



REQUEST FOR QUOTATION (RFQ) (Services)

REFERENCE: UNDP CYP RFQ 045 2019	DATE: May 9, 2019
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Dear Sir / Madam:

We kindly request you to submit your quotation for the provision of **Cleaning, Gardening and Hospitality Services at the CMP laboratory**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **May 22, 2019 16:00 Cyprus Time** and via *e-mail*, to the email address below:

United Nations Development Programme

solicitations.cy@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than one email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> N/A
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror - N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	The Committee on Missing Persons Anthropological Laboratory based in UNPA, Nicosia Cyprus
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents (<i>if using freight forwarder</i>)	n/a
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> Daily Service excluding weekends.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	n/a
Mode of Transport	<input type="checkbox"/> AIR – N/A <input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> N/A
Deadline for the Submission of Quotation	Wednesday, May 22, 2019 16:00 CYPRUS LOCAL TIME
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 <input checked="" type="checkbox"/> Company registration document. <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	n/a
Payment Terms	<input checked="" type="checkbox"/> Monthly upon complete delivery
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One supplier

Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract
Special conditions of Contract	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Delivery
Annexes to this RFQ ¹	<input checked="" type="checkbox"/> Specifications of the Goods and Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ²	solicitations.cy@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.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

¹ Where the information is available on the web, a URL for the information may simply be provided.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

United Nations Development Programme
Cyprus

Annex 1

Terms of Reference

CMP Anthropological Laboratory Cleaning, Hospitality, General Maintenance and Gardening Services

SERVICES REQUIRED

Item	Description of requirements
Main Building	Cleaning, mopping of designated areas: Blue floor area Office Room photo Marbled area Outside areas Kitchen and ablutions
Viewing and meeting rooms	Daily Cleaning Ad-hoc cleaning before viewings/meetings/seminars/trainings
Container areas	Cleaning, mopping of designated areas: DNA 2 rooms - twice a week 2 big area rooms cleaning once a month Metallic areas
Office Space and General use of Buildings	General office cleaning is carried out once a day. Cleaner shall sweep, mop, empty waste bins, wipe down desks, etc.
Ablutions	Ablutions are cleaned once a day.
Washbasins showers and sinks	The inside and outside surfaces of the appliance taps draining boards traps and all pipes.
Urinals	All glazed or metal surfaces are washed using neutral disinfectant.
WC's	Proper cleaning. The environment of WC's shall smell fresh and pleasant.
Toilet Papers	Toilet papers, hand towels, liquid soaps are always in place and be replenished regularly.
Garbage	Trash bins, waste paper baskets shredder and other garbage and refuse are emptied daily.
Floors	Floors are swept, and damp mopped daily using neutral disinfecting detergents.
Disposal of excess materials	Contractor to dispose all excess material at only those designated areas which adhere to local environment.
Cleaning Materials	Provided by contractor
Hospitality	Provision of hospitality services at the CMP Laboratory during events/visitors: Coffee/Tea and refreshment preparation and serving Taking care of the kitchen facility in the viewing room

	Any other hospitality service provision if required.
Gardening and Landscape	Provision of gardening and landscape maintenance services: Maintenance of the landscape and decoration objects when/if necessary Watering plants/flowers (both indoors and outdoors) Maintenance/monitoring of the water irrigation pipe system Cleaning
Maintenance	Provision of CMP laboratory maintenance services: Handle minor maintenance works. List/monitor maintenance/handyman services required for the CMP laboratory and report the focal point of CMP.
Personnel	Dedicated <u>one</u> staff and availability of an alternate staff during the absences of the dedicated staff to ensure service continuity.
Reporting	Monthly timesheet and summary of locations cleaned to be provided.
Working day/hours	Weekdays (Monday – Friday): Start: 08:00 Break: 12:00 -13:00 End: 15:00

EVALUATION CRITERIA

Item	Description of criteria
Experience	Minimum 1-year similar experience.
Office Location:	Office HQ or branch based in Cyprus.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)***SUPPLIER'S DECLARATION(S)**

In response to the Request for Quotation for the provision of **Cleaning, Gardening and Hospitality Services at the CMP laboratory** based in UNPA, Nicosia, Cyprus (Reference: UNDP CYP RFQ 045 2019), We, the undersigned, hereby declare that:

- a) All the information and statements made in this quotation are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We accept UNDP Purchase Order/Face Sheet Contract and General Terms and Conditions;
- c) 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;
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP;

TABLE 1: Price Schedule Form

Description/Specification(s)	Quantity	Daily Rate in Euro excluding VAT	Total Cost for 261 working days/12 months
Provision of Cleaning, Gardening and Hospitality Services at the CMP laboratory for 12 months as per Annex 1	261 Days*		

* Initial contract duration will be until 31.12.2019 and will be extended upon satisfactory performance.

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
All Provisions of the Specifications and UNDP General Terms and Conditions			

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 3: Company Background

Name of the company:
Year and location of registration:
Number of years of previous similar experience:
Number of staff:

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Address, email and contact details of the Supplier's
Authorized Person]
[Designation]
[Date]