

Clarification Questions and Answers (#1)

Request for Proposal: MWI10/PROC/2019/007

Cleaning Services for all UN agencies in Malawi

Q1. I am writing to seek clarification on the currency of the proposal as appearing in the Form G; should we put it in USD or MWK our local currency?

A1. You can state either USD or MWK. But the vendors who based in Malawi are encouraged to submit the proposal in MWK because the payment for these vendors will be made in MWK as per the UN exchange rate of the month of payment.

Q2. In financial proposal, should we send financial proposal for all 38 staff as indicated in your TOR or just one?

A2. In the financial proposal, the cost per unit is required.

Q3. I need to get clear understanding on the administrative costs. Does it mean that we should indicate the cost of administration per project site or aggregated cost of maintaining one cleaner?

A3. The administrative cost per person. Please find the UoM "person" in the financial proposal form.

Q4. Another question on qualification section where it says the proposer need to send CV for 10 cleaners and 3 supervisors. In the event that the proposer has less than 10 cleaners and 3 supervisors, should he submit cv for staff on the payroll or should include prospect employees' in order to meet the requirements of 10 and 3 cleaners and supervisors respectfully?

A4. The CVs should be the tentative employees to assign to UN.

Q5. Is it mandatory to include brochure in company profile.

A5. Yes, it is mandatory. But please note the max. number of pages for Company Profile (pasted below)

Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Q6. Subject matter refers, Form D on page 34 of RFP has financial information combined with technical information that we need to respond to. So where do we place Form D on technical or financial proposal?

A6. The "Financial Standing" information on the Form D is mandatory for bidder to complete. The complete Form D should be in the technical proposal.