

REQUEST FOR PROPOSALS

Provision of Daily Cleaning Services
On Long Term Agreement (LTA) Basis



United Nations Development Programme
Sudan

August 2014

Section 1: Letter of Invitation

Khartoum, Sudan
August 11, 2014

Provision of Daily Cleaning Services on Long Term Agreement (LTA) Basis

Dear Sir / Madam

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation;
- Section 2 – Instructions to Proposers (including Data Sheet);
- Section 3 – Terms of Reference (ToR);
- Section 4 – Proposal Submission Form;
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer;
- Section 6 – Technical Proposal Form;
- Section 7 – Financial Proposal Form;
- Section 8 – Long Terms Agreement and Professional Services Contract, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, in **two separate** sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme
House No. 7, Block No. 5, Gama' Avenue
Tel: +249 187 123 103 - Fax: +249 183 773 128
E-mail: inquiry.procurement.sd@undp.org
Attention: Sidahmed Abdalla, Procurement Analyst

The acknowledgement letter should be received by UNDP no later than **COB 18 August 2014**. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Hari Kafle
Head of Procurement

Section 2: Instruction to Proposers

Definitions

- a) *"Contract"* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *"Country"* refers to the country indicated in the Data Sheet.
- c) *"Data Sheet"* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *"Day"* refers to calendar day.
- e) *"Government"* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *"Instructions to Proposers"* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *"LOI"* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *"Material Deviation"* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the Offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other Offerors.
- i) *"Proposal"* refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *"Proposer"* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *"RFP"* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *"Services"* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *"Supplemental Information to the RFP"* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *"Terms of Reference"* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.

2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood, and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying, and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective, and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
 - 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means, and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

12. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon

conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
 - b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.
- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

- 15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited

by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectively of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer's name and address, as well as a warning that state "*not to be opened before the time and date for proposal opening*" as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the "Original Proposal" and the "Copy of Proposal", the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%})$$

$$+ (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$$

Total Combined and Final Rating of the Proposal

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;

- f) Quality assessment of on-going and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Proposals

To assist in the examination, evaluation, and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

31. Responsiveness of Proposal

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest priced offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for details)

34. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the affectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

<http://www.undp.org/procurement/protest.shtml>

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	For UNDP Multiple Projects
2		Title of Services:	Provision of Daily Cleaning Services on LTA Basis
3		Country / Region of Work Location:	Different Offices / Locations within Sudan , Please see the section L of ToR for details
4	C.13	Language of the Proposal:	English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	Partial Bidding is allowed per lot
6	C.20	Conditions for Submitting Alternative Proposals	Shall not be considered, no need to submit Alternative Proposals.
7	C.22	A pre-bid conference will be held on:	Time: 19 th August 2014 Date: 10:00 am Venue: UNDP Country Office, Gama's Avenue, House no. 7, Block no. 5, Khartoum, Sudan The UNDP focal point for the arrangement is: Address: House no. 7, Block no. 5, Gama'a Avenue Telephone: +249 187 123 103 Facsimile: + 249 183 773 128 E-mail: sid.ahmed@undp.org
8	C.21	Period of Proposal Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	Not allowed

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
13		Liquidated Damages	Will not be imposed, but payment will be released only upon confirmation by UNDP that quality of services rendered during the month was satisfactory, in accordance with the Key Performance Indicators (KPI) in the ToR
14	F.37	Performance Security	Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	Local Currency (<i>SDG</i>) – For local Bidders If Quoted in US\$, official UN exchange rate applicable on the day of bid closure shall apply. Payment will be made in SDG to the local suppliers; US Dollars (USD) – For international Bidders
16	B.10.1	Deadline for submitting requests for clarifications/questions	5 days before the closure of proposal submission date.
17	B.10.1	Contact Details for submitting clarifications/questions	inquiry.procurement.sd@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	By posting all received queries with respective answers/ responses on UNDP Sudan website http://intra.sd.undp.org/bids
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	Original : 1
20	D.23.1 D.23.2 D.24	Proposal Submission Address	Head of Procurement Unit United Nations Development Programme House No. 7, Block No. 5, Gama'a Avenue Khartoum, Sudan
21	C.21 D.24	Deadline of Submission	Date and Time : COB August 31, 2014 (15:00 Hours) Local time
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<p>* Official Address for e-submission: procurement.sd@undp.org</p> <p>* Free from virus and corrupted files</p> <p>* Format : PDF files only, Financial proposal password protected</p> <p>* Password for financial proposal must not be provided to UNDP until the date and time of Bid Opening is communicated to the technical qualified bidders.</p> <p>* Max. File Size per transmission: 10 MB</p> <p>* Max. No. of transmission : 3</p> <p>* No. of copies to be transmitted : 1, Financial proposal in separate email</p> <p>* Mandatory subject of email : RFP/KRT/14/027</p> <p>* Virus Scanning Software to be Used prior to transmission: Any</p> <p>* Time Zone to be Recognized: +3 GMT</p>
24	D.23.1	Date, time and venue for opening of Proposals	N/A
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<p>1) Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p>2) Certificate of Registration of the business, including approval of operation in Sudan</p> <p>3) List of top 5 Clients currently being served;</p> <p>4) Audited Financial Reports of the company for the last 2 years</p>
27		Other documents that may be Submitted to Establish Eligibility	Licence/Permit obtained from the Government of Sudan to operate in the Country [<i>It is a MUST for International Bidders</i>]
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	<p>✓ Signed Bid Submission form.</p> <p>✓ Documents in 26 and 27 above.</p> <p>✓ Provided documents should be in line with Bid Data sheet requirements.</p>

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
29	C.15.2	Latest Expected date for commencement of Contract	<i>October 1, 2014</i>
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	The initial LTA will be issued for one year with the option for renewal up to a maximum period of three years depending on Contractor's satisfactory performance (1 st October 2014 - 30 September 2017)
31		UNDP will award the contract to:	LTA will be awarded to One or more Proposer/s based on each Lot they win. Call-offs will be made out of the LTA by signing the Professional Services Contract (s), which will determine the actual duration and Value of contract, among other contractual requirements.
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	See Evaluation Criteria Tables in the ToR below
33	E.29.4	Post-Qualification Actions	Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; On-site Visit Report on Recommended Bidder's Office, Staff and Other Resources
34		Conditions for Determining Contract Effectiveness	Compliance to the Key Performance Indicators (KPI) mentioned in the ToR
35		Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes.
36		Payment Terms	Payment will be made on monthly basis upon satisfactory provision of services. The Contractor will submit a monthly invoice and a service report. This monthly invoice and report will be certified by UNDP.
37		Other Information Related to the RFP	The ToR has covered the 6 different locations within Sudan, which are defined as Lots. Bidders are required to submit proposal covering all the 5 lots, failing which their proposal will be disqualified. Only one Technical Proposal covering the requirements and details of 5 lots is fine. However, there must be a separate Financial Proposals for each different Lot, due to the geographical scattering and resulting cost implications.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
Form 1.	Expertise of Firm / Organization submitting Proposal	35%	350
Form 2.	Proposed Work Plan and Approach	40%	400
Form 3.	Management Structure and Key Staff	25%	250
Total			1,000

Form 1: Technical Proposal Evaluation		Points obtainable
Expertise of firm / organization submitting Proposal		
1.1	<u>Description of Proposer as an Entity demonstrating the following:</u> (also, linking this with Technical Proposal Format Section 1) - Years of establishment as cleaning company; - References by 3 major clients; - Current overall number of company employees holding the company contracts; - Specialized Knowledge in Cleaning Services	150
1.2	<u>General organizational and Financial Capacity:</u> - Head office and number of branch offices within the country; - National or international affiliation with other companies; - Liquidity of the company (Fullmark, if current ratio is one or above, zero if ratio is less than one); - Company's facilities, equipment, resources, offices/agents/affiliates, network and services [please attach the list]	100
1.3	<u>Track Record and Experiences</u> (also linking this with Technical Proposal Format Section 1) - Provide the number of currently valid contracts with the clients within the last three (3) years - Experience in Cleaning Services - Experience in Sudan - Experience with UN agencies, or international organizations, if applicable	100
Total		350

Form 2: Technical Proposal Evaluation		Points Obtainable
Proposed Work Plan and Approach		
2.1	<u>Approach to the Service/Work Required:</u> To what degree does the Offeror understand the task?	140
2.2	<u>Technical Quality Assurance Review Mechanisms:</u> Quality assurance procedures: State one page Quality Control Mechanism your company will be implementing into the UNDP Premises	80
2.3	<u>Implementation Timelines:</u> Please submit Daily Cleaning Schedule that reflect the scope of the work from the ToR in a realistic manner	60
2.4	<u>Risks / Mitigation Measures:</u> Please attach one page <u>Risk Log</u> stating the mitigation measures (the risk log will be assessed on the basis of how realistically it identifies cleaning risks and effectiveness of corresponding risks mitigations)	80
2.5	<u>Reporting and Monitoring:</u> Please describe briefly the mechanisms proposed for <u>Reporting of Cleaning Activities</u> to the UNDP (Daily, Monthly Reporting).	40
Total		400

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Staff		
3.1	<u>Management Structure:</u> Please Include an <u>Organization Chart</u> for the management of the project describing the relationship of key positions and designations within your Organization	50
3.2	<u>Cleaning Supervisor:</u> <ul style="list-style-type: none"> - Work Experience as Cleaning Supervisor (3 years and above); - Basic English Speaking and Fluency in Arabic (previously worked in English speaking environment); - Knowledge of Sudan Education; - Qualification (10 grade or equivalent); - Training Courses/Certificates (attach certificate, if available) [NOTE: Please attach the CVs of all Supervisors you propose to deploy to Lots you have bided]	120
3.3	<u>Cleaner (Cleaning Crew):</u> <ul style="list-style-type: none"> - Work Experience as Office Cleaner (3 years and above); - Languages Known (Arabic is a must); - Knowledge of Sudan [NOTE: Please attach ONLY ONE sample CV of Cleaner]	80
Total		250

Section 3: Terms of Reference (TOR)

For Provision of Daily Cleaning Services at UNDP Offices

Ref: RFP/KRT/14/027

A. **Background:**

The United Nations Development Programme (UNDP) in Sudan wishes to engage interested companies/firms for the provision of Daily Cleaning Services. UNDP intends to sign a Long Term Agreement (LTA) from which contracts will be issued between one or more successful bidder (s) and the UNDP as call-offs.

Basically, the services relates to daily cleaning of the office premises covering the following premises:

Lot 1:

1. UNDP Country Office Compound in Khartoum, Gama'a Street, Khartoum, Sudan;
2. UNDP Garden City Offices in Garden City, House No. 290, Khartoum;
3. UNDP DDR Office in Al Mashtal Street, Khartoum; and
4. Aid Management Office in Ministry of Finance, Khartoum.

Lot 2:

Darfur Region

1. UNDP El Fasher Sub Office;
2. UNDP Nyala Sub Office; and
3. UNDP El-Geneina Sub Office.

Lot 3:

1. UNDP Kassala Sub Office, Kassala State

Lot 4:

1. UNDP / UNOCHA Damazine Sub Office, Damazine;

Lot 5:

1. UNDP Kadugli Sub Office, South Kordofan State;

Lot 6:

1. UNDP Abyei Premises, Abyei, Sudan

Please see Section L below for approximate office space, and expected value of the LTA for each lot.

B. **Objective:**

The overall objective of having the provision of daily cleaning services is to keep the UNDP Office premises neat and clean at all times.

The specific objectives are: a) Maintain the staff offices clean and tidy conditions to that of the standard expected by the United Nations; b) Keep the condition of toilets, washrooms neat and clean, tidy and hygienic and free from foul smells; c) Maintain the window and door glasses and Building terraces free from dust or stains; d) Keep the exterior of the premises, including nook and corners, free from dust, mud, rubbish, dead leaves, plastics or any other kind of material that constitutes to be garbage material.

C. **Scope of Works:**

The tasks mainly relates to providing UNDP with professional daily cleaning services, supplying the cleaning **staff**, material and toiletries and disposal of garbage out of compound.

Within the designated UNDP Premises, the company is mainly required to clean, interior of the buildings and exterior of premises including the roofs **top terraces**. In the Country Office compound, additionally, the company is also required to clean UN Dispensary, the Reception at main entrance area, multipurpose room, and UN Conference Room. The detailed tasks are outlined below:

C.1. Cleaning of Office Space and Conference Rooms:

C.1.1 Conduct Daily Cleaning between Saturday to Thursday 06:00 - 08:00 hours, and, 15:30 – 17:30 Hrs. by availing main cleaning crews for the day long cleaning.

C.1.2 Cleaning of all office spaces and stair cases having floor-tiles with floor moping techniques, removing dirt, dust and stains from the floor, dusting of walls; cleaning and polishing of doors, windows glass panes, and frames; emptying of dust-bin bags; and removal of garbage bags from each individual offices;

C.1.3 Clean the floor carpets located in the Conference Rooms with vacuum cleaners, clean the Conference room furniture, equipment, exterior of air-conditioners, light fittings on daily basis in close consultation with IT Unit and Office Electrician;

C.1.4 Vacuum clean furniture upholstery in each floor; and conference Room;

C.1.5 mopping of all non-carpeted corridors and floor tiles with appropriate detergents on daily basis or as and when required;

C.2. Cleaning of Bathroom/Toilet:

C.2.1 Provide dedicated staff with hands on experience in cleaning the toilets floors as well as all plumbing accessories installed in the toilet and wash room as defined in the Key Performance Indicator (see section I of ToR);

C.2.2 Check and refill (as required) liquid soap, air-freshener, paper-towel, tissue-papers, and hand-sanitizer;

C.2.3 Clean the exhaust fans and electrical appliances, light fittings etc. in the toilets in coordination with office Electrician;

C.2.4 Clean mirrors with appropriate cleaning material;

C.3 Office Equipment, Furniture, Fixtures, and Sundry:

C.3.1 Clean all office furniture and fixtures on daily basis;

C.3.2. Clean exterior of air-conditioners without touching the interior;

C.3.3 Clean Indoor Plants, plant-pots at least twice a week

C.4 Reception Area:

C.4.1 Clean the Reception Desk, floors, glass Doors, handles throughout the workdays;

C.4.2 Clean the UN Logo, Paintings and other Display material, Indoor Plants with appropriate cleaning material on daily basis;

C.4.3 Clean daily the Water Fountain located in Reception Area and inform the Receptionist if specific care is needed e.g. fountains not working, replacement of fresh water, maintenance of pump, lights etc.;

C.5. Exterior of the Building, Open Air Space, and Boundary Walls

C.5.1 Broom Clean the dust and leaves from car parking slots (within UNDP Main office), walking corridors, paved /tarmacked areas within premises, areas between the Buildings and Wall or between the two Buildings on daily basis;

C.5.2 Remove the muds or other stains from the paved / tarmacked areas using water or other material as appropriate;

C.5.3 Broom Clean the entry and Exit Areas of Main Entrances located in each Premises, and Security Check Areas, if needed spray the water to calm the dust;

C.5.4. Remove and clean dust, paper, plastic or leaves etc. from all around of the UNDP offices including all roofs such as the Parking Sheds in the UNDP Main Office located in Gama'a Avenue

C.6. UN Dispensary:

Only UNDP Country office located in Gama'a Avenue houses the UN Dispensary, it has a separate block and consists of a Clinic, Laboratory, Sickbays, and Washrooms/toilets.

C.6.1 Clean the interior of Dispensary Block with appropriate cleaning material in consultation with UN Physician or UN Nurse on a daily basis;

C.6.2 Clean daily the Sick Bay area, Laboratory Area with the cleaning material in consultation with UN Physician or UN Nurse;

C.6.3 Clean Laboratory Apparatus as when asked by the Dispensary Lab Technician, Nurse or Physician;

C.7 Upon completion of daily cleaning task:

- a. Check all doors and windows and close them;
- b. Leave on only designated lights on;
- c. Ensure that collected garbage bags are removed from the premises.

C.8 On a weekly basis, conducts the cleaning consisting of the following tasks:

- a. Cleaning of the entire compound from inside and outside;
- b. Cleaning of shelves and portraits;
- c. Cleaning of roofs top terrace;
- d. Checking drainage systems and flush out the blockages;
- e. Cleaning of storage rooms;
- f. Clean windows blinds;
- g. Shampooing, washing, take out tough spots and stubborn stains, remove oily, sticky soil from the floor tiles and carpet fibers bottom and drying of carpets and rugs (Every quarter if any).

D. Tentative Cleaning supplies list (but not limited to these items only)

The contractor is required to supply and replenish all the cleaning materials that are necessary for professional cleaning of all the items under the scope of this ToR. Further, it is necessary that the **cost of the cleaning supplies must be quoted in the Financial Proposal of the Bid** with details such as item description, monthly quantity, brand name, and total cost of the monthly supplies.

- | | | |
|----------------------------|-----------------------------|--------------------------|
| 1. Liquid soap; | 6. Bleach for cleaning of | 11. Floor mops and |
| 2. Hand Sanitizer gel; | floors | handles; |
| 3. Toilet paper; | 7. Furniture cleaning spray | 12. Floor water wiper; |
| 4. Napkin paper for | 8. Window/glass cleaning | 13. Buckets; |
| drying hands; | liquid; | 14. Cleaning Detergents; |
| 5. Disinfectant for | 9. Air fresheners; | 15. Cleaning towels |
| cleaning of the washrooms; | 10. Brooms; | |

For the quality assurance of the cleaning material, Contractor must supply the materials produced by the manufacturers, who strictly apply internationally accepted Quality Control Mechanism (QCM) and Quality Standards in producing the material, materials of sub-standard quality will not be accepted by UNDP for the health and hygiene reasons. **On-site visit team will inspect cleaning materials located in the Contractor's Premises and is an integral part of evaluation process.**

UNDP highly encourages the contractor to procure items from the suppliers/manufactures that produce environmental friendly items or employ the green techniques in producing the materials.

E. Output /Deliverables:

Key Milestones	Frequency/Applicability (Saturday to Thursday)	Clearance Required	Documents Required
1. Office Spaces, office equipment and appliances, furniture and fixtures as explained in scope of works are professionally cleaned	On Daily Basis All UNDP Premises that are Contracted	OSS or Designated Official	Monthly Time Sheet of Cleaners worked
2. Conference Room, conference equipment, conference furniture, carpet as explained in the scope of works professionally cleaned	On Daily Basis UNDP Main Office Only	IT and OSS or Designated Official	Monthly Time Sheet of Cleaners Worked
3. UN Dispensary, including medical equipment, appliances and laboratories utensils professionally cleaned	On Daily Basis UN Dispensary Block Only	UN Physician/UN Nurse	Monthly Time Sheet of Cleaners Worked
4. All exterior of the Building Premises as explained in the scope of works cleaned as stated in the scope of the works	On Daily Basis All UNDP Premises that are Contracted	OSS or Designated Official	Monthly Time Sheet of Cleaners Worked
5. All Building Premises Roofs as explained in the scope of works cleaned as stated in the scope of the works	On Monthly Basis All UNDP Premises that are Contracted	OSS or Designated Official	Monthly Time Sheet of Cleaners Worked
6. All toilets, including plumbing fittings and fixtures as explained in the Scope of the Works professionally cleaned	On Daily Basis All UNDP Premises that are Contracted	OSS or Designated Official	Monthly Time Sheet of Cleaners Worked

F. Duration of the Contract:

LTA: UNDP will sign a Long-term Agreement initially for a period of one year. Depending on the performance standards, it may be extended for maximum of 3 years;

Contract: From the Long Term Agreement (LTA), the initial contract will be signed for a period of 1 year, which will be professional Services Contract. Depending on the quality standard of cleaning and satisfactory performance of the company and its cleaning staff, contract may be extended for further period of 2 years.

G. Selection Criteria of the Company:

UNDP evaluates the proposal based on the evaluation criteria mentioned in the Bid Data Sheet, Serial Number 32 of the Request for Proposal, of which the ToR is a part. The offers will be evaluated using the **Combined Scoring Method** [70% for technical Proposal and 30% for Financial Proposal], Bid Data Sheet Serial Number 25;

Qualification of the Cleaning Company: Eligibility and Qualification of company will be established in line with the requirements set out in the Section 5 and 6 of the RFP document, of which this ToR is part.

Qualification of Cleaning Supervisor and Crews:

Designation	Qualification	Experience
Cleaning Supervisor	Should be able to communicate well in English both written and spoken. Trained or knowledgeable about various cleaning jobs.	At least 3 years of hands-on experience as Supervisor of cleaning crew.
Cleaners	Basic training in office cleaning techniques and knowledgeable about cleaning material, cleaning methods and office equipment.	At least 3 years of experience as an office cleaner

Award Criteria:

- Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.

Weight of technical and financial point:

Technical Proposal (70%)

Financial Proposal (30%)

- Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
- Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
- UNDP reserve the right to split the award to more than one supplier and evaluate each lot separately.

H. Performance Monitoring and Quality Control:

UNDP Premises Management Focal Point will constantly monitor the quality and timeliness of the cleaning services and provides oral or written feedback or instruction to Supervisor of the cleaning company for the immediate implementation. At the end of the Day, the Cleaning supervisor must submit the "Daily Cleaning Schedule" one each for Office Space, Corridors and Staircases; Conference Room; UN Dispensary; and Exterior of the Building signed off both by the designated cleaners and the Cleaning Supervisor. Likewise, it is required that the Cleaning Supervisor must submit the "Weekly Cleaning Schedule" clearly demonstrating the areas or items cleaned in an interval of week, signed off both by the designated cleaners and the cleaning Supervisor.

UNDP will arrange performance review meetings, at least once in three months or as required, with Contractors representatives from its Head Office in which Cleaning Supervisor is also required to be present. The objective of the meeting is to discuss the feedback received from all the clients on the quality standard and timeliness in cleaning services provided by the company as well as overall contract management issues, including competencies of the cleaning crews and supervisor. Depending on the feedback, the company must prepare measures to improve the service standards.

I. Key Performance Indicators (KPI):

Performance Indicators	Excellent	Satisfactory	Unsatisfactory	Minimum Acceptable Standard
DURING LTA VALIDITY:				
Vendors Performance	Vendor is readily available for discussions at all times and is able to fulfill the conditions of LTAs smoothly	Vendor is normally available for discussions and most of the times is able to fulfill the conditions of LTA smoothly	Vendor is normally unavailable for discussions and most the times unable to fulfill the conditions of LTAs	Satisfactory
DURING CONTRACT IMPLEMENTATION:				
Cleaning Standards	Professional cleaning standard observed at all times consistently, no issues or feedback needed to rectify during the month	Cleaning standard observed most of the times were good, few issues or feedback needed to rectify and were timely rectified during the month	Cleanliness observed most of the times were not up to the standard, many issues or feedback needed, the issues were not timely implemented	Satisfactory
Availability of Cleaning Crews	Cleaning Supervisor and Cleaners always available on time and in appropriate number, no complaints about lack of staff during the month	Cleaning Supervisor and Cleaners available most of the times in appropriate number except for few instances, presence improved immediately upon feedback	There is an erratic presence of either cleaners or cleaning supervisor, many delays in improving the staff presence feedback by UNDP during the month	Satisfactory
Skills of the Cleaning Crews	Professional cleaning skills applied at all times, including use of right cleaning material, cleaning tools and cleaning techniques, with no complaints by any clients during the month	Professional cleaning skills applied most of the times, with an exception to one or two instances but training was immediately provided to the cleaners needing refresher course during the month	Professional cleaning skills applied only sometimes, many complaints from the Clients on either use of wrong cleaning material or technique or poor quality services during the month	Satisfactory
Competencies of the Cleaning Crews	Entire cleaning crew is polite, approachable and responds quickly to the feedback provided at all times, without any complaints during the month	Cleaning crew is polite, approachable and responds quickly most of the times, only few complaints during the month	Most of the times, cleaning crew is impolite, difficult to approach and late in responding to the requests made during the month	Satisfactory

Performance Indicators	Excellent	Satisfactory	Unsatisfactory	Minimum Acceptable Standard
Cleaning Uniform and Impression	During working hours, dressed in neat and tidy cleaning uniform, equipped with cleaning tools in a presentable manner, no staff incidents of out-dress or unavailability of tools reported during the month	Only few incidents of few staff not wearing the neat and tidy uniform or not equipped with cleaning tools in a presentable manner but was corrected immediately upon feedback during the month	Only few incidents of staff wearing neat and clean uniform or equipped with cleaning tools in a presentable manner, no corrected timely even upon feedback during the month	Satisfactory
Supply of toiletries and Cleaning material	No incidents of lack of paper-towel, liquid hand-wash and toilet paper in the washrooms/toilets, no complaints by crews of lack of other cleaning material or their quality	Only a couple of incidents of lack of paper-towel, or liquid soap or toilet paper in the washroom/toilet, but immediately replenished upon feedback during the month	A number of complaints received from users of lack of paper-towel, liquid soap or toilet paper, delays in replenishment of supplies despite feedback during the month	Satisfactory
Repetition of unsatisfactory performance for more than 3 times a month despite feedback during the contract management meeting may lead to LTA/Contract termination.				

J. UNDP's and Contractor's Responsibility:

Site Visit: UNDP encourages all Bidders to inspect the UNDP Building Premises for them to understand the scope, scale, and complexities of the cleaning tasks so that they are able to prepare the realistic proposal.

UNDP's Responsibilities:

For the purpose of physical site visit by bidder's representative during the bidding period, designated UNDP official will conduct a guided tour of UNDP's premises to enable them to understand the scale of the task. The bidders are required to communicate to UNDP their date and time of the visit by location, based on which UNDP will arrange the accompanied tour. Once Contractor is selected and contract signed, UNDP will make an arrangement for smooth access of the contractor's cleaning crews to the building premises as well as to the designated cleaning areas. To this end, UNDP will provide ID cards to contractors cleaning crews for each specific location.

Contractors Responsibilities:

1. All bidders willing to conduct the site visit, during the stage of bidding, are required to inform UNDP in advance in writing stating number of people of the inspection team, and date and time of arrival into the premises;
2. Once contract is signed, the contractor is required to provide the citizenship and CVs of all cleaning crews proposed to each premise.

K. Workers' Welfare:

The cleaning contracts for the provision daily cleaning services to UNDP main compound and other locations must include a contractual obligation on contractors requiring them to provide safe and fair work practices for their employees (who are engaged in duties directly in connection with performance of the contract);

The employees shall have the right to receive any medical care that is urgently required for the preservation of their life or the avoidance of irreparable harm to their health or any emergency medical care required. In this respect, the employer shall make provision of insurance of the staff who will be engaged in duty for the cleaning services.

Wages and Overtime to the cleaning staff shall be paid on monthly basis. Payment shall be made to the employees no later than 30th or 31st of each month.

The contractor must pay to its staffs the Remuneration not less than minimum wage including benefits as per applicable law/provision of the government of Sudan.

The contractor shall submit the wages payment sheet/record to UNDP in every month upon payment of the wages to the cleaning staff. The contractor shall pay the full amount of wages and benefits to the cleaning staff that will be stated in the bid documents.

In the Financial Proposal, the bidder is required to provide breakdown of salary structure as below:

Breakdown of Salary (please indicate all that applies) (a)						Deductions (b)		a-b
Basic Salary	Allowances (if any)	Transport Allowances	Bonus	Social Insurance	Medical Insurance	Provide nt fund	Others	Net Take Home Salary

L. Cleaning Crews and Supplies:

1. Cleaning crews, including supervisors, as well as equipment and materials including, but not limited to, garbage bags are to be provided by the contractor. The contractor will ensure that all staff whose CVs were proposed in the bidding document shall be deployed as cleaning crews to the UNDP Premises. Where it is not possible to do so, the contractor must propose the CVs of equivalent or higher credential and change the crew only upon UNDP's approval of the replacement CV by authorized representative of UNDP.
2. In case UNDP requires additional cleaning crews, the contractor is required to provide trained crews upon request for which UNDP will give them at least 7 working days of advance notice.
3. While in the duty within the UNDP Premises, cleaning crews must be dressed in the appropriate Uniform with name/identification badges of the contractor's company, failing which UNDP may prevent the cleaner to enter the UNDP Premises.

M. Estimated Volume of Tasks, LTA Duration and Value

UNDP Organizational Units	Location	Major Scope of cleaning			Timing (Saturday – Thursday)	Expected Duration of LTA (Years)	Estimated Value (LTA Duration,3 years) (SDG)
		Office Space (building interior)	Bathrooms, Toilets (Qty. in numbers)	Open Air Space in Premises			
LOT 1 (Khartoum):							
Country Office (CO)	Gama’s Avenue, Block # 5, Khartoum, Sudan	3,095 m²	28	2,384 m²	6:00 am to 3:00 pm	3	1,543,500
DDR Programme	Al-Mashtal Street, Khartoum, Sudan	500 m²	7	300 m²	6:00 am to 3:00 pm	2	
Garden City Premises	Garden City, Khartoum, Sudan	2,054 m²	22	440 m²	6:00 am to 3:00 pm	3	
Aid Management	Located at Ministry of Finance	52 m²	1	X	6:00 am to 3:00 pm	2	
LOT 2: UNDP Field Offices in Darfur:							
El Fasher	Darfur, Sudan	242 m²	4	450 m²	7:00 am To 3:00 pm	2	318,000
Nyala	Darfur, Sudan	192 m²	2	440 m²	7:00 am To 3:00 pm	2	
El Geneina	Darfur, Sudan	147 m²	2	320 m²	7:00 am to 3:00 pm	2	
LOT 3: UNDP Kassala Sub Office, Kassala State							
Kassala	Eastern, Sudan	200 m²	3	380 m²	7:00 am To 3:00 pm	2	96,000
LOT 4: UNDP / UNOCHA Sub Office, Damazine, Blue Nile State							
Damazine	Blue Nile, Sudan	140 m²	2	340 m²	7:00 am to 3:00 pm	2	60,000
LOT 5: UNDP Kadugli Sub Office, Kadugli, South Kordofan State							
Kadugli	South Kordofan, Sudan	181 m²	2	400 m²	7:00 am to 3:00 pm	2	60,000
LOT 6: UNDP Abyei Premises, Abyei, Sudan							
Abyei	Abyei, Sudan	7,500 m²	12	4,350 m²	7:00 am to 3:00 pm	2	280,000

Section 4: Proposal Submission Form

[insert: Location]

[insert: Date]

To: The procuring entity

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for Daily Cleaning Services on LTA Basis in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Services.

We agree to abide by this Proposal for 120 days

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Company/ Business Name:	
Authorized Person:	
Title:	
Mailing Address	
Contact Number (s):	
Email:	
Signature:	
Date:	

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form¹

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: **RFP/KRT/14/027**

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any) – Please provide the last 3 years financial audited accounts with current and quick ratio.		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status, and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

¹ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)²

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: **RFP/KRT/14/027**

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1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status, and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

² The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT

INSERT TITLE OF THE SERVICES

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. General organizational and Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating; industry rating, etc. please indicate head office and branch offices, your affiliation with other companies if any.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (3) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.5. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing the Cleaning Activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Qualifications of Supervisor. Provide the CVs of all Supervisors of Cleaning crew who will be deployed to carry out the tasks mentioned in the ToR. CVs should demonstrate qualifications in areas relevant to the Scope of Cleaning Services.

3.3 Qualifications of Key staff. Provide 1 CV of Cleaning crew who will be deployed to carry out the tasks mentioned in the ToR. CVs should demonstrate qualifications in areas relevant to the Scope of Cleaning Services.

The 1 CV provided for cleaner in the proposal is a sample and when evaluated as qualified in terms of cleaners' credentials (i.e. years of experience and skills etc.), cleaners with similar or higher caliber/credential are required for the Contract implementation; lower credential will not be acceptable. The exact number of cleaners will be communicated to the Bidder at the contracting stage.

[NOTE: Only 1 CV of Cleaner category is requested at the proposal stage because company may not be having total number of CVs or Cleaners, that are required under the scope of ToR, readily available to sign off on the CV;

No minor or people with criminal record or pending court cases shall be proposed].

Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/ or Member

Date Signed

Section 7: Financial Proposal Form

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Price Schedule must provide separately a detailed cost breakdown for 1 (one) year. Provide separate figures for each functional grouping or category.

If proposal submission in hard copy, please also provide the information in soft copy (CD)

The components comprising the total price must provide sufficient details to allow UNDP to determine compliance of Offer with requirements as per Terms of Reference of this RFP.

Overhead cost should include whenever applicable:

- Minimum insurance requirement.
- Maternity Leave
- Annual leave
- Sick leave
- Other related cost.

Overhead cost should be broken down in details in the Price Schedule.

In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

The format shown on the following pages shall be used strictly in preparing the Financial Proposal. The format includes specific expenditures, which is required for consistency of provided information to access individual offers and compare with others.

Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each COST COMPONENT based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Provision of Cleaning Services for the UNDP Premises in Sudan
Currency: Local bidders to quote in SDG and International bidders in USD

Cost Components <i>(Please fill up for each Lot)</i>	Quantity	Monthly cost per component	Total yearly cost per component (SDG)
(Management Fee shall not exceed 10%, maximum)	(A)	(B)	(B) x 12
Lot 1:			
1. Cleaning Supervisor	<i>bidder to specify the exact number</i>		
2. Cleaners	<i>bidder to specify the exact number</i>		
3.Cleaning Material, Tools, Garbage Bag and Toiletries	Lump sum		
4. Management Fee (if applicable)	Lump-sum		
Total Lot 1- Management fee above shall not exceed 10% maximum			
Lot 2:			
1. Cleaning Supervisor	<i>bidder to specify the exact number</i>		
2. Cleaners	<i>bidder to specify the exact number</i>		
3.Cleaning Material, Tools, Garbage Bag and Toiletries	Lump sum		
4.Management Fee (if applicable)	Lump-sum		
Total Lot 2- Management fee above shall not exceed 10% maximum			
Lot 3:			
1. Cleaning Supervisor	<i>bidder to specify the exact number</i>		
2. Cleaners	<i>bidder to specify the exact number</i>		
3.Cleaning Material, Tools, Garbage Bag and Toiletries	Lump sum		
4.Management Fee (if applicable)	Lump-sum		
Total Lot 3- Management fee above shall not exceed 10% maximum			
Lot 4:			
1. Cleaning Supervisor	<i>bidder to specify the exact number</i>		
2. Cleaners	<i>bidder to specify the exact number</i>		
3.Cleaning Material, Tools, Garbage Bag and Toiletries	Lump sum		
4.Management Fee (if applicable)	Lump-sum		
Total Lot 4- Management fee above shall not exceed 10% maximum			
Lot 5:			
1. Cleaning Supervisor	<i>bidder to specify the exact number</i>		
2. Cleaners	<i>bidder to specify the exact number</i>		
3.Cleaning Material, Tools, Garbage Bag and Toiletries	Lump sum		
4.Management Fee (if applicable)	Lump-sum		
Total Lot 5- Management fee above shall not exceed 10% maximum			
Lot 6:			
1. Cleaning Supervisor	<i>bidder to specify the exact number</i>		
2. Cleaners	<i>bidder to specify the exact number</i>		
3.Cleaning Material, Tools, Garbage Bag and Toiletries	Lump sum		
4.Management Fee (if applicable)	Lump-sum		
Total Lot 6- Management fee above shall not exceed 10% maximum			
Grand Total Price (all Lots)			

**Section 8: Long Term Agreement (LTA), Professional Service Contract
and
General Conditions of Contract for Services**

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL
TERMS AND CONDITIONS IS MANDATORY**

**1: LONG TERM AGREEMENT
FOR THE SUPPLY OF SERVICES
TO THE UNITED NATIONS DEVELOPMENT PROGRAMME - SUDAN**

Ref: LTA/XXX/14/0XX

This Long Term Agreement (LTA) is entered into on the XX day of XXXX of the year 201X between **the United Nations Development Programme "UNDP" and XXYYZZ**, a registered company under the laws of the Sudan (hereinafter called "Supplier").

WHEREAS, UNDP requires provision of daily cleaning services, hereinafter referred to as services;

WHEREAS, UNDP desires to enter into a Long Term Agreement (hereinafter called AGREEMENT) for the provision of services by the Supplier to UNDP, pursuant to which the UNDP Country Office can conclude specific contractual arrangements with the Supplier, as provided herein;

WHEREAS pursuant to the Request for Proposal **RFP/KRT/14/027** [For provision of daily cleaning services for main UNDP Compound & Other Locations], the offer of the Supplier dated (DD/MM/YYYY) was accepted;

WHEREAS, the Supplier is ready, willing and able to deliver the desired services and it possesses the necessary personnel and equipment necessary to deliver the services under the Terms and Conditions set forth hereunder;

NOW, THEREFORE, UNDP and the Supplier (hereinafter jointly called the "Parties") hereby agree as follows:

Article 1 – Acceptance

- 1.1 This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
- 1.2 This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of one year, and may be extended for two additional years by mutual agreement of the Parties

Article 2: Scope of the Agreement

1. This document (Agreement) between the parties consist of the following document (Hereinafter together called the AGREEMENT):
- I. This document
 - II. Terms of Reference (TOR) and Prices List (Annex I)
 - III. UNDP General conditions of Contract for Services (Annex II)
2. The Supplier shall provide UNDP Sudan with the goods and services as listed in **Annex I**, to this Agreement at the prices stipulated therein.
3. The Supplier and UNDP shall endeavor to execute this Agreement in a spirit of mutual co-operation.

Article 3 – Services not listed in Annex I.

Should UNDP have a need for services not contained in Annex I, and normally sold by the Supplier, the Supplier will be offered the opportunity to match the price of any competitive offer that may be

obtained by UNDP. If the Supplier's counter offer is accepted by UNDP, the item and the agreed price may be incorporated under the appropriate heading of the Annex through a formal written Amendment executed by the Parties to this Agreement.

Article 4 – Price and Payment

- 5.1 In full consideration for the complete and satisfactory performance of the services under this Agreement, UNDP shall pay the Contractor a fixed contract price of **SDG XXX,XXX.XX “XXX hundred XXX thousand XXX hundred XXX Sudanese Pounds”**.
- 3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Agreement.
- 3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.4 UNDP shall effect payments to the Contractor as follows:

Millstone	UNDP Compound	Garden City	Monthly Total
On monthly basis and upon submission of company final invoice and satisfactory performance of services confirmed by UNDP			
Total contract value for 12 months			

The prices of the services in **Annex I** are fixed for one year renewable at the option of the UNDP, under the same terms and conditions as are set forth herein except for the cost which shall be increased by XX% annually (or any other form according to contractor proposal)

Article 5– Invoicing Procedures and Payments

- a) For Purchase Orders issued by UNDP Offices, invoices should be submitted directly to the office in the office issuing the order, and payment will be made directly by the office in question.
- b) UNDP payment conditions applicable to Purchase Orders executed under this Agreement are payment within twenty (20) days by cheque from the date of receipt by UNDP's designated paying office of the original invoice and all other documents specified in the Purchase Order. Under no circumstances shall UNDP be liable to pay interest on amounts not paid within this period.

Article 6– Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

For the UNDP:

Name:			
Address: United Nations Development Programme (UNDP) House No. 7 Block No. 5 Gama'a Avenue P.O. Box 913, Khartoum, 11111 Sudan			
Tel:	Fax:	Cell:	E-mail

For the Contractor:

Name:			
Address:			
Tel:	Fax:	Cell:	E-mail

IN WITNESS WHEREOF, the duly authorized representatives of the PARTIES have signed this agreement.

For UNDP:

By:
Title:
Date: -----

For the Supplier:

By:
Title:
Date: -----

**between
UNDP and a Company or other entity**

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2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by _____ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.

2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

3. **Price and Payment**

3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a fixed contract price of _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.

3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.

3.4 UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the Contractor to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

4. **Special conditions**

4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.

4.1.1. **Security**

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

4.1.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

4.2 **Audits and Investigations**

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

4.2.1 The Contractor acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the

operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits, or investigations carried out by UNDP hereunder.

4.3 **Anti-terrorism**

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

4.4 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.

4.5 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of _____ **[INSERT PERCENTAGE THAT THE ADVANCE REPRESENTS OVER THE TOTAL PRICE OF THE CONTRACT]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.

4.6 Owing to [...], Article(s) [...] of the General Conditions in Annex I shall be amended to read/be deleted.

5. **Submission of invoices**

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. **Time and manner of payment**

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

_____ **[NAME OF THE BANK]**

_____ **[ACCOUNT NUMBER]**

_____ **[ADDRESS OF THE BANK]**

7. **Entry into force. Time limits.**

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services not later than _____ **[INSERT DATE]** and shall complete the Services within _____ **[INSERT NUMBER OF DAYS OR MONTHS]** of such commencement.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. **Modifications**

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and _____ **[NAME AND TITLE]** UNDP.

9. **Notifications**

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

For the UNDP:

_____ **[INSERT CONTRACT REFERENCE & NUMBER]**

Tel:	Fax:	Cell:
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For the Contractor:

[INSERT NAME, ADDRESS AND TELEX, FAX AND CABLE NUMBERS]

Name:	
Address:	
Tel:	
Fax:	
Cell:	

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[INSERT NAME AND TITLE]

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

Agreed and Accepted:

Signature _____

Name: _____

Title: _____

Date: _____

GENERAL CONDITIONS OF CONTRACT FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge, or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims, or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants, or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- 8.4.1 Name UNDP as additional insured;
- 8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
- 8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM, OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem, or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 Any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 A corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 Any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNWOMEN, and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions, or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considered to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage

in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon (30) thirty days' notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties, or charges, the Contractor shall

immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties, or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 SECURITY:

23.1 The Contractor shall:

- (c) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (d) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

23.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

24.0 AUDITS AND INVESTIGATIONS:

24.1 Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses; the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

24.2 The Contractor acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits, or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits, or investigations carried out by UNDP hereunder.

25.0 ANTI-TERRORISM:

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

26.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.