



Date: 18 August 2010

Reference: RFP 2010-009

## Pre-bid Meeting Notes

**Subject: Request for Proposal for the establishment of a Long Term Agreement for Cleaning Services for Gaza office**

Present:

Ms. Rima Manneh	UNDP
Mr. Ahmed Meqbel	UNDP – Procurement
Mr. Mohammad El Daia	El Daia Co.
Mr. Nafez Elewa	Elewa Co.
Mr. William Sobaih	William Sobaih Co.
Mr. Abed Allatef Abu Zebaida	Extra Polish Co.
Mr. Ali Al Khatib	Satar Co.

The meeting was held at the UNDP office, on **16<sup>th</sup> Aug.2010 at 10:00 A.M.**


1. It was explained to all contractors that all documents must be read, signed and stamped, dated, specially the TOR, special conditions and general conditions.
2. It is required that proposals should be separated in two separate sealed envelopes, one containing the technical proposal and one the financial proposal.
3. The separate sealed envelopes should be delivered to the following address no later than **24<sup>th</sup> Aug. 2010 at 12:00 hours (Jerusalem time).**

UNDP/PAPP Office –Gaza  
Omar Bin Abed Al Aziz Street  
Al Remal Gaza  
Att. Rima Manneh

4. UNDP stated that all needed cleaning materials are to of a very good quality and should be approved by UNDP.
5. Proposal currencies : Prices can be quoted in any freely convertible currency, however for comparison purposes all quotations will be converted into US Dollar at the prevailing UN exchange rate on the date of bid closing.
6. VAT will not be paid by UNDP and ZERO VAT invoice against every payment must be submitted accordingly .
7. The attention of all contractors were drawn to the request regarding Documents comprising the proposal The Proposal shall comprise the following components:
  - Proposal submission form;
  - Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
  - Price schedule, completed in accordance with clauses 8 and 9;



8. The attention of all contractors were drawn to security arrangements that include the following:
  - The contractor should send to the working location sufficient and agreed upon number of staff. The names and IDs of all staff will be required to be provided to UNDP upon signature of contract. The contractor will be required to obtain the approval of UNDP in writing before any staff changes can be made.
  - All staff are inspected prior to entering and leaving the UNDP premises
  - The contractors staff are not allowed to enter any office without being escorted by UNDP representative
  - The contractor's staff must comply with the instructions of the UNDP security guards and UNDP representative
  - The contractor's staffs should be dressed in a uniform with the cleaning company's logo clearly visible on the uniform
  
9. The Areas that required to be provided of cleaning and gardening services are as follow:
  - Main Building - Ground Floor
  - Main Building - First Floor
  - Main Building - Half of Second Floor
  - Main Building - Half of Third Floor
  - Main Building - Half Fourth Floor
  - Main Building – Cafeteria on the Roof
  - Main Building - Basement
  - Main Building - Roof
  - Parking Area
  - Security Guard Room at the main entrance and the Security Guard room at the Entrance of Parking Area
  - Stair Case (Starting from the basement till the roof)
  - Area surrounding the buildings
  - Adjacent building
  
10. Contractor attention were drawn to that the prices of cleaning of the cafeteria on the roof to be Provisional and to be priced separately. The same for the adjacent Building.
  
11. Award of contract: Award will be made to the offeror who provides the best proposal from a technical and financial perspective.
  
12. The contracctors were reminded to submitt a documantary proof and recommendation letters indicating the contractor's ability to perform the work assignment including Company and its staff CVs.
  
13. A site visit was held immediately after the meeting.

  
Emma Creighton  
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Procurement Unit  
UNDP/PAPP