

Pre- Bid Meeting Minutes & Site Visit

RFP/01/2022 – Serviços de Limpeza

Date: Friday 18 February 2022

Time: 11 am to 1 pm

Location: UN House, 2nd Floor Meeting Room

Attendees:

1. Representatives from the Joint Office Operations Unit (Operations manager (OM), Procurement Associate (PA))
2. Representatives from Moreira & Mascarenhas
3. Representatives from Sá Lavagem
4. Representatives from Setelima
5. Representatives from Preservice
6. Representatives from Guia de Serviços
7. Representatives from Sempre a Limpar

I. Introduction

The Operations manager opened the meeting and welcome all attendees on behalf of UN Cabo Verde, and requested everyone to introduce themselves. She then briefed all the bidders on the agenda and objectives of the meeting.

Purpose: To help bidders understand the main components of the solicitation document (Request for Proposal – RFP), eTendering presentation to bidders, ToR presentation, and to answer questions on any matter that may arise at this stage.

The bidders were informed that they can raise queries through Questions and Answers session after the presentation, and that the minutes of the Pre-Bid Conference would be uploaded on the e-Tendering Portal and website.

The PA started with PowerPoint presentation on the Main components of the Solicitation Document, with focus on the understanding of the Description of the Requirements, understanding of evaluation criteria, and how to prepare proposal as per provided Forms.

The eTendering PowerPoint presentations started with a general overview of what is eTendering, what are main features, main benefits for bidders, how to register, how to submit bids, how to search for tenders and submit and manage offers in the system, and how they can request support when needed. The presentation also highlighted to bidders how the system is secure and streamlined.

The OM than proceeded with the presentation of the Terms of Reference.

After the presentations were finished, the floor was open to the representative of the different bidders to raise their questions and queries related to the services and the solicitation process.

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	Can the documents be shared via email?	No. All the documents are to be downloaded from the eTendering platform.
2	What is the total number of workers/staffs in the building?	The total number is <u>119</u> WHO: 10 FAO: 25 RCO: 10 JO: 74 (break down as follows: JO 59 + Agencies served by JO 15)
3	Please clarify on the registration process and tender lookup?	Please refer to the available videos and user guide. We will briefly show you how to get into the system and how to look up tender. Please note that the advertisement includes the link to the user guide and videos.
4	Do we need to accept the invitation via email?	No. The accept invitation has to be done through the eTendering portal, and not via email. You will have to accept the invitation in order to be notified of updates to the tender via email.
5	How many people do you need for the work?	This is a request for proposal process; therefore, we expect the most suitable solutions that respond to our requirements. The amount of people needed to do the work is the decision of the company.

The Operations Manager ended the meeting and invited all the interested bidders for the site visit. During the site visit, some questions were raised by the bidders:

1. Is cleaning of the solar panel included? No, it is not included in this process.
2. Is gardening service included? No, gardening is not included in this process.
3. Is vehicle cleaning included? No, vehicle cleaning is not included.

The OM also informed that the LTA can be used by the world bank to issue their own contract.