

## Pre- Bid Conference Minutes

### RFP/04/2019 - Security

**Date:** Tuesday, June 9, 2019

**Time:** 15:00 to 16:00

**Location:** UN House, 2<sup>nd</sup> Floor Meeting Room

**Attendees:** Representatives from the Joint Office Operations Unit (Operations Manager, Contracts Management Associate, and Security Associate)

Potential Bidders:

- |                     |             |
|---------------------|-------------|
| 1. Selim            | 4. Setelima |
| 2. Guia de Serviços | 5. Ronda    |
| 3. Silmac           |             |

#### **I. Introduction**

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

**Purpose:** To highlight some of the important points of the Request for Proposal (RFP), to clarify issues, and to answer questions on any matter that may arise at this stage, and help bidders fully understand the requirements in the RFP.

The bidders were informed that they can raise queries through Questions and Answers session after the introduction and information session, and that the minutes of the meeting will be emailed to all the interested bidders present and posted on UN Cabo Verde website, so all bidders can download.

Bidders were reminded of the following important notes on the RFP:

#### **1. General:**

- As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature;
- UNDP will select 1 bidder to provide the services to UN Agencies in Cabo Verde;
- Contract duration: 1 year and may be extended additional to 2 years subject to UN requirements and the contractor's performance;
- Templates are included. Bidders should follow templates;

- If bidders have queries, they should be submitted to UNDP latest 5 days prior to submission deadline, via email to the address indicated in the RFP Document, Section 3 Bid Data Sheet.

## **2. Preparing proposal:**

- Bid Language: Official UN language, English or French, Portuguese not official;
- The Proposal shall comprise of the following documents (Forms under Section 6):
  - a) Documents Establishing the Eligibility and Qualifications of the Bidder;
  - b) Technical Proposal;
  - c) Financial Proposal;
  - d) Any attachments and/or appendices to the Proposal.
- Proposal validity: 90 days from submission deadline;
- The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. To award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
- All templates are included in the RFP (under Section 6 – word document), Bidders should use the templates for submission.

## **3. Proposal submission:**

- Submission deadline: 18 June 2019 at 16:00 Cabo Verde time;
- Subject of envelop: (Name of bidder), Indicate the Ref: "RFP/04/2019 – Security";
- The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Bear a warning that states "Not to be opened before the time and date for proposal opening" as specified in the Section 3 – BDS;
- Submission of 1 hard copy to the UN Reception desk, and 1 Soft copy of the Technical proposal only to [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) ;
- The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the Section 3 – BDS;
- Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.

## **4. Evaluation process:**

- Evaluation of proposals is made of the following steps:
  - Preliminary Examination
  - Minimum Eligibility and Qualification
  - Evaluation of Technical Proposals
  - Evaluation of Financial Proposals
- Bidders must meet Minimum Eligibility and Qualification to be qualified for detailed evaluation;

- The weight of technical points is 70% and financial points is 30%;
- Only bidders meeting technically qualified threshold (490 points) will be assessed in financial evaluation stage.
- Maximum 300 points will be given to the highest average percentage offer, and the other financial proposals will receive the points based on the following calculations:  
(Average bonus being examined / average highest bonus) x 300
- Submission obtaining the highest weighted points (technical points + financial points) will be selected.

#### 5. Site Visit:

- Site visit of the UN House was conducted.

#### II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	What number of residences are planned for the security service?	<p>There is no predefined number of residences. It can be one or several residences, depending on the number of international personnel in the country.</p> <p>Bidders must submit their proposals and costs based on the estimated number indicated on the financial proposal.</p> <p>The intent with this tender is to establish a long-term agreement for 3 years, renewable every upon satisfactory evaluation of services, for which the proposal and conditions remains valid and unchanged for the 3 years.</p>
	What's the number of guards in the building?	3 Effective guards, working hours 08h00-16h00, being mandatory to have a female guard, due to the organization's gender Policy. 2 effective guards during post-labor hours, weekends and holidays 16H00-00H00 and 00h00- 08h00.
2	What number of personnel should the company have?	The bidder must have the number of staffs that allows it to meet the requirements of the TDRs.
3	The company must possess all the equipment that are mentioned in the TDR?	The bidder must meet the conditions set forth on the ToR. Proposal shall be submitted in accordance with the requirements laid down in the terms of reference.

4	Are the three staff members in the building always placed at the front entrance?	The three guards at normal working hours are at the front entrance (pedestrian access staff/pedestrian access visitors and access gate vehicles). Periodically one of the elements will patrol around the building, internal enclosure. In post-labor hours, weekends and holidays 16h00-00h00 and from 00h00-8:00 should be 2 guards, one of which must periodically patrol around the building, in the enclosure.
5	Are one of the three personnel placed in the building a supervisor?	No, the supervisor is an extra element that periodically controls the personnel on shift, and is the one who articulates with the security assistant.
6	Does the building have CCTV?	Yes, the building has CCTV. A monitor will be installed in the guards' house, and a second control monitor is located in the operations unit. General monitoring is managed by the Security Assistant.
7	What is the deadline for submitting questions/doubts/clarifications?	Up to 5 days before the deadline for submission of bids, as indicated in section 3 (Fiche Technique), FT No. 11.
8	We sent a request for clarification to the e-mail available and received a return that this email serves only to submit technical proposals. What should be the e-mail for this purpose?	The e-mail address indicated in RFP is correct, the reply you received is an automatic system response.