


<p>United Nations Development Programme</p> <p><i>UNDP- Afghanistan</i></p> <p>Procurement Section</p>	 <p>Addendum No. 1 to RFP No. UNDP/AFG-2011-0120 Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis</p> <p>All Correspondence, Each Case and Parcel must show the RFP number</p>
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Addendum No. 01

The following adjustments shall be incorporated in **RFP No. UNDP/AFG/2011/0120 – Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis.**

1: Adjustment to Section I – Request for Proposal (RFP) Cover Letter

2: Section II – Instruction to the offerors

3: Section VI – Price Schedule

- a) **Clarification of Solicitation Documents:** Answer to the questions.
- b) **Period of validity of proposals:** The deadline for submission of proposals has been extended until 20th June, 2011 at 10:00 AM (Kabul time)
- c) The Price Schedule has been revised and the requirement for the provinces has been included.

Question	Response
<p>Q. The building and compound dimension is not clear. What is the expected SQM area to be cleaned?</p>	<p>Answer. The UN has compounds all across the country and therefore the exact dimension is not applicable. As soon as the contractor is identified, both UNDP and the contractor shall look at the space and assign cleaners based on the each compound requirement (number of buildings, open area and etc.)</p>
<p>Q. The price schedule is only for Kabul what if the price per person per-province is different? How should the price be quoted?</p>	<p>Answer. Valid question, we will revise the price schedule to reflect per province and region. In case the bidders submit only one sheet of the price scheduled the price shall be considered for all the country and will be evaluation the same. If the price per unit is different, it is better if a separate price schedule sheet is used. This will help UNDP to better compare prices for evaluation purpose.</p>

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Question	Response
<p>Q. How is the overtime worked by each service staff calculated?</p>	<p>Answer. In case of overtime, the base \$ value of the daily salary will count. For example, if the hourly rate for a day is \$2, the same amount will be paid when overtime is done.</p>
<p>Q. In case the UN offices close for a few days for security reason, will the Service Staff be expected to work, or if not, will the salary be paid?</p>	<p>Answer. The UN will expect the service staff to work even when the office is locked down. In case complete lock down, when the staff are not allowed to work, the full payment will be done unless the lock down continues for an uncertified amount of time.</p>
<p>Q. Will the companies pay taxes, car rents and etc. separately and UNDP will reimburse?</p>	<p>Answer. The salary will inclusive all the costs. So UNDP will not pay any extra on top of the agreed salary.</p>

SECTION 4 – Revised Price Schedule

The Contractor is required to submit the Price Schedule in a separate envelope from the rest of the RFP response, as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes. The UNDP is exempt from taxes as detailed in Section II, Clause 18.

The Price Schedule must provide a detailed cost breakdown, including separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

The format shown on the following pages is a SAMPLE that could be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.



Price Schedule for Kabul

Description of Activity/Item		Number of Service Staff	Rates per month (26 days)	Remarks
1.*	Fees (Key Personnel)			
1.1	Cleaner and Gardener Supervisor	1		
1.2	Cleaner	1		
1.3	Gardener	1		
1.4	Daily wager	1		
1.5	Guesthouse cleaner	1		
Total Cost USD				

Price Schedule for Other provinces

Description of Activity/Item		Number of Service Staff	Rates per month (26 days)	Remarks
1.*	Fees (Key Personnel)			
1.1	Cleaner and Gardener Supervisor	1		
1.2	Cleaner	1		
1.3	Gardener	1		
1.4	Daily wager	1		
1.5	Guesthouse cleaner	1		
Total Cost USD				

Please complete and return the acknowledgment below to the following email address and also indicate your interest to bid: procurement.af@undp.org

United Nations Development Programme

UNDP- Afghanistan

Procurement Section



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Acknowledgement:

RFP No. UNDPAFG/2011/0120 – Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis

Addendum No. 01 has been received and incorporated in the Tender Documents.

Name of Bidder
(in block letters):

Date:

Signed for the Bidder by:

(Authorized Officer)