

UPDATED VERSION – MONDAY 04 JUNE 2022 TO INCLUDE ADDITIONAL CLARIFICATIONS

**MINUTES OF PRE-BID MEETING FOR PROVISION OF INTERNAL CLEANING SERVICES AT UN HOUSE
ABUJA HELD ON THE 13TH OF JUNE 2020.**

DATE: 13th JUNE 2022 (Time: 2:40pm) & 21ST JUNE 2022 (Time: 12:30pm).

IN ATTENDANCE WERE:

1. Mr Andrew Philips Ehizogie (UN House Manager)
2. Mrs. Sarah Chukukere (UNDP Procurement Unit)
3. Miss Ukeme Asukwo (UNDP Procurement Unit)

Company Representatives

- | | | |
|------------------------------|---|----------------------------|
| 1. Domozu Emmanuel O. | - | Nigeria Cleaning Services. |
| 2. Idowu Akinyemi | - | Nigeria Cleaning Services. |
| 3. Emeka Kings | - | Kleenol Nigeria Ltd. |
| 4. Upon Silas | - | Kleenol Nigeria Ltd. |
| 5. Olusegun Alade | - | Howes Limited |
| 6. Omu John | - | Howes Limited |
| 7. Adewunmi Ilesan | - | Kismet Facility |

During the Site Visit:

The site Visit was done on two separate due to a conflict in scheduling. The bidders were taken round the building and offices by Andrew Philips Ehizogie and Sarah Chukukere on the 13th of June and by Ukeme Asukwo and Andrew Philips Ehizogie on the 21st respectively. The UN house Manager briefed the Bidders on the building structure and design, all parties toured the compound including the four floors in the building, roof top and archives.

DELIBERATIONS.

TECHNICAL INPUT

The meeting started with subject matter expert Andrew Philips Ehizogie (UN House Manager) and Mrs. Sarah Chukukere (UNDP Procurement Unit) providing technical guidance and taking the participants through the Schedule of Requirements, Scope of Service and Technical specifications.

The prospective bidders were reminded that what is required for INTERNAL CLEANING SERVICES at Un House Abuja. He also stressed on the need to adhere to UN rules of engagement and zero tolerance to corrupt practices in their dealing with UN and any of its staff.

He stressed on the need for all materials, supplies and equipment incorporated into the work to be for the purpose intended, and that all workmanship shall be of good quality and performed in a skillful manner as stated in the scope. Bidders were reminded of the need to have more mechanized tools for

cleaning internal & external areas on high floors including windows and glass areas. He also advised that the detailed maintenance schedule for each Service in the Scope shall be submitted along with Bids.

PROCUREMENT INPUT & E-TENDERING MATTERS.

The procurement unit representative welcomed all the participating companies and the meeting started. The prospective bidders were informed that the essence of the pre-bid conference is to provide them information on the UNDP e-tendering system and how to access the published event. The bidders were informed that the tender/bid was published on the 06/06/2022 on UNDP e-tendering platform with a closing date of 07/07/2022 with link as provided below;

Link: [UNDP | Procurement Notices - 92020 - INTERNAL CLEANING SERVICES TO UN](#)

Username:

Password:

BU Code: NGA10

Event ID:

The Request for Proposal (RFP) for Internal Cleaning Services at Un House was advertised on procurement notices 6th June 2022.

Bidders were advised to follow six simple steps to register their companies and bid for the event. UNDP e-tendering user guide for bidders and FAQs are uploaded in the tender and attached in this email. Bidders are to pay special attention to the eligibility and qualification criteria as provided in the bid solicitation document. They were also advised to start uploading documents as soon as possible in order to avoid issues. The format of documents to be uploaded are as shown.

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 5MB.

Issues raised by Bidders:

During the pre-bid meeting the following no issues were raised by the vendors included.

Question 1: What is the expected manpower capacity and is it stated on the TOR.

Answer: Every important information is on the TOR

Question 2: Are there offices for the Cleaners?

Answer: Cleaners are expected to stay close to their duty stations in-case of emergencies.

Question 3: How many times are cleaners expected to clean?

Answer: Three times daily, they are also expected to clean the toilet hourly, disinfect every hour, remove cobwebs daily and Intensive cleaning once in a week.

***** RECEIVED CLARIFICATIONS FOLLOWING SITE INSPECTION AND PRECONFERENCE MEETING *****

| QUERY | RESPONSE |
|--|--------------------------|
| We were at the inspection at the UN house last week and will appreciate if you can share with us the number of Fan coil units (FCU) in the compound. | Approximately 180 units. |