

Pre – Bid Meeting for Provision of Maintenance Services (RFP), Supply & installation interior automatic swing doors and Glass Wall (RFQs) at the UN House

Venue: Zoom Date: 23 September 2020 Data: 15:30

Pre-bid meeting was held on the September 23, 2020 for the following procurement process

- i) Request for Proposal (RFP) - Provision of Maintenance Services for the UN House, Maseru on a Long-Term Agreement (LTA)
- ii) Request for Quotation (RFQ) - Supply and installation interior automatic swing doors (Aluminum) at the UN House
- iii) Request for Quotation (RFQ) - Supply and installation Glass Wall at the UN House

The meeting was held on zoom on the September 23, 2020 at 15:30hrs and 44 companies were represented. United Nations was represented by Tumeliso Ramaili and Mamello Raliapeng

The meeting started by introducing the purpose of the Pre-bid conference, whereby the Request for proposal for Provision for Maintenance Services was first discussed and followed by the two Request for Quotations; Supply and installation automatic sing doors and Glass Wall.

- i) Request for Proposal (RFP) - Provision of Maintenance Services for the UN House, Maseru on a Long-Term Agreement (LTA)**

Both background of the RFP and Term of Reference (TORs) were discussed. More emphasis was made on the submission requirements and TORs. Bidders were advised to take note that the RFP has got 5 different LOTS and submission for each LOT should be fully adhered to submission requirements as the evaluation will be done separately as they will subsequently independent contracts awarded. The LOTS are as follows;

- LOT 1 Generator Maintenance
- LOT 2 Plumbing Maintenance
- LOT 3 Electrical Maintenance
- LOT 4 Handyman Maintenance
- LOT 5 Fire Extinguisher Maintenance

- ii) Request for Quotation (RFQ) - Supply and installation Glass Wall at the UN House**

Background of the RFQ was discussed as well as submission requirements. Bidders were advised to take note on the specifications on the RFQ are minimum specifications hence they are urged to arrange for the site visit as expects they will be able to take measurements themselves and provide accurate quotations

- iii) Request for Quotation (RFQ) - Supply and installation interior automatic swing doors (Aluminum) at UN House**

The submission requirements are almost similar to the previous RFQ, they only differ on the specifications as the goods being procured are different. Attention again should be paid on the specifications and it should also be noted that these are minimum specifications,

Site Visit

Due to COVID19 precautions/protocols, all three procurement processes site visit has been scheduled for Friday 25 September 2020. Bidders should make arrangements through the email address, **provided** on the RFQ, other than by phone. **Only those arrangement** made by email provided will be allocated a slot for a visit. Bidders will be arranged in small groups and email on the time slots will be shared on Friday morning.

Corrections on RFP/RFQs

- i) Remove personal mobile number on all three documents
- ii) RFP - Implementing Partners, include UNRCO
- iii) RFP - Type of contract; Remove Purchases order and add Service Level agreement
- iv) RFP – Travels expected; Remove faults reported by UNDP add faults reported by UN Agencies
- v) RFP – Submission of proposal; Both envelopes with technical and financial proposals must be included into one outer envelope clearly indicating the name of the Proposer and reference RFP_UNCS_LSO10/2020_001 on the envelope and a LOT number

Deadline of queries

For transparency purposes deadline for queries will be two days before the submission date. Thus, close of business Tuesday 29 September 2020.

Following questions were discussed and answered after the presentations.

1. **Question:** What does it mean by no facilities to be provided by UN Lesotho?
Answer: UN cannot offer storage or office space.
2. **Question:** What does it mean by validity period of proposal for 120 days?
Answer:
3. **Question:** Under payment terms, our we allowed to add interest if 30 days lapses?
Answer: That depends on the individual bidders and the bidder should state it on their proposal if they will be charging interest on outstanding invoices.
4. **Comment:** Once the LOT is awarded between two or more suppliers the feelings accountability will be compromised
Response: That will be looked into and discuss with management
5. **Question:** In the case of electronic submissions, how do we submit the two proposals?
Answer: Both proposals should be submitted in separate files. The subject of the proposal should have the name of and reference of the procurement process. Note that, financial proposal should be password protected and the file cannot be opened unless the submission is compliant and has passed the technical evaluation. Therefore, the bidder will be notified and requested to provide the password for the financial proposal.

6. **Question:** We tried to download the RFP document but could not get access to it. Can you assist
Answer: Minutes and links will be shared by email to those who attended the meeting
7. **Question:** Is there a fixed premium rate that can be charged even if the hasn't been a job done in a month?
Answer: This also depends on the bidder's offer. One should indicate if there will be a fixed rate charged.
8. **Question:** Where the contract is awarded to more than one supplier on a LOT are, they assessed individually?
Answer: Yes, performance evaluation is done on individual contractor.
9. **Question:** Are there bill of quantities?
Answer: Refer to TORs under scope of work for each LOT
10. **Question:** How many company representatives for the site visit?
Answer: In observation of COVID19 protocols only one member from each company should come for the visit, in order to keep social distancing.
11. **Question:** What does it mean by standard prices?
Answer: Prices should be constant for a period one year and are subject to any changes after this period upon mutual agreement between the contractor and UN. The bidder can if found necessary reflect annual percentage increase for the following two years. With consumables the contractor will have to submit the invoice that reflects the purchases price keeping in mind that markup percentage is reflected in one's proposal.
12. **Question:** As contractors it is always wise to buy in bulk for discount purposes, what should one do in case one can not provide proof of purchases price by invoice?
Answer: In that case as the client UN has a right to confirm prices on its own.
13. **Question:** Is this tender or submission open to everyone regardless of their company categorization?
14. **Answer:** For plumbing and Electricity it should only be companies which are registered in their respective categories.

Notes prepared by:

Tumeliso Ramaili:  29-Sep-2020 and
Procurement Assistant, Common Services

Mamello Raliapeng:  29-Sep-2020
Common Services Associate

First Name	Last Name	Email	Registratio	Approval Status
Shekeshe	Kubu	sekubu535	#####	approved
Lee Holdings [PTY] Ltd		aba.leecon	#####	approved
Retselisitsc	Likotsi	tough.serv	#####	approved
Galaxy S9+		rjlconstruc	#####	approved
Moseli	Letlola	moseli.p.le	#####	approved
HUAWEI P30 lite		portia7820	#####	approved
Basix Construction		lelumalebc	#####	approved
Seeiso	Tesele	seeisotesel	#####	approved
Mosiuoa		masemene	#####	approved
Galaxy A30		mahalitlali	#####	approved
Moorosi Skoenish		kuen999@	#####	approved
Boithabiso Moloji		bmoloiaz@	#####	approved
Karabo		krb.sebusi@	#####	approved
Mabatho	Mahula	mabathom	#####	approved
WONDER TECH		pitsopalesa	#####	approved
Basaltic construction		basalticcor	#####	approved
Malabane Mokuoane		malabiem@	#####	approved
Hisense F17		erlikotsi@	#####	approved
Azumi V5+		maresithek	#####	approved
langa		langanyofa	#####	approved
RMK & Three Pillers C		rmklesothc	#####	approved
B & G Electrical		mmphatso	#####	approved
khotso Keta		kh.keta@g	#####	approved
soko	letsie	sokoletsie2	#####	approved
HUAWEI Y5 Prime 201		bohlokoan	#####	approved
Matela	Matsoso	makhoakho	#####	approved
USER		thato.maka	#####	approved
Tlakysto		tlakysto@	#####	approved
QIH		ktjopa001@	#####	approved
Timeletso Raphoolo - l		info@ener	#####	approved
Mojapela Molete		mojapela.e	#####	approved
Ernest	Motlatsi	russellerne	#####	approved
NEWBOSS CONSTRUC		kmphoanic	#####	approved
MORAI		nmorai@tr	#####	approved
Teboho Moiloa		tebohomo	#####	approved
Thembi Ndebele		info.teecor	#####	approved
Shacon		shaheed@	#####	approved
CHESA		info@tm2.	#####	approved
LETSEKA		letseka@sl	#####	approved
Thabang Lebusa		electromer	#####	approved
Timeletso Raphoolo - l		timeletsor	#####	approved
303624		glomedical	#####	approved
MORAI		nmorain@	#####	approved
MACHAHA		machahasc	#####	approved

Certificate Of Completion

Envelope Id: 38B1032BBA72486293F4EB103B4C87BD	Status: Completed
Subject: Please DocuSign: Pre-bid Meeting Notes for Maintanance RFP_Interior doors and Glass Wall RFQs 2...	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Tumeliso Ramaili
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	One United Nations Plaza
	New York, NY 10017
	tumeliso.ramaili@undp.org
	IP Address: 197.185.113.89

Record Tracking

Status: Original 9/29/2020 4:22:09 AM	Holder: Tumeliso Ramaili tumeliso.ramaili@undp.org	Location: DocuSign
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Signer Events

Signer Events	Signature	Timestamp
Tumeliso Ramaili tumeliso.ramaili@undp.org UNDP Headquarters Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 197.185.113.89	Sent: 9/29/2020 4:27:02 AM Viewed: 9/29/2020 4:27:31 AM Signed: 9/29/2020 4:27:54 AM

Electronic Record and Signature Disclosure:
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Mamello Raliapeng mamello.raliapeng@undp.org Common Services Associate UNDP Lesotho Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 197.189.147.211	Sent: 9/29/2020 4:27:56 AM Viewed: 9/29/2020 4:34:01 AM Signed: 9/29/2020 4:34:18 AM
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/29/2020 4:27:56 AM
Certified Delivered	Security Checked	9/29/2020 4:34:02 AM
Signing Complete	Security Checked	9/29/2020 4:34:18 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	9/29/2020 4:34:18 AM

Payment Events	Status	Timestamps
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