

PRE-BID MEETING MINUTES

Organizer: UNFPA Mongolia

Procurement ID: RFQ.22.001 - Provision of professional cleaning and facility maintenance services of the UN Premises.

Date: January 24, 2022 (11:00-11:40 minutes)

Method: Online meeting

Meeting participants:

- Tsetsenbaatar.B, UNFPA procurement specialist
- Munkhuzl.J, UN common premises/services coordinator
- Representatives of 2 companies

Agenda:

- Topic 1. Highlights from the RFQ document
- Topic 2. Highlights from the Terms of Reference
- Topic 3. Question and Answer

Specific notes:

Topic 1.

1. General information was provided as follows. The RFQ-22-001 was announced by UNFPA publicly through 2 local newspapers “Udriin medee” and “Unuudur” as well as UNFPA Mongolia website. Any companies who interested may submit their bids through online as per instruction of the RFQ document.
2. Some highlights on important deadlines such as bid submission deadline and question submission deadline in the RFQ document were provided. Bidders are reminded to submit their questions through batsuuri@unfpa.org and their technical and financial bids through procurement@unfpa.org.mn.
3. Bidders are reminded to prepare their technical bids in accordance with the requirement of RFQ as well as ToR. Any licenses and certificates required to perform the requested services shall be included in the technical proposal of the bidders as stated in the ToR.
4. Evaluation method to be used for selecting the contractor was explained. Selection method is the cumulative analysis method in which technical component comprises 70% while the financial component comprises only 30%.
5. Bidders were requested to submit their price quotations using the recommended price quotation form. 1-year price will be proposing but the offer should be followed by the bidder for two (2) more years without change if UNFPA asks to extend the contract. If there is any other plan, it should be noted and specified in the ‘bidders note’ section in the price quotation form.

6. All documents including price proposal and the technical proposal must be signed and stamped.

Topic 2.

7. Some highlights were provided by UN common premises coordinator within the framework of the Terms of Reference (ToR) as follows:
 - UN Premises location, floors and space to be cleaned were highlighted.
 - Important aspects of the cleaning, facility maintenance and façade cleaning service were highlighted
 - UN working hours and arrangements of each of services were highlighted
 - Importance of the qualification and work approach of service provider and its service personnel are highlighted as specified in the ToR
 - Importance on the cleaning materials and supply is highlighted
 - Information on Security requirements at the UN Premises were highlighted

Topic 3.

8. The question-and-answer session was proposed, but participants informed that they don't have any questions at the moment, and agreed to submit their question through email before the specified deadline if any.

Important!

1. If there is any discrepancy between the information provided during the meeting or included in this meeting minutes and the information stated in the RFQ documents as well as TOR, the original RFQ document and TOR information should prevail.
2. If there is doubt, please communicate with UNFPA for clarification before the specified deadline for question.