pm.

The conference was started with introduction of individual participants and then Ms. Ei Cho Nyunt thanked the bidders for their participation in the conference. Following that, Ms. Ei Cho Nyunt briefly explained about the project background and the requirements. Afterward she explained the structure of the RFP, submission of bid, evaluation criteria, award of Purchase Order, as described in the RFP. Additionally she highlighted to use the froms stated in the RFP Section-6 to prepare the bids. The JV form is required for the bidder who submits the bid joinly with another partner.

Then the floor was open for questions and discussions.

3. Questions raised by proposers and answers provided.

   a. In the financial proposal, the administrative cost for personal should be for all required personnel or only one?
      It should be for one personnel.

b. How to quantified the requirement of personnel and material with the agencies?
After awarding the LTA to the selected service providers, the individual UN agency will discuss with the the service provider and quatified the requirement. Afterward, the agency issue PO/Contract to the service provider based on the agreed quantities.

c. Is the UNDP Vendor ID required to fill in the From-B Bidder Information Form? If so, how to regiser the bidder in UNDP to have the vendor ID?
The UNDP Vendor ID is not necessary for all bidders. If the vendor who have aleady worked with UNDP before, they have the vendor ID and need to state it in the Form-B.

d. How many CVs are required for the proposal?
3 CVs for Supervisor, 10 CVs for Cleaners, and 3 CVs for Guardeners, as stated in the technical evaluation criteria.

If the bidder needs any further clarifications after the meeting, please send the questions to Ms. Ei Cho Nyunt via ei.cho.nyunt@undp.org. The questions to other e-mail account will not be considered.

Before closing the conference, the bidders were requested to submit the proposals as early as possible before the deadline because UNDP will not consider any late bid for any reason. In e-mail submission, the time of receiving proposal in procurement.mw@undp.org will be noted, which should be before the deadline. The bidders can verify with Ms. Ei Cho Nyunt after submitting the proposals if they want to ensure that the proposal will be received on time.

Additionally, she explained the UNDP Procurement Notice website and UNGM websites, and also demonstrated how to find the UNDP procurement notices in these webistes and how to register in the UNGM website. Afterward she explained about the UNDP General Terms and Conditions (GTC) and requested the vendors to carefully read the GTC, and highlighted the clause#33 "Child Labour" and cluse#35 "Sexual Exploitation".

The pre-bid meeting was closed at 16:00 pm.

Ei Cho Nyunt

Procurement Analyst, UNDP Malawi