

SRILANKA TOURISM DEVELOPMENT AUTHORITY

Minutes of Pre Bid Meeting

Subject: Providing Janitorial Services to the Head Office Premises of SLTDA & SLTPB - 2021/2022

Contract No: SLTDA/HR&PM/NC/NCB/Janitorial/2021/07

Date : 2nd July 2021

Time : 10.00 hrs.

Venue : Online Zoom

Following officers presented for the Pre-Bid meeting on above subject;

Name	Organization	Designation
Mr. Mihira Liyanarachchi	SLTDA	Director (HR&PM)
Mr. Poornima Kumarasinghe	SLTDA	Asst. Director (HR&PM)
Ms. Chanaka Thennakoon	SLTDA	Asst. Director (Finance)
Mr. Amila Medawattha	SLTDA	Asst. Director (Procurement)

➤ **Questions and Clarifications**

Mr. Mihira Liyanarachchi, Director (HR&PM) / SLTDA explained about the scope of work on this tender and participants were requested to raise any queries / clarifications in respect of same.

Accordingly, SLTDA officers briefly discussed followings & decisions were taken in to further consideration.

a) It was advised followings

- Bidders are advised to submit all the requested documents as specified in the Bidding Document
- It is advised to quote approx. same rates for Janitorial staff & Messengers.

b) Bidders raised following questions and answers are as follows;

I. **Que.** Is this procurement scheduled for SLTDA or SLTPB separately?

Ans. Both organizations are located at the same building and we had initiated to procure one service provider for this contract. The monthly payments will be paid by the SLTDA & the cost breakdown for SLTDA & SLTPB shall be submitted separately.

II. **Que.** What is the Work plan & methodology mentioned in the Section I? Can you please explain that your requirement?

Ans. Basically, we have mentioned the duties & responsibilities under the Schedule of Requirements clearly. When providing the service, methodology & work plan means the way of providing the service by you.

III. **Que.** Reference to the Page 1-6, it has noted an advance payment guarantee. Should it be a Bank Guarantee?, Is this applicable for this?

Ans. Sorry, Advance payment is not applicable for this contract.

IV. **Que.** It has mentioned that the Bidder should submit the chemicals & other materials. But it has not a separate raw to quote for the chemicals & relevant materials. Please clarify?

Ans. As requested, the Bidder should submit all the Chemicals & necessary materials. Therefore, the rate shall be included with necessary chemicals with materials.

V. **Que.** Reference to the Price schedule it has noted that the rate shall be Unit Price /Basic with BR, EPF, ETF (Without VAT). It is complicated on the above decision. Please clarify?

Ans. We will decide & issue the Addendum for the revised price schedule for this. (Attached)

VI. **Que.** Under the requirement, it has mentioned that, toilet blocks should be cleared daily. Could you please clarify this?

Ans. Please clarify that the aforesaid Blocks should be clean when it's required.

VII. **Que.** Is there any possibility to inspect the site?

Ans. Yes. Please contact Director (HR&PM) for the Site Inspection.

VIII. **Que.** Reference to the d, 2, Section 2, It has noted that "Experience as a security service provider..." Is it a printing error or?

Ans. Sorry, it should be corrected as "Experience as Janitorial service provider".

IX. **Que.** It has noted the cleaning of garden area, maintaining & replacing plants under other activities. I thought that it's a small area & please clarify?

Ans. No need to replace the plants, only we expect watering. It has not a huge space for garden area & you may observe the site.

Chairman

Departmental Procurement Committee

Sri Lanka Tourism Development Authority