

# **Request for Quotation (RFQ) for Goods/Services**

## **Provision of Cleaning Services for UNOPS Office in Sana'a- Yemen**

RFQ Ref No: 17-MR-RFQ-85

## Section IV: Returnable Bidding Forms

**Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

### Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city], RFQ Case No. [Insert RFQ ref. number], dated [insert date]**

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: \_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

## Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	US Dollars (USD)
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Item/lot	Description of the services	Service Pricing Consideration	Minimum Quantity (a)	Overhead Unit cost (b)	Total price per service (a)x(b)
1	Monthly Cleaning Supervisor Overhead Rates *	Monthly salary of 350 USD (excluding overtime, medical insurance, social security, any other benefits)	1		
2	Monthly Cleaner Overhead Rates *	Monthly salary of 325 USD (excluding overtime, medical insurance, social security, any other benefits)	5		
3	Monthly Assistant Cleaner Overhead Rates *	Monthly salary of 325 USD (excluding overtime, medical insurance, social security, any other benefits)	1		

**\*Note: The monthly wages of the cleaning staff is fixed as per pricing above and are does not include overtime, second grade medical insurance, and social security payments. Proposer should quote their monthly overhead fees only, where they are to pay their cleaning personnel the specified salaries and benefits, and charge UNOPS an overhead fees. The service provider must provide a breakdown of each position's cost breakdown and detail their additional overhead fees.**

Item/lot	Description of the services	Service Pricing Consideration	Minimum Quantity (a)	Unit Price (b)	Total price per service (a)x(b)
3	Hourly Overtime Rates	First 0.5 Hours will not be charged, with maximum of 10 hours overtime per week.	1		

**Note: The hourly rates of ad hoc cleaner services must be quoted without consideration of the wages and benefits of fixed monthly drivers. The daily rates should be inclusive of a maximum of 2 hours of overtime per day.**

**Total Price for all Cleaning Related Services**

**\* Note: All cleaning service prices must be quoted with consideration of any costs for the assignment of a contract manager and replacement of any cleaning tools and equipment (as detailed in Annex I).**

Payment terms 30 days accepted:  Yes

**Bidder's discount for accelerated payment:**        % of total firm price for each calendar day less than thirty (30) days

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors] \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [**insert full name of Bidder**] to sign this quotation and bind [**insert full name of Bidder**] should UNOPS accept this quotation:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

### Qualification Criteria for Bidders Table:

Item No	UNOPS minimum qualification criteria	Are you qualified? Bidder to complete	Details of your qualifications. Bidder to complete
1	The service provider must be registered with the Yemen Authorities to operate and provide cleaning and maintenance services in Yemen to be eligible to participate in the bid.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of your qualification, including all official documentation if applicable
2	The service provider must submit all valid documentation that personnel are legally authorized and permitted to work in Yemen.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of your qualification, including all official documentation if applicable
3	The service provider shall provide their cleaners with a fixed salary as per the UNOPS requirements. The fixed salary shall not include the social security payments, insurance, or their overhead fees.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of your qualification, including all official documentation if applicable
4	The service provider shall provide at least a 2nd grade health insurance coverage to all its personnel. The service provider shall cover all social security payments and pay overtime to the cleaners.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of your qualification, including all official documentation if applicable
5	The service provider shall provide a breakdown of each cleaning position salary, benefits, overtime, and overhead fees with their quote.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of your qualification, including all official documentation if applicable
6	The service provider shall demonstrate experience with at least three (3) service contracts in Yemen within the three years.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of your qualification, including all official documentation if applicable

### Technical specifications for Services and Comparative Data Table:

Item No	UNOPS minimum technical requirements	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete
1	The service provider is required to provide cleaning services for the entire office premises of UNOPS Sana'a office building, which consists of two (2) floors, a basement level and out buildings, external garden area and parking lots. The cleaning services is expected to be carried out in all areas of UNOPS Sana'a Office building, including offices, staircases exterior areas and outbuildings of the premises.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

2	The service provider shall furnish all personnel, supervision, transport, cleaning tools and equipment and other items necessary to perform the work as required by UNOPS as defined in the TOR.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
3	The service provider shall provide all uniforms with Company Logo and whenever required, the service provider shall supply all protective clothing/coverings including, but not limited to, gloves, safety glasses, face masks, footwear and headgear to comply with UN and international requirements for health and safety at work. Service providers are to list all heavy duty equipment to be employed and replaced (as per Annex I) on a monthly basis or as and when required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
4	The service provider is required to name clearly and submit brief CVs for the contract manager, cleaning supervisor, and cleaners who will work with UNOPS. No change in the proposed personnel will be accepted unless approved by UNOPS.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

**Delivery requirements — Comparative Data Table**

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete
<b>Delivery time</b>	Bidder shall deliver the goods immediately after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
<b>Delivery place and Incoterms rules</b>	The services to be delivered to UNOPS Office in Hada Street Alrwaishan roundabout next to the French Embassy former European Union facility Sana'a, Yemen based on DAP (delivered at place) INCOTERMS.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
<b>Consignee details</b>	UNOPS Operational Office in Sana'a- Hada Street Alrwaishan roundabout next to the French Embassy former European Union facility - Sana'a, Yemen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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Name : \_\_\_\_\_  
 Title : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Signature : \_\_\_\_\_

## Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client (Name, Address, telephone, email, fax)	Year project was undertaken

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Annex I

### Required Cleaning Tools and Equipment

Item No.	Items	Quantity/Month	Replacement
1	(مكنسة كربائية ) Vacuum cleaner	4	As needed
2	( مكنسة يدوية ) Mop/floor cloth	7	Each three months
3	(دلو/سطل ماء) Bucket water	6	Twice a year/ when required
4	(فرشاة المراض) Toilet brush	19	Every two months
5	(كفوف مطاطية للتنظيف) Rubber gloves cleaning	Box	Monthly
6	( قشاة يدوية ) Floor Wiper	7	Every three months
7	( مكنسة بخار لتنظيف السجاد والموكيت) Steam & Shampoo Carpet Cleaners	2	As needed