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PRE-BID MEETING

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

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|--|--|--|---------------------------|--|----------------------|--|--------|--|---------------|--|
| LOCATION: | 107-108 Duke Street Kingston Georgetown | | | | | | | | | |
| DATE and TIME: | 1 October 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>Europa</td><td></td></tr><tr><td>Spot Cleaning</td><td></td></tr></table> | | Home Improvement Services | | Universal Janitorial | | Europa | | Spot Cleaning | |
| Home Improvement Services | | | | | | | | | | |
| Universal Janitorial | | | | | | | | | | |
| Europa | | | | | | | | | | |
| Spot Cleaning | | | | | | | | | | |
| 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:

- 13 October 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.
- Documents should be combined and compressed as much as possible.

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
- 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. Emphasis was made on the requirement for the evaluation criteria and the importance of the documents that are required at the close of the bidding. Bids that are unclear or leave room for interpretation may be considered non-responsive and hence not be evaluated.

7. Technical aspects - Discussion

- 7.1. Security office to be cleaned only when personnel is on site.
- 7.2. Two shifts: morning (5.30am to 8.15am) and day staff (8am to 5pm).
- 7.3. Constant sanitizing will be required at security hut due to high traffic daily.
- 7.4. Handyman is not required to have food handlers' certificate.
- 7.5. Food handlers' certificate to be provided if the company is successful.
- 7.6. List of names of proposed personnel, if awarded, company can update the proposed list and provide police clearance.
- 7.7. Proof of uniform to be provided in proposal.
- 7.8. Staff should be equipped with face masks.
- 7.9. Awarded company should have support staff if the main staff assigned to UN House is unavailable. (For example, due to COVID).

- 7.10. Price is fixed; no alternative quotations permitted.
- 7.11. Award to be made to the lowest price bidder of the most responsive.
- 7.12. Release of payments depends on compliance with KPIs.
- 7.13. Holidays: some national holidays of Guyana are not UN Holidays and vice versa. A list of these holidays would be provided the company.
- 7.14. Payment of NIS and salaries of staff should be made on time.
- 7.15. Minimum wage based on the law of Guyana should be taken into consideration.
- 7.16. If the law requires a change in the minimum wage in the future, a discussion can take place to adjust the contract (this applies to the day shift staff).
- 7.17. KPI – The importance of the KPIs were also discussed

Questions were presented were as follows:

1. If police certificate and food handlers were required at the submission? Guidance is part of the Terms of reference (RFQ)
2. An explanation of **proposed personnel** was clarified, and guidance given. Bidders were concern about the changes in personnel after the bids were submitted – It was explained that the list along with the police and food handlers will be required before contract is sign when awarded.
3. Wages and salary schedule was also discussed – Bidders were reminded of the National rates for wages and the compliance of the Supplier Code of Conduct.
4. Bidders were also reminded that cleaning supplies would be provided by the agencies.
5. Duration of LTA and contract – Bidders were informed of the terms of contract and LTA.

8. Final remarks and closing

Bidders were urged to read the bidding instructions **carefully** so to have a clear understanding of the requirements and to ensure a complete submission.

~END~