

MINUTES OF THE PREBID CONFERENCE

Provision of Cleaning Services to UN Agencies in Tanzania

ITB Reference Number: ITB/TZA/2019/002

The Pre-bid meeting was convened at 10:30 AM on Wednesday 14th August 2019 at Big Conference room, UN Compound Mzinga Way, off Msasani Road with representatives from various Cleaning Companies as well as the below Representatives from UNDP:

- Basil James - Procurement Analyst
- Jeremiah Mallongo – Operations Manager
- Irene Kajuna – Procurement Associate

The ITB was presented by PowerPoint with critical highlights for Tender document:

- Main components of ITB document
- Understanding of the Instruction to Bidders (ITB)
- Understanding of Bid Data Sheet (BDS)
- Understanding of evaluation criteria
- Understanding of Terms of Reference (TOR)
- How to prepare Proposal as per provided Forms
- Hints on good Proposal

More details are captured on the Pre-bid meeting presentation posted into UNDP procurement notices website

After presentation of the key components of ITB and in-depth highlights of the Tender document, the forum was opened for questions and answers as shown below:

1. As per section 4.2 of the tender document i.e. the evaluation criteria part e states that the company must have the total average annual turnover of USD 300,000 which is very high for cleaning companies in Tanzania

Answer: Understood. Most of Tanzania cleaning companies do not have that capabilities hence the required average turnover for 3 years will be reduced to USD 150,000.

Thus, Section 4.2 of Tender document, Part 1 – Preliminary examination criteria, sub section e – financial soundness will be adjusted as below:

Bidders shall provide documentary evidence in the form of latest independently audited financial accounts for the last three years in English **proving that the total average annual turnover over each of the last three years exceeded the amount of USD 150,000**

END

In case of any other queries, bidders are advised to submit the queries via dedicated email address shown in the tender document.