

United Nations Development Programme



Minutes of the Site Visit Meeting

For Provision of Cleaning Supplier to UN City Campus 1 and Campus 2

Ref: ITB-UNDP-UNCITY CPH-2022-Cleaning Supplies

Venue: UN City Campus 1, Marmorvej 51, 2100 Copenhagen East

Date: 26 September 2022

Time: 12:00

List of Participants

<u>No</u>	<u>Company</u>
<u>1</u>	<u>Clean Care</u>
<u>2</u>	<u>Multiline</u>
<u>3</u>	<u>Abena</u>
<u>4</u>	<u>Stadsing</u>
<u>5</u>	<u>Rengøringcentret</u>
<u>6.</u>	<u>Henrietta Krogh Hansen - Cleaning Team Manager</u>
<u>7.</u>	<u>Lobar Umarova – Common Service Procurement</u>

AGENDA:

1. Meeting the company representatives
2. Background Information
3. Site Visit
4. Technical and other issues related to the project activities stipulated in Tender Documents and e-Tendering user guide

The meeting started at 12:00 at the premises of UN City Campus 1.

Mrs. Henriette K. Hansen welcomed the participants and guided them to have visually inspect the site, especially restroom area and the requirements to cleaning supplies were explained.

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According to the plan on the way to offices, the wood and tile floors to be cleaned introduced.

At 12:15 next visit was to the Finger 0.7 to introduce the tea kitchen and the office furnitures

After that at 12:25 the potential bidders are invited to move to the meeting room.

1. The detailed information on sustainability requirements to cleaning supplies explained.

The potential bidders are informed that they are more than welcome to offer their sustainable friendly ideas with bids. Especially plastic and other not needed wrappings should be avoided.

The potential bidders were asked to inform us if we can change the numbers of orders and the methods for that in order to decrease the number of repackaging on the journey from production to the end station by us.

Paper examples on hand paper towels, kitchen roll and toilet paper were shared. We told the potential bidders that the quality should be alike or noted if not. We showed them the dispensers for the hand towels, so if any new brands are offered, they should fit, be folded and work exactly like the current type.

We informed about the supply mentioned for the canteen should be provided as swan marked/ecolabel.

We informed about "restordre" (supplies not available in the moment for ordering), are not just to be sent randomly but organized with the contact in UN CITY.

2. Presented: 'how to create an account in e-Tendering system' and detailed information on the tender documents and the preparation of the submissions of the bids.

Q: If all documentation submitted should be in English language?

A: No, a copy of original documentation not to be translated, only the provided bids should be in English.

Q: How frequently the floors are washed? What kind of type of floors are in the building? What is the area size?

A: The floors are washed once in a month, there are wooden, tiles and linoleum floors in the buildings

12:55 The end of the meeting

Henriette Krogh Hansen

DocuSigned by:
Henriette Krogh Hansen
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Lobar Umarova

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Lobar Umarova
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