

Kathmandu, Nepal
October 23, 2017

TO: Prospective Bidders

SUBJECT: Minutes from Pre-Proposal Conference held on October 17, 2017

I wish to thank all of you for your interest in the solicitation for Janitorial Service for US Embassy Kathmandu. Please find the minutes from the pre-proposal conference held on October 17, 2017 for Janitorial Service for US Embassy Kathmandu.

Introduction

The Contracting Officer welcomed all attendees.

Discussion of the Solicitation Package

The Contracting Officer advised bidders to ensure to follow the solicitation Section- C, Description/specifications/performance work statement, Section- L, Instruction, Conditions and Notices to Offerors and Section-M, Evaluation Factors for award and understand the requirement mentioned in solicitation package and clearly address them on your offer. Failure to submit all required information requested in solicitation may disqualify the bidder.

He also briefed all participants on Trafficking in Persons.

Questions:

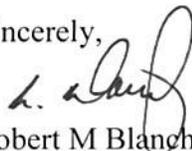
See the attached sheet for questions and answers during the conference.

Conclusion

The Contracting Officer reiterated the due date and time for the submission of the proposal is November 06, 2017 at 17:00 hours local time, by and that no offers will be considered that do not meet the deadline.

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,



Robert M Blanchard
Contracting Officer

Attachment 1: Questions and Answers

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Question 1: Can we use other chemical than Johnson?

Answer: The contractor can submit a proposed list of alternative products that must be approved by the US Embassy Contracting Officer's Representative (COR) in writing prior to any substitution or procurement.

Question 2: What types of insurance coverage require for Janitorial Staffs? Do we need to provide DBA insurance to Janitorial Staffs?

Answer: You must provide the insurance coverage require by current labor act of Nepal Government. You also require to purchase DBA insurance for Janitorial Staffs.

Question 3: Can you please specify the time interval of periodic cleaning mentioned on Section- C, C.2.1.2?

Answer: The time interval for periodic cleaning is fortnightly.

Question 4: Can we clean windows by using rope or we must use scaffolding? Who will be responsible for machine used for window cleaning?

Answer: Rope is not allowed inside our compound. Scaffolding/Crane is allowed or vendor can use approved Busan Chair type product but it should have all safety and other standard approved feature.

Question 5: Do we need to provide cleaning equipment?

Answer: Yes, US Government will provide you all the equipment listed on Solicitation, Section J.4, EXHIBIT - D- Government Furnished Property and you are responsible for repair and maintenance of those equipment. If require additional equipment or any replacement, the contractor must cover the cost. US Government will not provide any additional cost for this.

Question 6: Can you please provide some details on 12000 square meters mentioned on Temporary additional services?

Answer: Temporary additional service of 12,000 square meters is Outside of normal contract requirements, the contractor will be able to bill for additional services.

Question 7: What is working hours?

Answer: The contract requires 7am to 7pm with 8 hour shift rotations. The contractor must manage the rotation of staff.

Question 8: What is your payment procedure?

Answer: US Government payment terms are within 30 days after received of Goods/Services and your proper invoice. US Government will not provide any advance payment.

Question 9: Will you provide wear and tear of Carpets/tiles/marbles/granites?

Answer: No, before you start the service you have to inspect and provide details of any wear and tear of Carpets/tiles/marbles/granites. If you do not report than it will be your responsibility for repair/replacement.

Question 10: Do we need to submit details of staff/supervisor and their training certificates?

Answer: There is no specific requirement for the contract. But it will be good if you can submit us POC for your contract and their basic details.

Question 11: If the area increase or decrease than price will change?

Answer: No, this is Firm Fixed price contract so there will be no any cost changes due to area increase or decrease. The contract is based on the provision of services for square footage and these numbers are fixed.

Question 12: If the equipment/chemicals/supplies price change, do you provide the difference?

Answer: No, this is a Firm Fixed Price contract. Offerors are instructed to provide their best prices inclusive of any future market fluctuations.

Question 13: Do you provide any benefits to our staffs?

Answer: No, US Government will not provide any benefits to the Janitorial Staffs except the contract amount approved.

Question 14: Where we can find information on SAM registration?

Answer: You will find SAM registration information on <https://www.sam.gov>

Question 15: Are we also responsible for waste disposal?

Answer: No, you will be responsible to drop waste at designated waste disposal area within the compound.

Question 16: Are we also responsible to clean atrium inside windows cleaning?

Answer: Contractor needs to clean once a year all atrium window from inner side with use of scaffolding.

Question 17: Can you please provide number of Janitorial staffs currently working?

Answer: As per our existing contract, there are 18 staff + 1-Main supervisor in Chancery and 14 staff + 1- Supervisor in Phora. Total there are 34 staff working under present contract.

Question 18: Do we need to clean false ceiling, air conditioner and lights?

Answer: NO

Question 19: Will you remove windows frame for cleaning??

Answer: No, windows frame are fixed so we cannot remove them.

Question 20: Do we need to use mechanical scrubbing or normal cleaning of front lobby in Chancery Building?

Answer: Both needs to be done.

Question 21: Do we need to clean out side wall of Chancery building??

Answer: No, you do not need to clean wall.

Question 22: Do we need to clean floor of Generator room after servicing of generators?

Answer: NO

Question 23: Are toilets divided male/female and is area included in the Solicitation? Can you please provide number of rest room we need to clean in this contract?

Answer: Yes, Total 42 rest room in Phora/Chancery/Singh House.

Question 24: Do we need to supply paper cups?

Answer: Yes, you should supply paper cups.

Question 25: Can you please provide us monthly consumption of consumables or approximate visitor flow??

Answer: Please refer Exhibit B for details.

Question 26: Do you have road sweeping machine or we need to provide?

Answer: No, we don't have road sweeping machine. If require, you need to supply.

Question 27: Can you provide changing room for janitorial staffs and space for storage of supplies?

Answer: We do not provide changing room for staff but we do provide two storage area for consumable which is sufficient for two week work.

Question 28: Do we need to clean restaurant floor at Phora?? What is the deep cleaning frequency?

Answer: Yes. Frequency can be mutually agreed and decided.

Question 29: Do we need to clean swimming pool and lawn tennis areas??

Answer: You need to clean outer area of swimming pool which we described during site visit and sweeping of lawn tennis area.

Question 30: What is the separation area of Gardening and Janitorial area?

Answer: All concrete area comes under janitorial contract.

Question 31: Do you have any specific time period to complete the office space cleaning?

Answer: As per existing practice, we do clean during lunch break (12:30 – 13:30).

Question 32: Do we need to supply plastic bags to cover waste disposal box?

Answer: Yes. For quantity of use, please refer exhibit B.

Question 33: Do we need to supply waste disposal box, soap dispenser, paper disposal box etc.?

Answer: NO

Question 34: Is there a specific rule or code for staff uniform?

Answer: Please refer Page#19 for details.

Question 35: How is safety plan/PPE managed and who is responsible for this?

Answer: Vendor will be responsible for providing Personal Protective Equipment like safety goggles, dust masks, and rubber gloves as required to perform janitorial tasks safely. These items will be replaced on wear & tear basis.

Question 36: Do we need to use banking channel for staff salary/perks?

Answer: Yes. We encourage using banking channel for all payment.

Question 37: What is the existing chemical use pattern (weekly/monthly/6-month)?

Answer: Please use Exhibit #B for chemical use which is MONTHLY.

Question 38: There are some items which are not available in local market (umbrella stand/cover). Embassy will supply those items which are not available in local market?

Answer: We will arrange umbrella holder and if there is any product which is not available in local market, please recommend to COR for further action.

Question 39: Will there be periodic inspection of chemical we bring?

Answer: Yes. We do random crosscheck.

Question 40: What is protocol for equipment use?

Answer: US Government will provide all the equipment listed on Solicitation, Section J.4, EXHIBIT - D- Government Furnished Property and you are responsible for repair and maintenance of those equipment. If require additional equipment or any replacement, the contractor must cover the cost. US Government will not provide any additional cost for this.

Question 41: Price of consumable and chemical will be fixed for 5 years or that will be calculated in every year?

Answer: This is firm fixed price contract and contract price will not change once you submit your proposal. You have to submit your proposal with base year price and four option year prices at the time of your proposal submission and it is your responsibilities to properly calculate the base year price and option year price in consideration on market inflection and staffs salary increment.

Question 42: Price will be included along with chemicals & supplies or that should be separated?

Answer: Your total price of base year and option years should be in total of Staff cost, chemicals and consumables. Please also submit a cost breakdown of staffs, chemicals and consumables separately on your financial

Question 43: Whether amount should be mentioned in section A Solicitation or not?

Answer: You should provide the cost on Section B for Base Year and Four Option year price.

Question 44: Not clear about Government furnished property/Equipment??

Answer: All available Government Furnished Properties are mentioned on Section J.4, Exhibit – D.

Question 45: Will there be amendments to the contract?

Answer: Amendments must be mutually agreed upon by the COR and the Contractor.

Question 46: What are the rough areas to be stripped, scrubbed, cleaned and reapplied? Should new seal coat provided by us?

Answer: The area will be depends as an when require during walk through. Contractor should supply all require chemical for shining/scrubbing the floor.

Question 47: Do we need to clean roof gutters?

Answer: Yes

Question 48: Can you please re-confirm the Phora Compound area?

Answer: Please refer attached sheet.

ATTACHMENT:

BREAKDOWN OF PHORA AREA

AMA Café: 450 square meters

Swimming pool and Changing room: 100 square meters

Bobby Mahal: 400 square meters

Spa building: 400 square meters

Office area: 250 square meters

Gym hall: 50 square meters

GSO warehouse old: 150 square meters

GSO Warehouse containing ACP building: 1150 square meters

Old FAC Supervisor office: 100 square meters

GSO expandable warehouse: 150 square meters

New Warehouse: 2200 square meters

Three CAC areas: 450 square meters

Public parking/fuel pump/generator yard/public storage area: 4500

Public area/walkway/tennis court/basket-ball ground/kids playing area/pool side area: 2100

Total Phora area: 12450 square meter