

**Addendum 3:**  
Date: 10 July 2014

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

**This addendum will provide with answers to bidders' queries:**

No.	Services	Questions/ Necessary information	UNDP's response
1	<b>Waste management</b>	Will bidder directly work with URENCO or only be responsible for collecting garbage to assigned places?	<p>As mentioned in Question 9 of Addendum 1, 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...)</p> <p>Regarding garbage dumping, it is up to the bidder to propose solutions, however they should include the following 2 options:</p> <ul style="list-style-type: none"> <li>- Cleaning service contractor work directly with URENCO on garbage dumping.</li> <li>- Cleaning service contractor dump garbage to the assigned place at UN Compound. Contract with URENCO is handled by UNDP.</li> </ul>
2	<b>Pest control</b>	Is there a termite control system for the building?	Required construction elements have received anti-termite treatment, however there is no 'control system' in place.
3	<b>Cleaning</b>	<p>Are stand-by staffs required on Sundays &amp; holidays?</p> <p>Please also advise UNDP Holiday calendar.</p>	<ul style="list-style-type: none"> <li>• Stand-by staffs are not required to work on Sunday &amp; UN holidays.</li> <li>• The UN Holiday consists of 10 days per year. Many of UN holidays are the same as Vietnam national holidays. Below is UN holidays for 2014 for reference: <ul style="list-style-type: none"> <li>- 01 January - New Year's Day</li> <li>- 03 days for Tet holiday</li> <li>- 30 April - Liberation Day</li> <li>- 1 May – Labour Day</li> <li>- 28 July - Eid Al-Fitr</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>- 2 September – Independence Day</li> <li>- 06 October - Eid Al-Adha</li> <li>- 25 December - Christmas Day</li> </ul>
		Is the work required in parking areas?	Yes, parking area of 510m <sup>2</sup> inside the compound, it is a part of outdoor programme. (Please refer to page 18 in RFP)
		Are soap dispensers supplied?	The cleaning service contractor needs to provide soap dispensers in the house.
		How many solar panels are equipped? Please inform the size of solar panels.	415 modules. Please refer to solar panel drawing for more information.
		Is the work required for pavements?	No.
4	Gardening	Please provide the layout (drawing) of all trees of the building.	Please refer to question 08 in Addendum 1
5	Abseiling	Please specify the entrance area windows (which windows).	The windows visible to guest when they enter the reception area in the main building. Please refer to the drawings shared.
		The total area of glass (outside) also needs to be provided.	Interior and Exterior glazing schedules provided. Note that these are indicative. Final quantity and area includes miscellaneous items such as skylights to Front Entry building; vision panels to Lift; glazed roof to Atrium, etc.
6	Contract term: Service Fees adjustment	<p>In the contract, there is a term which states that <i>"During the Contract period, if the government issues a new law to adjust the minimum daily wage or other relevant employment costs, the Client agrees to allow Contractor to increase the service fees. However, in such a case, Contractor shall give the Client written notice describing the reasons for the requested adjustment, and the adjusted fee shall be effective and enforceable on the effective date of the new minimum daily wage and/or other costs."</i></p> <p>Can this contract term be agreed during three years?</p>	No. The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.