

June 19, 2014

Minutes of the Pre-Proposal Conference held on June 10, 2014 at 11:00

Present: Paul Stenseth (Contracting Officer), Mubanga Chileshe, Ethel Mwanaumo, Martha Marma, Masuzgo Ngoma, Pauline Kadimba, Isaac Zimba, Joseph Mukomba and representatives from Cleaning Companies

Introduction

The Contracting Officer, welcomed all attendees and introduced the Embassy staff.

Discussion of the Solicitation Package

The contracting Officer went through the contractual sections of the solicitation. The closing date was highlighted and the evaluation criteria was emphasized, stating that the contractors would be evaluated based on this and it was their duty to ensure they submitted all the documentation as required. The importance for the contractors to submit contactable references was reiterated. This would enable the evaluators to do past performance checks on the contractors' performance.

The technical team discussed the scope of work. Financial status of a company was highlighted as important to pay attention to among other things. The awarded company would be expected to clean 20 houses on average per year. The companies are expected to have well trained personnel or able to be trained, provided with proper cleaning equipment and not those that pick items from the houses they would be assigned to clean.

If anything is broken, the contractor will be expected to report to the COR. There should be someone to supervise the cleaners at all times.

The deadline for questions was set for June 18, 2014.

Questions and Answers

1. The charges are based on square meters, won't this affect our bidding since the Kwacha fluctuates?

Answer: You are expected to factor in inflation as you price the bid

2. Are we allowed to see the houses before bidding?

Answer: No, that will not affect your price since the price is per square meter. The floors are much like any other house you get in the woodlands and Kabulonga areas. Mostly tiled and some are wooden.

3. Do we need to know the clauses found in the Solicitation?

Answer: The ones that apply are marked with an "X". The company that will be awarded is the one that will be expected to familiarize themselves with applicable clauses. These are available to the public on the internet.

4. Will you accept emailed copies?

Answer: You can email a copy but still send a hard copy. The emailed copy should be emailed in such a way that delivery is delayed till the day the bids are due.

5. How many insurance certificates required in the document?

Answer: Only those applicable to the job under consideration. The solicitation specifies that the contractor should submit applicable insurance.

6. How many workers for the contractor are you expecting in case of congestion?

Answer: A minimum of 6 and a maximum of 10 cleaners per house

7. Is the Government(U.S Embassy) ready to furnish the contractor with cleaning equipment?

Answer: No, the contractor will provide the equipment.

8. When will you issue the first payment for the commencement of the contract?

Answer: No advance payment will be issued.

9. Are you going to issue down payment for the contractor to mobilize workers and other essentials on site?

Answer: No, please refer to response to question 8.

The meeting closed at 12:00 hours.