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PRE-BID MEETING

RFQ Case Ref.: UH/2021/003 Provision of Janitorial Services – UN House

LOCATION:	107-108 Duke Street Kingston Georgetown													
DATE and TIME:	22 June 2021 at 10:00 AM (Local Time)													
PARTICIPANTS (UNDP/ PROJECT/ END-USER):	Nichelle DeRouch, UNDP GUY (Moderator) Trevon Munroe, UNDP GUY (HR/Procurement Clerk) Michael Rohoman, UN House Manager													
PARTICIPANTS (BIDDERS):	<table><tr><td>Home Improvement Services</td><td></td></tr><tr><td>Universal Janitorial</td><td></td></tr><tr><td>Shermol Cleaners Services & Supplies Inc</td><td></td></tr><tr><td>Brandon’s Janitorial Services</td><td></td></tr><tr><td>Europa</td><td></td></tr><tr><td>Maid Simple Guyana</td><td></td></tr></table>		Home Improvement Services		Universal Janitorial		Shermol Cleaners Services & Supplies Inc		Brandon’s Janitorial Services		Europa		Maid Simple Guyana	
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AGENDA:	<ol style="list-style-type: none">1. Introduction & Protocol of the Pre-Bid Meeting2. Background of project3. Walkthrough/ visit of the respective spaces in the compound.4. Commercial and Procedural aspects.5. Queries and Answers regarding Commercial and Procedural Aspects.6. Aspects related to Eligibility and Qualifications.7. Queries and Answers regarding Eligibility and Qualifications.8. Technical aspects.9. Queries and Answers regarding Technical aspects.10. Final remarks and closing.													

1. Introduction

- 1.1. Moderator welcomes connecting participants and requests all to wait for about 3-4 minutes allowing all interested participants to connect through.
- 1.2. Moderator welcomes all.
- 1.3. Moderator introduces UNDP participants and requests all participants from the Bidders to introduce themselves (name and company) one by one.

2. Background of project

- 2.1. A brief background on the project was done by Michael Rohoman. Some of the highlights
- 2.2. The space is approximately 24,000 sq.ft. and there are three buildings; Demerara, Essequibo and Berbice Building. The objective is to obtain one comprehensive service to provide janitorial services to UN House.

3. Walkthrough/ Visit to the various spaces

- 3.1. Bidders were given the opportunity to visit and view the offices/ facilities including Security Hut, UNDSS UNHCR, Kitchen, Sickbay common space, UNAIDS, IOM, UNICEF, Spotlight/ UN Women, SGP/ DRR, UNDP, RCO, Berbice Building.

4. Commercial and procedural aspects.

4.1. Deadline for submission of bids:

- 12 July 2021, 10:00 hrs via email provided.
- Timely submission of the bids is hereby strongly emphasized as late bids will not be considered.
- Bids sent via other methods will not be considered.

4.2. Supplier code of conduct

Bidders should ensure that they read this document that was sent, which outlines how the supplier should conduct themselves and their obligations.

UN has zero tolerance for breach of supplier code of conduct.

6. Eligibility

- 6.1. Valid NIS compliance: 1 year or the supplier should show consecutive compliance that was issued by NIS.
- 6.2. Valid GRA compliance.
- 6.3. Valid Business Registration.
- 6.4. Completeness of the bids.

It is emphasized that the Bidders are required to provide all documentation and evidence as outlined on Page 4 – 5. Failure to provide all the requested information and documents may result in the bid being rejected. Bids that are unclear or leave room for interpretation may be considered non-responsive and hence not be evaluated.

7. Queries and Answers regarding Eligibility and Qualifications

Q: When should compliance documents be submitted?

A: They should be submitted with your bid.

Q: GRA compliance application usually takes long. Can the old compliance be submitted?

A: You may submit previous compliance issued and we will review it, until updated one is provided.

8. Technical aspects

8.1. Evaluation Criteria

- Full compliance with all requirements as specified in Annex 1
- Full acceptance of the General Conditions of Contract

- Copy of valid police clearance for all staff that will be assigned to the UN House.
- Copy of valid food handlers' certificate and the company should ensure that it is updated.
- Staff is always clothed in company's uniforms. (proof of uniform)
- Cleaning staff should be required to wear face masks and should have PPEs. (Standard Operating Procedure)
- Two (2) satisfactory Performance (Certificates/reference) of top two (2) clients
- Schedule of Wages & Salaries along with deduction
- Schedule of proposed personnel assign

8.2. Validity of Bid: 60 days

8.3. No partial or alternative quotes will be accepted.

8.4. Payments will be made upon receipt of services. Monthly performance inspection will be done and verified by Michael.

8.5. Expected start date is 1 August 2021.

8.6. There will be a 3-year LTA, but a 1 year contract will be signed at the start, with potential for renewal once satisfactory service is provided and necessary compliance adhered to.

8.7. UNGM: The winning bidder will be required to register with UNGM before the contract is issued to them.

8.8. Materials will be provided by the respective agencies.

8.9. Handyman should be equipped with long boots and safety gear.

8.10. It is expected that honest and trustworthy personnel are assigned, especially for the 5.30am to 8.00am shift.

8.11. Not all the national holidays in Guyana are observed. Only 10 holidays are observed. The list of holidays will be provided at the start of the contract and at the beginning of each year.

8.12. Any change in the assigned personnel should be informed in advance.

8.13. KPI has guide with all that is required.

8.14. Advanced notice will be given if performance is satisfactory.

8.15. Documents for the required staff can be provided for the time being. If any interchanging is necessary, these can be provided in the future, with adequate notice.

8.16. For the 5.30-8.00 shift, please bid per sq.ft. It is expected to know the number of persons that will be allocated to provide the required quality.

8.17. Access to the buildings: Measures will be put in place to permit the staff with the necessary access to the spaces.

8.18. If additional staff is needed for activities outside of the normal day to day tasks, a request would be sent for support with the additional activity. It is important to highlight that the UN reserves the right to conduct separate procurement processes for this additional support, in an effort to obtain best value for money.

8.19. The staff working from 8.00 to 5.00 would only conduct spot checks of washrooms during the day. They are not required to clean it.

8.20. Schedule of activities in Common Conference Room: There is a notice board for when there are activities in the common conference form.

9. Queries and Answers regarding Technical aspects

Q: Should police clearance be submitted with the bid?

A: Yes.

Q: Would the costs in the contract be the same for the 3 years?

A: Yes, it will be the same cost.

Q: One attendee suggested that 3 cleaning staff be assigned plus 1 handy man for the daily work throughout the day (8am to 5pm shift).

A: Please refer to addendum.

Q: What is the work week?

A: It is Mondays to Fridays.

Q: Should original police clearance be provided?

A: Yes, or certified true copy. Should be valid.

Q: Is the police clearance/ food handlers required for everyone?

A: It is required for all the staff that will be working at the location.

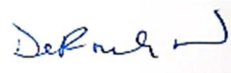
Q: Proof of uniform needed?

A: Please send a photo of someone dressed in the uniform and provide a description.

Q: Can the supplier change the number of staff assigned to work the early morning shift?

A: Yes, as long as the quality is maintained, and the work is done within the required time.

10. Final remarks and closing

A handwritten signature in blue ink, appearing to read 'Debrah', followed by a stylized flourish.