



Pre-Bid Meeting Minutes

Request for Proposal (RFP)

RFP/UNDP/05-01

Provision of Cleaning Services

Date: 25th May 2016

A pre-bid meeting was conducted on 25th May 2016 at 1100 Hrs Tunis Time with the participation of 01 bidder and UNDP Libya Team.

Participants Name	Organiztaion
Mehdi Malki,	Adecco Group, Tunissie
Dinesh Devkota	UNDP Libya
SaqibAziz	UNDP Libya
Wafa Hassine	UNDP Libya

A detailed briefing was provided to the Adecco representative on the following points:

- Requirement of UNDP in relation to scope of work;
- Details and type of documents to be submitted by company as per RFP;
- Working hours of cleaning staff;
- Overview of technical evaluation;
- Type of staff benefits as per RFP;
- Overview of financial proposal.

The attending potential supplier has confirmed that they understand the requirements of the ToRs and had not further questions.