

PRE-BID CONFERENCE MEETING**ITB NO: ITB-003-TLS-2019****Establishment of Long-Term Agreement (LTA) for Provision of Cleaning and Gardening Services
for Common Premises in UN House in Timor-Leste**

LOCATION:	UN House, Caicoli Street, Dili, Timor-Leste, Ana Lemos Meeting Room						
DATE and TIME:	25 November at 11:00 AM (Local Time)						
PARTICIPANTS (UNDP/ PROJECT/ END-USER):	Maria do Ceu Soares – UNDP Timor-Leste, Common Premises Manager Natia Lipartiani – UNDP Georgia Programme Associate, Invited by UNDP Timor-Leste on temporary Detailed Assignment <i>o/s</i> <i>G. C. M.</i>						
PARTICIPANTS (BIDDERS):	<p>List of Bidders:</p> <table border="1"> <tr> <td>1. Zenilda Rangel</td><td>PAX, Cleaning Service Company</td></tr> <tr> <td>2. Apolio Dos Santos</td><td>PAX, Cleaning Service Company</td></tr> <tr> <td>3. Miguel de A. Mendouza</td><td>Britas Unipessoal</td></tr> </table>	1. Zenilda Rangel	PAX, Cleaning Service Company	2. Apolio Dos Santos	PAX, Cleaning Service Company	3. Miguel de A. Mendouza	Britas Unipessoal
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AGENDA:	<ol style="list-style-type: none"> 1. Introduction of Pre-Bid Conference Meeting; 2. Review of ITB including all respective Annexes; 3. Review of E-tendering procedures; 4. Question and Answers regarding ITB and E-tendering; 5. Final remarks and closing. 						

Introduction and Review of ITB and E-tendering procedures

Meeting was opened with introduction highlighting the aim of the Pre-bid conference meeting. During the meeting content of ITB, including TOR, all details of respective Sections and Annexes was presented, and potential bidders were guided how to prepare the bid in an accurate manner and in accordance to ITB requirements. E-Tendering User Guide for Bidders was also presented to the potential bidders.

Together with the guidance how to prepare and submit the bid, several important issues were highlighted:

- Bid Validity – 90 days from the last day of bid submission (starting from 3 December 2019) as set in ITB;
- Evaluation Method for the Award of Contract – Lowest priced technically responsive, eligible and qualified bid;
- Tender Evaluation and contract award criteria – technical responsiveness of the bidder per RFQ requirements and lowest price offered;
- Qualification and Eligibility Criteria – bidders will be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document:
 1. Minimum 3 years of experience in cleaning and gardening services;
 2. Non-performance of a contract did not occur as a result of contractor default for the last 3 years;
 3. No consistent history of court/arbitral award decisions against the Bidder for the last 3 years;
 4. Minimum 3 contracts of similar value, nature and complexity for international organizations in Timor-Leste and/or elsewhere implemented over the last 3 years;

5. Provision of 3 Statements of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 3 years;
 6. Minimum average annual turnover of USD 60,000 for the last 3 years;
 7. Quick ratio (QR) to be more than 1.0. which tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities.
 8. Qualification of the proposed required Personnel as set in ITB TOR;
 9. Possession of at least 1 cutting grass machine
 10. Provision of cleaning materials/supplies, instruments and equipment per TOR;
- Maximum expected duration of contract – 3 years. LTA will be signed for an initial duration of one (1) year, with possibility of an extension for additional two (2) years based on documented satisfactory performance of an LTA holder;

Bidders were also informed that all clarifications should be conducted through e-mail correspondences.

Regarding e-tendering system, user guide for bidders was presented to potential bidders, as well as they were guided how to access the system at initial stage (**through guest username and password as indicated in bidders use guide**), until they are registered. **Event ID number #0000004906**, per which ITB should be searched in the system was also highlighted. Further details of e-tendering were also discussed. However, bidders informed that they are not the ones who will be preparing the bid and applying through the system, so they requested to share with them the user guide for bidders, in order that respective company representative who will be in charge of preparing the bid would be aware of technical details. Organizers also noted, that UNDP Timor-Leste procurement unit plans to organize the Webinar on E-tendering, and respective invitations will be shared with them to attend and get detailed information e-tendering applications.

Questions and Answers regarding ITB and E-tendering

At the beginning of the meeting, question was raised by the bidder which was based on site visit they conducted in UN compound. Namely, they inquired if tree gardening was also included in ITB. When presenting ITB and respective TOR, bidders were provided with respective information through highlighting the respective part in TOR “- Maintain garden areas within UN Compound including plants, irrigation, drainage systems, trees, flowers, bushes and grasses in good presentable order”.

Question in regard to submitting the Bids through e-mail, or hand delivery was still raised, on which organizers highlighted that no bid submitted through email, and/or hand delivery will be accepted. Bids should be submitted as noted through e-tendering system. Respective User-guide for bidders including detailed instructions will be shared on email addresses they indicated in registration form, as well as will be uploaded on tender announcement webpage links - http://procurement-notices.undp.org/view_notice.cfm?notice_id=61392 and <https://www.ungm.org/Public/Notice/100475>.

Bidders also requested to provide them with Word Version of ITB, and Section 6, on which organizers noted that requested word documentations will be shared on email addresses they indicated in registration form, as well as will be uploaded on tender announcement webpage link - http://procurement-notices.undp.org/view_notice.cfm?notice_id=61392 and <https://www.ungm.org/Public/Notice/100475>.

Final remarks and closing

No further questions were raised at the end of the meeting and with this meeting was closed.