SITE VISIT AND PRE-BID MEETING – BIDS
ADB/RFP/SARC/2015/0054 & 0055

SECURITY GUARDING SERVICES AND
PROVISION OF FACILITIES MANAGEMENT AT
SARC IN PRETORIA

10/09/2015 at 10.hrs
1. OBJECTIVE OF SITE VISIT & PRE-BID

- View and see the premises and assets to be guarded and or maintained;

- Overview, need to read the Instructions and ensure bid submission on time - late is late!

- Equity in understanding the requirements of the bid;

- Quality of services expected;

- Time line and rules to bids;

- RFP responsive / within bid scope.
2. INSTRUCTIONS & REQUIREMENTS

- The dos and don’ts are up to the signature;

- Two envelope bid(s); Technical response in a separate envelope from the financial response; Failure to separate technical response envelope from financial envelop will disqualify a bid.

- Explanation and rigor elaboration on key documents – i.e.
  - Annex I – RFP Data sheet;
  - Annex II – Objective of bid and TOR;
3. REQUIREMENTS

- Annex III – Evaluation criteria;
  ✔ Appendix A – Read/authenticate;

  ✔ Appendix B – Complete

  ✔ Appendix C- Complete

  ✔ Appendix D – Pass/fail criteria- complete with evidence of certified documents required;

  ✔ Appendix E – Litigation history, - complete;

  ✔ Appendix F – Conflict of interest, complete.
3. REQUIREMENTS CONTINUED

- Appendix G - Technical evaluation (70%);
  
- Appendix H – Complete;
  
- Appendix J – List of current /previous clients, complete;
  
- Annex V - Financial Proposal questionnaire;
  
- Appendix A – Bid submission form to complete and sign.
4. REQUIREMENTS CONTINUED

- Appendix B - Price Schedule – (30%); The lowest evaluated bid will be awarded (not low priced);


- Annex VII - Member states;

- Annex VIII – General and Specific terms – terms of accepting the bid.
5. AT CONTRACT STAGE

- Annex IX – Sample contract – to be fine tuned, for info now;
- Annex X – Contractor performance evaluation – will be done periodically, for info now;
- Annex XI – Code of conduct – if awarded, for info and action; e.g.
  - act in good faith,
  - maintain confidentiality and security of info,
  - fulfil expertise,
  - manage conflict of interest,
  - ensure probity and integrity,
  - no corrupt and fraudulence,
  - submit to audit,
  - comply with country’s law;
  - endeavor for superior service provision vfm.
MORE DATA ON PROCUREMENT

- **Vendor registration:** [http://www.ungm.org](http://www.ungm.org). This portal gives accessibility to register with other International Organizations.
Keep in Mind

“Projects Fail at the Beginning Not the End”

Thank you and Qs?