MINUTES OF THE PRE-BID MEETING HELD BETWEEN THE AFRICAN DEVELOPMENT BANK PROSPECTIVE BIDDERS FOR PROVISION OF CLEANING SERVICES FOR THE AFRICAN DEVELOPMENT BANK AT THE ETHIOPIA COUNTRY OFFICE

VENUE: COET MEETING ROOM

DATE: 16 August 2019

TIME 10:00AM – 01:00 PM

IN ATTENDENCE

AFRICAN DEVELOPMENT BANK

Elizabeth SEBLE Haile Administrative and Finance Officer, COET
AIDA HABTEMARIAM MARCOS. Senior Secretary, COET
SOPHIE DIMBUNGU. Chief Procurement and General Services Coordinator, RDGE0

IN ATTENDANCE OF PROSPECTIVE BIDDERS

1. Simba Cleaning Services PLC
2. Commercial Nominees PLC
3. Fireworks Cleaning Services PLC
4. AVODA Cleaning Services PLC

Introduction

Office cleaning and garbage collection and disposal is an important part in ensuring that staff work in a conducive environment in the Bank. Fireworks cleaning Services PLC has been providing cleaning services to the Bank for the past five years. The contract ends on 31 August 2019.

Accordingly, the new Request for Proposal for Provision of Cleaning Services to AfDB Ethiopia Country Office was launched on 8th of August 2019. The advert was announced on The Daily Monitor, the Reporter and Fortune newspapers on 9, 10 and 11 August respectively. The bid document was made available in the Bank’s web site from 8th of August 2019.

The pre bid meeting and the site visit being mandatory the activity was scheduled for 16 August 2019. Accordingly, COET held the pre-bid conference with the above four noted prospective bidders.

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<th>AGENDA ITEM</th>
<th>COMMENTS/ACTION ITEMS</th>
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<tr>
<td>Opening remarks and introduction</td>
<td>Mrs. Elizabeth welcomed everybody to the meeting and after brief introduction of the meeting attendees, she explained the purpose of the pre-bid and site visit meeting and how the meeting will be structured.</td>
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<td>Bid Process</td>
<td>Mrs. Elizabeth provided an overview of the African Development Bank’s procurement rules, procedures and values.</td>
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<td>It was emphasized by the Bank that bidders will have to submit one standard bidding document enclosed in an envelope. Bids submitted as separate documents will not be considered.</td>
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<td>The reason for the new bid launch was clarified as due to the expiration of the last contract after running for five years. Which is the maximum period for a contract as per the Bank’s procurement rule.</td>
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<td>The Bank informed the potential bidders that the procurement rules allow joint ventures.</td>
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<td>It was communicated that the closing date and time for submission of bids is 30th August 2019, 14:00hrs EAT. Closing date for questions and clarifications is 21st August 2019.</td>
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<td>It was emphasized that bidders requiring clarifications should submit their requests only through the email address: <a href="mailto:RDGE_Tender@afdb.org">RDGE_Tender@afdb.org</a> and that direct communication or asking questions on the bidding process to individual Bank staff concerning the project is not allowed.</td>
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The bank also clarified the main contractor should have at least 3 years of existence (under the current trading name). Bidders were also advised to go through the bid document exhaustively to better understand the nature of the bid and to get clear understanding of the Bank’s requirements.

The contract award process will involve negotiations and due diligence of the successful bidder.

Bidders who would have failed to pass are free to come to the Bank for de-briefing and can challenge the award of the bid should they have valid reasons for doing so.

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<th>RFP document and Terms of References</th>
<th>The prospective bidders were taken through the RFP document and the TOR page by page. Clarification were given for requests raised on the RFP document.</th>
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<td>Site Visit</td>
<td>The Bank’s staff took the prospective bidders through the office showing them the existing office setup. Furthermore, it was clearly explained to the prospective bidders that the office space is rental and that the Bank may change location anytime and the cleaning service provider should consider the location change without additional cost to the Bank.</td>
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<td>Questions and Clarifications</td>
<td>Question 1. The required proposal document to be submitted is 5. One original + 4 copies respectively for Technical and Financial Proposal? Answer: Each bidder shall submit proposal in one original and four copies (any attachment, appendix and annex thereto shall also be submitted in one original and four copies): the original proposal shall carry the label “Original” and each of the four copies the label “Copy”. The technical proposal (one original and four copies) and the financial proposal (one original and four copies).</td>
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copies) shall each be placed in two separate sealed envelopes (the “internal envelopes”).

Question 2. Referring to toilet paper and paper towel provision is there a set quantity per month/day?

Answer: Following the site visit bidders are expected to determine the required quantity. Bidders shall ensure that at any day and time there has to be an available toilet paper and paper towel in all of the rest rooms.

Question 3. On page 16/71 No. 3 requires food handler’s certificate. Is there any kitchen work (food preparation) aside from tea serving mentioned in the document?

Answer: There is no food preparation work. Apart the tea and coffee making on a daily basis the food preparation work is outsourced. The tea woman is expected to make tea and coffee, serve staffs and guests as required and to clean after each service.

Question 4. Does the bank provide its tea, coffee, etc or is the contractor expected to do so?

Answer: the bank provides the tea and coffee.

Question 5. Page 17/71 2.2 F talks about “Garden Services” where is the garden located? How big etc?

Answer: We do not have a garden at the current location but indoor and outdoor plants in a pot. However, should the office wishes to change location where there will be a garden then we expect the gardener to take care of the plants accordingly.
| Question 6. Where shall the office vehicles be located for washing?  
Answer: Currently, the vehicles are being cleaned on a daily basis at the parking space with minimum disruption. However, for the deep cleaning there has to be a designated place organized by the bidder.  
Question 7. Price schedule form No.4 indicates 3 vehicles. But on page 19/71 No. 4.1 Eight (8) vehicles are mentioned that may require detailed cleaning at least once a year. How is that going to be compensated?  
Answer: The bank has three official vehicles. Two 4*4 and one saloon.  
Question 8. Referring to the draft contract articles 13 & 15 the Bank may terminate the contract partially or in whole for reasons including “Bank’s convenience”.  
A. Can you define (elaborate) “Bank’s convenience”  
B. Does the Bank furnish 30 days written notice or less for convenience termination?  
C. But the contractor may terminate in case of failure by the Bank to perform its obligations or by mutual agreement in writing. Does this not appear to be one sided & beneficial to the Bank only?  
Answer: The Bank drafts its contracts in a way that maintains the Banks best interest as the purchaser. However, there are also clause where suppliers are covered in a fair and transparent way.
way. Detail explanations on the contract will be provided to the winner company.

Question 9. Do you need the entire listing of the company’s employees, which is over 500?

Answer: Only those that are directly involved in the managing of the contract with AfDB.

Question 10. Are we the one responsible for the Supply, installation and replenishment of hand sanitizer?

Answer: Yes, however as indicated on the proforma the bidder responsibility is to provide proforma from which the Bank will choose the one suitable for it. Payment for the hand sanitizer will be done separately upon presentation of the final invoice.

Question 11. Are we the one responsible for the Supply of utensils, provision of refreshments, tea, coffee, hot water and beverage refilling?

Answer: The bank provides the refreshments.

Question 12. Is the closing date August 30, 2019 8.00 Pm local time?

Answer: Yes 8 Ethiopian Time. (2PM EAT)

Question 13. Does the Bank put a specific number on the cleaning crew to be dedicated for the contract?

Answer: No. Following the site visit and taking in consideration the bidders are the expert in the field you are expected to determine the number of staffs you see fit for the contract.
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<th>Question 14. Can we get confirmation on the working hours of the Bank?</th>
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<td>Answer: The official working hour of the Bank is from 08:00AM to 05:30PM. However, we expect the office to be cleaned and be ready for work before 08:00AM. We also expect the tea lady to be active in the office until 05:30PM.</td>
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<td>The Bank emphasized that all bidders can access the RFP on the bank’s website. However, it was also indicated that bidders can request a copy of the RFP document through <a href="mailto:RDGE_Tender@afdb.org">RDGE_Tender@afdb.org</a>.</td>
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The meeting ended at 1.00 pm.