

Pre- Bid Meeting Minutes

RFP/03/2017 – Security Services 2017

Date: Monday, 11 July 2017

Time: 11: 00 am to 12 pm

Location: UN House, 2nd Floor Meeting Room

Attendees:

1. Representatives from the Joint Office Operations Unit (Administrative Analyst & Procurement Associate)
2. Guia de Serviços (Neusa Silva & Anderson Fortes)
3. Sepricav (José Eduardo Carvalho)
4. Sonasa (Paulo Brito & Flávio de Carvalho Tavares)

I. Introduction

The Administrative Analyst 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 clarify issues in the Request for Proposal (RFP) and to answer questions on any matter that may arise at this stage, and to help bidders to 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 that the minutes of the meeting will be posted on UN Cabo Verde website so all bidders can download.

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

1. General

- UNDP will select 1 vendor to provide services to UN Agencies in Cabo Verde.
- Contract duration: 1 year and may be extended to 3 years' subject to UN requirements and the contractor's performance.
- If bidders have queries, they should be submitted to UNDP latest 4 days prior to submission deadline.

2. Evaluation process:

- Technical proposal will be evaluated first.
- Evaluation Criteria:
 - ✓ Expertise of the company – 30%
 - ✓ Proposed Methodology – 40%
 - ✓ Qualification of the Staff – 30%
- 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:
(Lowest financial proposal / Evaluated financial proposal) x 300
- Submission obtaining the highest weighted points (technical points + financial points) will be selected.

3. Preparing proposal:

- Bid Language: English or French
- Proposal validity: 60 days from submission deadline
- Please refer to the evaluation criteria in the RFP for UNDP requirements while preparing proposal. Bidders should provide in their proposal relevant information, proof/evidence they have for each criterion.
- All templates are included in the RFP, Bidders should follow the templates for submission.

4. Proposal submission:

- Submission deadline: 27 July 2017 at 15:00
- Subject of envelop: (Name of bidder), Indicate the Ref: "RFP/03/2017 – Security – NE PAS OUVRIR SVP"
- Technical and financial proposals are in separate envelops
- Submission of 1 hard copy and 1 Soft copy (via email) of the Technical proposal only

II. QUESTIONS/ANSWERS SESSION

No.	Query	Answer
1	Since the proposal is to be submitted in English or French, does the proposal need to be translated by a professional translator?	No. The proposal submitted must be understandable, it does not need to be translated by a professional translator.
2	The ToR indicates 3 fixed post. What should be the total number of guards?	The amount should be as requested in the ToR. 3 fixed post, for a 24-hour surveillance.
3	The ToR request that the guards use a Baton, however, per the national law, the guards are not permitted to use Baton. How should we proceed?	This is one of the request in the ToR. Please respond to the request, and include a copy of the law.
4	Taking into consideration the start date of the contract (January 1 2018), and the submission date of the proposal (July 27 2017), one of the risk is maintaining the guards indicated on the proposal by the start date. We may need to change guards.	If this problem arises, after the selection process. The selected bidder must request UNDP a change of guards. The proposed guard qualification will need to be equivalent or superior to the one that is being substituted.