

## Q&A

### FOR THE ESTABLISHMENT OF SERVICE CONTRACT FOR THE PROVISION OF CLEANING AND COOKING SERVICES FOR UNHCR SUB-OFFICE ADEN AND FIELD OFFICE KHARAZ RFP/SOADEN/006/22

Question	Answer
<p>1) Could you please give us more details about the meals, that were requested from you in the tender? Such as (Meal menu, Kinds of meals and juices, etc.)</p> <p>2) Please advise us or send direct contact numbers to contact the competent authority in Aden</p> <p>3) Is it possible to send the exact number of meals required per day to Aden and Kharaz?</p> <p>4) Is it possible to send the number of employees that will be prepared for them?</p> <p>5) Will the meal menu be prepared from the organization's office or through our office?</p> <p>6) Does the price offer include the cleaning agent with cleaning materials and transportation?</p> <p>7) Regarding to this tender, please let us know if there is a meeting.</p> <p>8) In reference to the tender for Cleaning &amp; Cooking services is it open for international bidders who are not registered in Yemen? If so, we would like to kind request the tender documents.</p>	<p>1) As outlined in Annex A - TOR, <i>"The Company shall provide a variety of menu monthly that provides good selection of dishes appealing to customers. The menus may be altered or modified according to the customer's demand/preferences."</i></p> <p>2) As indicated in the RFP Cover Letter - Section 2.3 <i>"Requests For Clarifications:</i> <i>Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to YEMADSU@UNHCR.ORG. The deadline for receipt of questions is on 28/10/2022 at 16:00 hrs Yemen time. Bidders are requested to keep all questions concise."</i></p> <p>3) The number of meals can be determined upon needs by UNHCR. The food must be prepared in UNHCR specified locations.</p> <p>4) We expect 80 to 100 meals to be prepared per day.</p> <p>5) As outlined in Annex A - TOR, <i>"The Company shall provide a variety of menu monthly that provides good selection of dishes appealing to customers. The menus may be altered or modified according to the customer's demand/preferences."</i></p> <p>6) Please refer to Annex B – Financial Offer Form for all necessary details regarding the pay structure for workers and laundry services. Kindly note that cleaning materials are provided by UNHCR.</p> <p>7) Kindly note there is no pre-bid meeting set, therefore, bidders may share requests for clarifications in writing by e-mail to <a href="mailto:YEMADSU@UNHCR.ORG">YEMADSU@UNHCR.ORG</a></p> <p>8) Kindly note local registration in Yemen is mandatory eligibility criterion to allow qualification for contract award</p>
<p>The bid submission deadline for this RFP has been extended to 08 November 2022 at 23:59 hrs Yemen Local Time.</p> <p>➤ The following amendments made to the RFP:</p> <p>a) The duration of the Frame Agreement increased to 3 years, potentially extendable for a further two (2) periods of one (1) year each.</p> <p>b) Annex A: Increase the number of cleaners in Aden</p> <p>c) Annex B: Financial Offer Form (to include Base Monthly take-home Salary)</p> <p>d) The deadline for receipt of questions is on 28/10/2022 at 16:00 hrs Yemen time.</p> <p>e) The bidders must send original Bid Security via courier or by hand delivery to UNHCR Sub-Office Aden before the closing deadline of this tender on 08/11/2022 at 16:00 Yemen time.</p> <p>➤ All other terms and conditions remain unchanged.</p>	