

Addendum 1:

Date: 27 June 2014

RFP for Cleaning / Gardening / Pest control and Waste Management services for Green One UN House (GOUNH).

Minutes of pre-proposal meeting on RFP for Cleaning / Gardening / Pest control and Waste Management service for GOUNH

Time and date: 02.00 p.m. 24 June 2014 (Ha Noi Time)

Venue: Rose meeting room, UNDP Office, 72 Ly Thuong Kiet, Hanoi.

Meeting method: Physical meeting

Participants:

- From UN side (One UN Common Service Manager, GOUNH Project Manager, UNDP Procurement Associate, Procurement Assistant).
- Bidder representatives

Introduction

One UN Common Service Manager welcomed all meeting participants and kicked off the meeting by introducing participants from UNDP side. He also briefed all bidders that the purpose of this meeting is to help bidders to fully understand the requirements from both procurement and technical aspects through 03 parts of the meeting:

1. Part 1: Brief introduction of Procurement Procedures
2. Part 2: Brief introduction of GOUNH building to be conducted by GOUNH Project Manager
3. Part 3: Q&A session

Minutes of this meeting will be posted on UNDP website so that all bidders regardless whether or not they attend this meeting will receive all information, clarifications provided in this meeting.

PART 1: Brief introduction of key and important points bidders have to pay attention to when they prepare bidding documents.

UNDP Procurement Associate brought to the attention of all bidders of the following important notes on this RFP:

1. Bidders should read carefully the "Request for Proposal" especially: bidding requirements, technical requirements to ensure their submitted proposals complete.

Business license must be submitted in copied only not original. Bidders can ask questions during this meeting or at any time during preparing their proposal. Queries must be sent in writing to nguyen.thuy.nga@undp.org. UNDP will respond all of them in writing and post them on UNDP website: http://procurement-notice.undp.org/view_notice.cfm?notice_id=16314

2. Bidders must pay attention to “**Submission Check List**” (or Annex 2c) in page 08 in RFP to ensure they submit all required information and documents for evaluation. They are advised to use all the templates provided in the RFP to prepare their proposals.
3. In the Financial Proposal template, bidders can add any additional costs occurred to enable them to provide all required services in the TOR.
4. Bidders should be noted of the threshold for technically qualified proposals i.e. 70% total technical points of 1000 points and combined scoring method using 70%-30% distribution for technical and financial proposals respectively will be applied in selecting the contractor for this service.
5. The minimum duration of contract is one (1) year and may be extended up to additional 2 years subject to satisfactory performance of the Contractor and requirements from UN. UNDP contract template with UNDP general terms and conditions will be used. Bidders can download them from link provided in the RFP.
6. Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following :
 - a) they have at least one controlling partner, director or shareholder in common; or
 - b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
 - c) they have the same legal representative for purposes of this RFP; or
 - d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
 - e) they are subcontractors to each other’s Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer.
7. When submitting proposal to bidding.vn@undp.org, if the attachments exceed the size limit of 07MB, bidders should split the proposal into several emails of below 07 MB and state clearly the total number of email. All attachments should be named logically and consistently.

PART 2: Brief introduction GOUNH building

GOUNH Project Manager presented an animation video about the GOUNH premise of 06 floors. He introduced every corner of the premise from front gate to rooftop and its purpose so that the service providers can have an overview of the place where the services will be provided.

PART 3: Q&A session

#	Questions	Answer
1	Which floor is the cafeteria located on?	It is on the ground floor. The cafeteria includes the kitchen and the eating area. The cleaning service provider is

		responsible to clean the eating area. However, they are not responsible to clean the kitchen area.
2	Can we have floor drawings?	The floor drawings will be provided.
3	Are there possibilities to tie ropes to ceiling to clean glass area?	No. The cleaning service provider must use a proper access lift/platform, and approved access and cleaning methods.
4	Are there any special requirements for cleaning products?	The cleaning products are up to the bidders to propose. However, the cleaning products should be certified environment friendly by relevant authorized entities.
5	How high is the GOUNH building?	The roof level of the Main Building is approximately 20 metres above ground, and the elevated Photovoltaic (solar) panel grid walkway is approximately 23m above ground.
7	Do we have to clean surroundings walls outside the building?	The cleaning service provider will also need to clean the inside of the compound perimeter wall (approximately 150 meter) and the outside of the perimeter wall facing Kim Ma street (approximately 60 meter). This must be undertaken twice per year.
8	Do we have to take care of the garden?	No. The garden is taken care of by another contractor.
9	Do we have to take care of garbage process? How do we dump the garbage?	Yes. Bidders should include in their technical proposal approach how they will manage the whole process. Bidders should note that the process should be compliant with recycling principles (i.e. sorting of recycling and non-recycling garbage, dumping...)
9	Do we have administrative office in the building?	No. But should it be required, we can discuss access to a work station.
10	Do we have to take care of plants inside the building? Do we have to compensate if the plants die? What is the number of in house plants?	Yes. The cleaning service provider has to compensate if plants die due to their faults. Approximately 600 plant (to be confirmed later).
11	Are cleaning products supplied by the UN?	No. The cleaning products are supplied by the cleaning service provider. We already provided specifications for materials in the building, bidders have to propose a list of environmental friendly cleaning products that are suitable for those materials.
12	Can we have images of free beams in the building and do we have to clean them?	Pictures of free beam will be provided later. Yes, the selected bidder will have to clean them.
13	Do we have to clean atrium skylight?	Yes, as mentioned in bid documents.
14	How many staff will work in GOUNH?	Approximately 350 persons
15	What is the difference between facades and	Facades are walls (once a year cleaning) and windows are glasses (twice a year).

	windows?	
16	What is the expected starting date for building operation?	01 December 2014. However, the selected bidder has to provide cleaning and pest control services before this date.
17	Is there water system for high pressure cleaning?	There are external water tap-points around the site.
18	Is there limitation for the number of cleaners to deliver the service?	No, the bidders should propose the number of workers they need based on technology used.
19	Do cleaners required to work at weekend?	It is the decision of the cleaning company. As mentioned in bidding document, the bulk of the cleaning will take places outside office working hours (08.00-18.00 hrs.). During work hours only minor cleaning will be possible.
20	Do we have to clean solar panel?	Yes. FYI, there are walks between panel lines so cleaners can access the panels to clean them, using body harness and life-safety line.
22	Are there requirements on cleaning products for solar panels?	When cleaning – <u>never</u> clean dry; always wet first and use a soft brush or sponge with plenty of water. Do not use detergents or cleaning chemicals without consulting Facility Management.
21	Do we have to clean equipments in gym room?	For the time being, there is no equipment in this room so you just clean the empty room.
22	How often do we have to wash carpets?	To be confirmed later.
23	Is there any special attention to electricity system because some of our cleaning equipment needs 3 phases electricity?	You should plan to use single phase equipments.
24	Do we have to consider option to rehire UN current cleaners?	The Contractor shall give due consideration to current cleaners under indirect employment with the United Nations for employment with the Contractor if the Contractor find them qualified.
25	Is it compulsory to provide toilet paper and hand wash detergent?	Yes, specifications of toilet paper and hand wash should be included in technical proposal and financial proposal.
26. Do you have any regulation related to Joint Venture?		
<p>If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Proposal has been submitted to UNDP, the lead entity identified to represent the</p>		

joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

The Q& A session ended at 03.20 PM. UN representative expressed sincere thanks to participants and reemphasize that bidders can send question to nguyen.thuy.nga@undp.org during proposal preparation.