

## UNFPA/MNG/RFP/25/001

### “PROVISION OF FACILITY CLEANING AND MAINTENANCE SERVICE FOR UN HOUSE IN ULAANBAATAR, MONGOLIA”

#### CLARIFICATION TO BIDDERS

No: 01

2025.3.18

No	Questions from suppliers	Answer of UNFPA
1	Is it necessary to attach the type and quantity of materials used for cleaning to the price quote?	Yes. As per Section VI: Annex F: Price schedule form, the name of the material, quantity and price details are required. The frequency of material quantities may vary depending on the product, such as monthly, quarterly, or 1-2 times a year, so the quantities should be listed in a clear manner according to the product characteristics.
2	Should we submit information on the quantity of supplies that will be used in the toilets? (Handkerchiefs, toilet paper, liquid soap, air fresheners, etc.) Or is it enough to enter the unit price?	Yes. As part of the price form, the bidder will need to provide a cost breakdown which should include all possible details of goods and materials contributing the cost.
3	Will you impose additional requirements regarding the types of cleaning materials to be used in cleaning services?	<p>As answered to the Question #1, detailed information on the name, quantity, and price of the material is required. Although there are no specific requirements for the use of any particular brand. These must be safe for human health and the environment as stated in the Terms of Reference.</p> <p>For the toilet paper, this is to inform that large rolls of toilet paper are used on floors 1-6 and small rolls of toilet paper are used on floors 7.</p>

4	Is the bathroom supply fee calculated as a fixed amount or based on the monthly performance? If it is calculated as a fixed amount, please help us by providing the following information.	<p>The service fee will be paid on a monthly basis based on all inclusive unit price of cleaning service and maintenance service as specified in the price form. It means, the fee of cleaning material will not be paid separately but will be included in the fee as part of the cleaning service.</p> <p>However, the cost breakdown will help to understand the unit (monthly and annual) cost of the cleaning service itself and will be used to monitor the performance of the contract implementation. It will also be evaluated during the technical evaluation as part of indicator of the quality of the proposal.</p>
5	Total number of bathrooms, number of toilets, number of sinks	Please see Table 1 below.
6	Please provide information on the number of employees working on each floor. It can be approximate.	<p>In overall, 200 people approximately work at the UN building (not including guests).</p> <p>Approximately 20-45 staff per floor work based on the usable space of each floor.</p>
7	Are there any specific requirements for cleaning supplies, such as specific brand names or product names?	There are no specific requirements for using a particular brand of product. The service provider is responsible for ensuring that the materials meet the hygiene and environmental requirements specified in the Terms of Reference.
8	Is it possible for UNFPA to share the information and the list of supplies, types, and quantities used for the service?	UNFPA is unable to provide this information. The bidder is responsible for selecting the equipment, supplies and materials to be used for the cleaning, planning for sufficient quantities, estimating costs, reflecting them in its price proposal, and ensuring that supplies are provided on a regular basis during the contract implementation period as specified in its proposal.

**TABLE 1: Number of facilities in restrooms**

Floors	Men's restroom				Women's restroom		
	Toilet	Vertical urinal	Shower	Sink	Toilet	Sink	Shower
<b>B1</b>	1	0	1	1	0	1	1
<b>1</b>	2	0	0	2	2	2	0
<b>2</b>	1	1	0	2	2	2	0
<b>3</b>	1	1	0	2	2	2	0
<b>4</b>	1	1	0	2	2	2	0
<b>5</b>	2	0	0	2	2	2	0
<b>6</b>	1	1	0	2	2	2	0
<b>7</b>	2	0	0	2	2	2	0
<b>Total</b>	<b>11</b>	<b>4</b>	<b>1</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>1</b>