

Prebid meeting minute
UNFPA/MNG/RFP/25/001

UNFPA MONGOLIA

Minutes of Pre-Bid Meeting

For

Procurement ID: UNFPA/MNG/RFP/25/001

Cleaning and maintenance service for UN house in Ulaanbaatar, Mongolia

Date: March 12, 2025, 15:00 Ulaanbaatar time

Venue: UN house, Ulaanbaatar, Mongolia

Subject: Pre bid conference and site visit for UNFPA/MNG/RFP/25/001

Participants from the purchaser:

Name	Designation	Organization
Tsetsenbaatar Batsuuri	Procurement associate	UNFPA Mongolia
Khishigtaya Bayarbat	Common Premises Coordinator (CPC)	UN Mongolia

Participants from the bidders:

Name	Designation	Organization
Solongo,	Head of Service Department	Uniservice solution LLC
Gantulga	Legal Officer	Uniservice solution LLC
Oyuundelger	Supervisor	Uniservice solution LLC
Ts.Uugantsetseg	Service Manager	Urban link LLC
D.Daariimaa	Service Manager	Urban link LLC

1. The meeting was opened by UNFPA's Procurement Specialist, who expressed gratitude to all attendees for their participation and invited everyone to introduce themselves. The attendees including the UNFPA's procurement staff, UN Common Premises Coordinator and representatives of bidders introduced themselves.
2. The purpose of the meeting was to provide an overview of the cleaning service requirements, explain the tendering process, and address any questions from the bidders. It was also clarified that if any questions arise during the bidding process that cannot be answered immediately, UNFPA will provide responses later through the bid clarification method outlined in the bidding document.
3. The UN Common Premises Coordinator then presented a PowerPoint detailing the cleaning service requirements for the UN House, including the scope of work, areas to be cleaned, cleaning frequency, and any special requests or conditions. (Please find the PowerPoint attached.)
4. UNFPA's procurement officer explained the Tendering Process and Submission Requirements showing the published bid document. It highlights some important points as follows:

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- Bidding timeline published on the letter of invitation.
 - Bid amendment might be needed and if made it will be published on UN's procurement site (showing UNGM). At the time of the meeting, UNFPA had made an amendment to the bidding document under Amendment 1. It highlights the bid submission method to be electronically only. So, the bidders were informed that the hard copy of bid will not be accepted.
 - It was importantly introduced that the bid should be submitted electronically through procurement@unfpa.org.mn before the deadline. The technical bid and financial bid should be submitted in separate email with recommended title.
 - The evaluation method of the bid was explained in brief as follows. The technical bid will be opened prior to the financial bid. The technical bid will be consisting of Preliminary examination, during which UNFPA will review the documentation and eligibility requirements. Upon completion of the preliminary examination, the technical evaluation will be carried out by evaluation panel. If the technical bid will receive more than 70 scores, the price bid will be opened and evaluated. Until then the price bid will be kept unopened in the CO's secure email address which is restricted to the bid receiver appointed by Head of Office only. The price evaluation will be evaluated according to the formula stated in the bidding document. The price evaluation score will be weighted 30% of the total score while the technical bids weighing will be 70%. Therefore, it means the lowest priced offer doesn't necessarily win. Both the technical bid and the price bid should be competitive.
 - It was carefully informed to the bidders that if there is any discrepancy observed by the bidders, it is highly recommended to clarify it with UNFPA and the only documents published on the UNGM site will have to prevail.
 - It was explained the importance of submitting all bidding forms according to the guideline. The price form should have attachment of price breakdown table as instructed in the price form itself.
 - The contracting forms including the LTA form, general and special conditions of the contract, and Terms of Reference were explained to be adhered as the contracting documents for the selected company.
5. At the end, before going for site visit, the bidders allowed to ask questions. Some of the questions were noted to be answered later.

Questions and answers

No	Question	Answer
1	Is it possible to give the size of UN house outside space?	1928sqm (paved and green area)
2	What is the meaning of Non-exclusive long-term agreement?	In general, the term non-exclusive means that it is not exclusive, which makes parties kept the right to enter into the same agreement with other parties for purchasing or selling the same goods and services.

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		Please note that this explanation doesn't dictate any term and condition but helping bidders to understand the standard definition of the word.
3	The public holidays are different from the official days of the UN in Mongolia. Our staff have to work on those days. How can this be resolved?	There are 10 UN holidays in total. This may not necessarily coincide with the national holidays in Mongolia. As the work assignment states that work will be done on UN working days, working on days other than these UN official holidays will not be considered overtime despite this is a national holiday. Therefore, the contractor will make internal arrangements and submit their bids accordingly.
4	Will there be separate maintenance cost in the price table?	The maintenance service is a separate service according to the ToR. Therefore, it should be quoted separately.

6. Upon completion of the bidders' conference, the site visit inside and outside of UN House was done by the bidders with escort of UN common premises coordinator.

Note prepared by

Tsetsenbaatar Batsuuri, Procurement associate


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14-Mar-2025

Note reviewed by

Khishigtaya Bayarbat, UN Common premises coordinator

DocuSigned by:

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14-Mar-2025



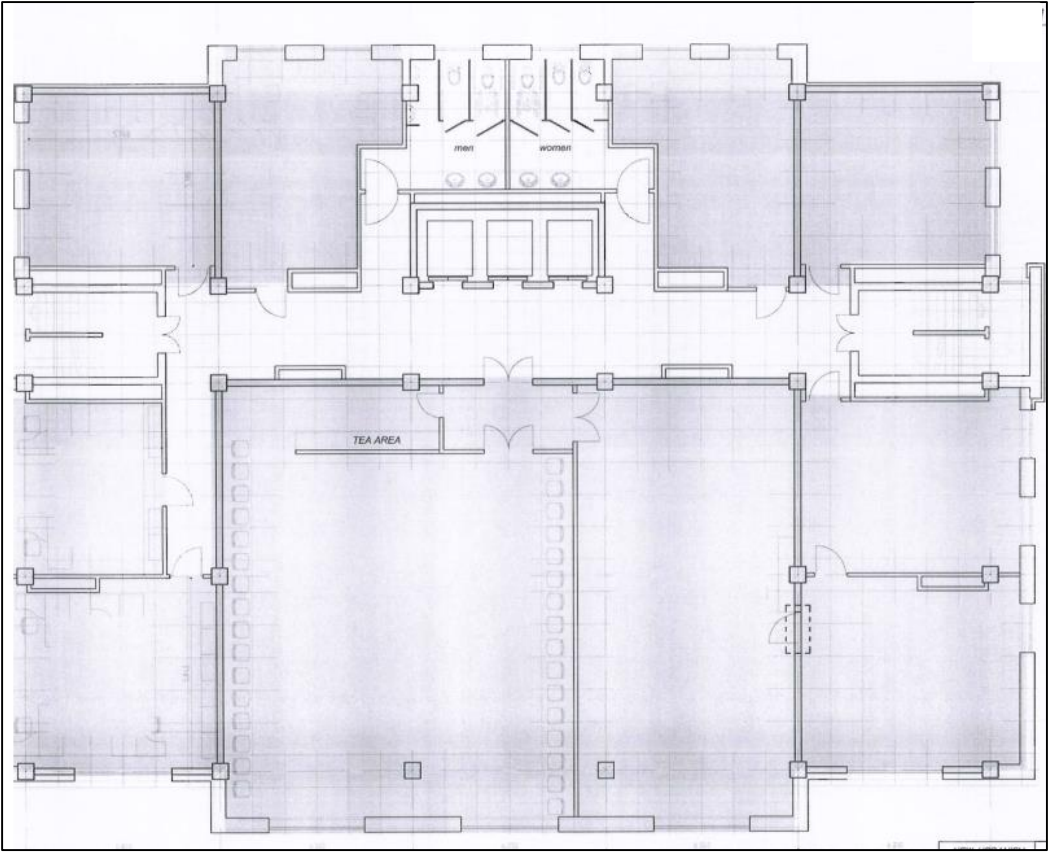
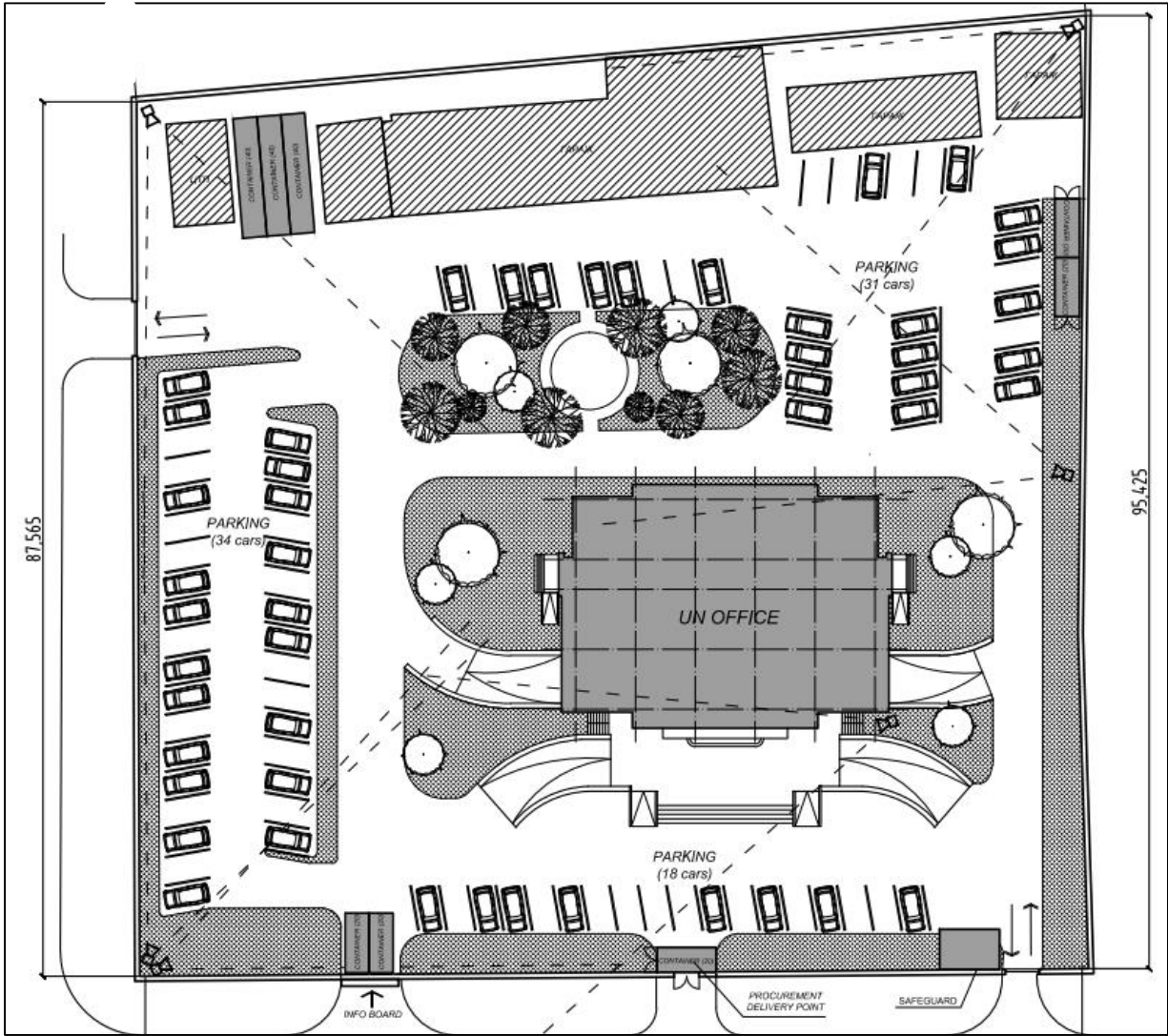
Prebid Meeting

**CLEANING AND FACILITY MAINTENANCE
SERVICES
OF UN PREMISES**

March 12, 2025

UN Compound

Sample floor plan



INDOOR CLEANING

- Workstation & office areas
- Canteens
- Sanitary rooms
- Common areas (Lobby, hallways, staircases, elevators, guard hut, basement area, technical floor, ventilation system area & other common area)

MAINTENANCE & OUTSIDE CLEANING

- Maintenance (handyman roles): gardening, assist in event organizations, light electric works, a light plumbing support; repairs and ensures maintenance of furniture and inventory, fixing door & windows handles, closers etc. Other maintenance works as required.
- Outside cleaning: UN compound surrounding areas including the area in UN street nearby main entrance to the compound, emergency gates, basement garage entrances, the UN House surrounding roads, parking lots, garden area by removing leaves, snow & and garbage.



FACADE CLEANING

- External façade & high-leveled indoor window cleaning in lobby, auditorium, and offices
- 3 times a year
- Must ensure safety and security rules
- Provide on call service when necessary.

ON-CALL SERVICES

SERVICE ASSISTANT

- To provide logistical support and meeting rooms setup and hospitality related works;
- To prepare tea and coffee for the meetings, and upkeep the meeting rooms for the next meeting;
- Serves tea/coffee to visitors and provides support at the official meetings.

ADDITIONAL CLEANING SERVICE

- Ad hoc additional service for specific occasions upon UN's request when needed
- Cleaning service during and after building repair & construction related works upon UN's request when needed

SERVICE PROVIDER TO MANAGE ITS PERSONNEL

- Provide enough resources (full time professional and back up personnel)
- Provide experienced site supervisor
- Personnel medical checkup and certification to perform the duties
- Provide uniforms with Company logo and equipped with necessary equipment
- Ensure safety and health of workers in compliance with respective laws and legislations concerning OSH (Occupational safety and health);
- Employment contract in accordance with the Labour Law of Mongolia and other relevant legislation. This includes, but is not limited to, matters such as compensation and benefits (including social insurance coverage), working hours, annual leave and paid holidays, and sick leave entitlements.
- Personnel to be trained
- In case of change of personnel, the service provider shall inform the UN Common Premises Coordinator and obtains a prior approval

CLEANING MATERIALS, SUPPLIES, TOOLS & EQUIPMENT

The service provider shall be responsible for all environmentally friendly **supplies, materials, products and adequate equipment/tools** to clean the UN compound as well as conduct the maintenance works.

The service provider shall be liable for any damages caused by the facility service personnel due to negligence and erroneous actions.

- General cleaning supplies, washing detergents, soaps, carpet cleaning liquids, disinfections, glass cleaning liquids, etc.;
- Garbage plastic bags;
- Mops, vacuum cleaners, carpet washing equipment, washcloths, buckets, gloves, etc.;
- Paper hand towels, liquid soap;
- Toilet papers, toilet seat covers;
- Equipment, tools and materials for the facility maintenance, gardening service Support;
- General cleaning and washing equipment, protective robes, equipment, supplies for the facade cleaning work;

CLEANING AND FACILITY MAINTENANCE SERVICES OF UN PREMISES IN MONGOLIA

Schedule

Days: Every official work days of UN Mongolia (Monday-Friday)

Hours: 7:30AM-16:30PM

Lunch time to be held during 11:00AM-12:00PM

No changes in the agreed days or time are permitted without consent of UN

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Security regulations

- Security regulations managed by UN Department of Safety and Security must be observed and respected by company and its personnel.
- Briefing on the security regulations to be provided by UNDSS at the beginning of the contract.
- Smoking and use of alcohol in UN Premises are strictly prohibited. Violation of this requirement will result in cancellation of the contract with company.

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