

# **REQUEST FOR PROPOSAL**

## **PROVISION OF CLEANING AND GARDENING SERVICE FOR UNDP/ACSD OFFICE IN ROME**

on

### **Long Term Agreement Basis**



*Empowered lives.  
Resilient nations.*

United Nations Development Programme

**September 2019**



## REQUEST FOR PROPOSAL (RFP) (RFP-UNDP-ACSD-01-2019)

NAME & ADDRESS OF FIRM	DATE: September 30, 2019
	REFERENCE: RFP-UNDP-ACSD-01-2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision Of Cleaning And Gardening Service For UNDP/ACSD Office In Rome Italy**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Monday, October 14, 2019** via email address below:

### Method Of Submission

Your offers will be prepared and submitted as follows in one email;

- **Part 1 – Technical proposal**
- **Part 2 – Financial proposal**

N.B. THE TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL ARE TO BE STRICTLY KEPT SEPARATE AND SHOULD BE SUBMITTED in English via e-mail: [gef.procurement@undp.org](mailto:gef.procurement@undp.org)

**Email Subject: RFP/UNDP/ACSD/01/2019- Cleaning & Gardening Service**

**SUBMISSION DEADLINE: LATEST October 14, 2019 AT 1600HRS (ROME ITALY LOCAL TIME)**

### **N.B: SITE VISIT/SURVEY IS MADATORY;**

BIDDERS WHO FAIL TO CARRY OUT THE SURVEY; THEIR PROPOSAL WILL NOT BE CONSIDERED; - SITE VISIT CONTACT DETAIL PROVIDED IN THE DATA SHEET.

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 Days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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:

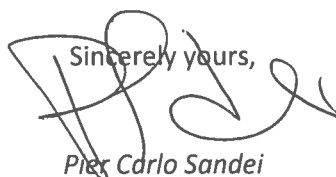
<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  


*Pier Carlo Sandei*  
*Coordinator Africa Centre for Climate and Sustainable Development*  
9/30/2019

## Annex 1

### Description of Requirements

Context of the Requirement	<b><i>Provision Of Cleaning And Gardening Service For UNDP/ACSD Office In Rome Italy.</i></b>			
Implementing Partner of UNDP	N/A			
Brief Description of the Required Services <sup>1</sup>	The Africa Centre Office intend to establish a Long Term Agreement (LTA) for a period of three years with qualified local contractor to perform the cleaning and gardening services for its premises in Rome Italy, parking area and garden. The Africa Centre Office requires a qualified Company, able to provide an integrated service-working environment of the UN premises be in healthy, green and clean conditions.			
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>- Cleaning of all indoor space of the building;</li> <li>- Cleaning service for the parking area;</li> <li>- Perform cleaning and gardening services for the whole garden;</li> <li>- Provide gardening service and assistance;</li> <li>- Perform other gardening or cleaning duties.</li> </ul>			
Person to Supervise the Work/Performance of the Service Provider	<b><i>Head of Operations ,UNDP -Africa Centre for Sustainable Development,Rome Italy]</i></b>			
Frequency of Reporting	<b><i>Monthly</i></b>			
Progress Reporting Requirements	N/A			
Location of work	<input checked="" type="checkbox"/> Exact Address <b>Africa Centre for Sustainable DevelopmentUNDPViale Guido Baccelli, 8600153 Roma</b>			
Expected duration of work	Long Term Agreement Maximum 3 years			
Target start date	<b>1<sup>st</sup> January 2020</b>			
Latest completion date	<b>31<sup>st</sup> December 2023</b>			
Travels Expected	n/a			
	<b>Destination/s</b>	<b>Estimated Duration</b>	<b>Brief Description of Purpose of the Travel</b>	<b>Target Date/s</b>
	n/a	n/a	n/a	
	n/a	n/a	n/a	

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	n/a	n/a	n/a		
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> <b>Storage space and facilities</b>				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" type="checkbox"/> <b>Not Required</b>				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required				
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> <b>Euro</b> <input type="checkbox"/> Local Currency				
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> <b>120 days</b>  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>3</sup>	<b>Monthly</b> -Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<b>Head of Operations ,UNDP -Africa Centre for Sustainable Development,Rome Italy.</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Long-Term Agreement<sup>4</sup> (Every request through email/work order)</b>
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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.
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (60%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%  <b><u>Financial Proposal -Lowest Price Quote</u></b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>
Contract General Terms and Conditions <sup>5</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at:

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

	<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> LTA Template (section II) <input checked="" type="checkbox"/> Self-Declaration <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Contact Person for Inquiries and site visit (Written inquiries only) <sup>7</sup>	<p><b>UNDP GEF Procurement</b>  <a href="mailto:gef.procurement@undp.org">gef.procurement@undp.org</a></p> <p>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.</p>
Site Visit /Survey Details	<p><b>Location- Viale Guido Baccelli 86, 00153 Rome Italy</b></p> <p><b>Contact Person;</b>  Alessandra Palma  Head of Operations ,  UNDP -Africa Centre for Sustainable Development,Rome Italy  <a href="mailto:alessandra.palma@undp.org">alessandra.palma@undp.org</a>  Mobile: (+39) 3336404653  Phone: (+39) 06 62291253</p>

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> 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.

## ANNEX 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

#### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

#### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

#### C. Qualifications of Key Personnel

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

### **3**

#### **TERMS OF REFERENCE**

##### **CLEANING AND GARDENING SERVICE**

## 1. Background Information

In September and December 2017, UNDP and the Italian Government entered into multi-year, multi-purpose Cost Sharing Agreements (CSAs) to set up and support the operations of the African Centre for Sustainable Development (ACSD) as well as to strengthen the UNDP-Italian bilateral cooperation. The Bologna, Italy, June 2017 meeting of G7 Environment Ministers led by the Italian Minister of Environment, Land and Sea has acknowledged and committed to address the SDG objectives in the African countries through the establishment of the Africa Centre for Sustainable Development (ACSD). The ACSD intends to focus initially on Climate Action and related SDGs on food security; clean water and energy. This focus could be extended in future based on clearly defined needs in combination with additional resources being made available.

The selected contractor will provide the services to the following UN premise.

No.	Nome of Agency	Location of the Agency	Space for cleaning, square meters	Type of service required
1	UNDP/ACSD	Viale Guido Baccelli 86, 00153 Rome Italy	- 390mq Indoor Area  - 8.000mq Outdoor Area	Service including: - Cleaning services; - Gardening services; - Handling of plants.

## 2. Premises Description

The ACSD Office is composed by:

**a) 390mq Indoor Area that includes:**

- No. 1 Meeting Room
- - No. 1 Reception Hall
- - No. 5 Offices
- - No. 1 Open Space
- - No. 1 Kitchen
- - No. 2 Restroom
- No. 1 Wardrobe

**b) 8. 000mq Outdoor Area.**

## 3. Objectives Of The Assignment

The Africa Centre Office intend to establish a Long Term Agreement (LTA) for a period of three years with qualified local contractor to perform the cleaning and gardening services for its premises in Rome Italy, parking area and garden. The Africa Centre Office requires a qualified Company, able to provide an integrated service-working environment of the UN premises be in healthy, green and clean conditions.

## 4. Scope Of Work

The contractor will perform the following tasks:

- Cleaning of all indoor space, of the building;
- Cleaning service for the parking area;
- Perform cleaning and gardening services for the whole garden;
- Provide gardening service and assistance;

- Perform the other gardening or cleaning duties.

## **5. Qualifications Of The Successful Contractor**

### **Qualifications of the Firm:**

- The company should have at least 3 years of relevant experience in providing services of cleaning and gardening maintenance;
- Should possess a certificate RUP for gardening as per L. 154/2016 art 12 and certificate CAM as per DLGS 50/2016 art 34 which is referred to company sustainable management
- Services of handling of plants/gardening service and waste management can be sub-contracted from the companies with at least 3 years of experience in respective fields;
- Ensure that personnel provided to perform cleaning and gardening maintenance services are properly trained to use gardening equipment and cleaning chemicals;
- Experience in servicing international and diplomatic organizations is an advantage, but not mandatorily required.
- Company should be based or have base in Rome to ensure timely response.

### **Qualifications of the Personnel Assigned Of the Contractor**

- The contract personnel shall be competent and fully trained to perform their work;
- The proposed team must include an agronomist
- The contractor shall ensure that all personnel assigned to this contract meet the standards required;
- Personnel must be able to effectively understand and carry out rules, orders and instruction including UN Security requirements;
- All the personnel shall ensure physically and mentally fit to efficiently and effectively perform the daily services required;

## **6. Duration Of The Work**

- Long Term Agreement (LTA) for a maximum period of three years. Either party may terminate the agreement by giving 30 day's prior written notice.

## **7. Cleaning Days And Cleaning Times**

- Office cleaning should take place every day Monday to Friday (if necessary including Saturday) and completed by 9:00am.

## **8. General Specifications Based On Types Of Rooms**

### **a) Daily:**

- **Offices and Toilets:**
  - o Cleaning of all offices area, meeting room and common areas including all bathrooms and their fixtures, lobby and corridors;
  - o Distribution of toilet paper, soap and towels;
  - o All rubbish bins and plastic bags emptied, and the bag replaced;
  - o Dusting desks and furniture, clean the corners, the light fixtures and the tops of the cabinets;
  - o Remove any cobwebs and loose dirt;
  - o Sweep and mop the floors;
  - o Washing sanitary equipment and appliances with disinfectant detergents;
  - o Washing and disinfecting restrooms and toilets floor;
  - o Removing fingerprints from glazing at entrance.

- • **Kitchen Area:**
  - Garbage bins washed, and plastic bags emptied and replaced;
  - Clear the decks and sink;
  - Wipe down countertops and stovetop;
  - Wipe down upper cabinets and clean microwave and refrigerator;
  - Clean vertical surfaces of appliances;
  - Sweep and mop the floor.

**b) Weekly:**

- Manual floor cleaning with suitable detergent;
- Cleaning windows internal and external in accordance with the best industry standards for window cleaning;
- Washing doors and glazing at entrance.

**c) Monthly:**

- Washing and disinfection of restrooms and toilet walls;
- Removal of limescale stains on all sanitary appliances and taps;
- Disinfection of door handles;
- Cleaning of the ceiling.

**d) Half year (Six Months):**

- Washing indoor/outdoor glazing, including doors and threshold, with neutral detergents.

**9. Cleaning Of Outside Areas**

- Sweeping of the outside grounds and ensuring the outside grounds compound are tidy and free from debris, rubbish, leaves...

**10. Outdoor Green Maintenance**

**a) Weekly:**

- Plant and nurture new trees, flowers and various plants;
- Perform basic maintenance such as cutting the grass and managing weed control and leaf raking;
- Removal of dead leaves or branches;
- Vegetable garden maintenance and related supply.

**b) Monthly:**

- Control and ordinary and extraordinary maintenance of the entire irrigation system, including adjustment of irrigation settings depending on the season;
- Check and removal or replacement of dead/dried or damaged plants both inside and outside;
- Weed control, in gravel area and car parks;
- Trimming and pruning of hedges and bushes.

**c) When necessary:**

- Replace damaged lawn;
- Fertilization;
- Pesticide or fungus treatments to keep plants as healthy as possible;
- Exterminators.

**11. Fixed Interventions During The Year**

- a) From April to September: PEST CONTROL;
- b) From February to March: PRE-LARVAL PREPARATORY INTERVENTIONS;
- c) From October to November: POST-DISINFESTATION MAINTENANCE.

#### 12. Cleaning and Gardening Materials and Consumption Supplies

- The contractor shall provide equipment and cleaning materials as well as consumption supplies for performing the services listed in the Terms of Reference. All products used inside the UN premises must be environmentally friendly (comply with international environmental standard ISO 14024);
- Gardening devices and tools should be provided to the contractor.
- ACSO will provide the contractor with small space for storing their items
- The contractor should support the green office initiative, economize the use of water reducing the waste or recycling wherever necessary.

#### 13. Gardening and Cleaning Service After The Events

The contractor shall be required on an ad-hoc basis to perform extraordinary gardening and cleaning service during Events that will take place within the office compound as instructed by the focal point for Africa Centre Office;

- Perform cleaning maintenance for the whole garden;
- If necessary, replace damaged lawn plant and nurture new trees, flowers, and various plants;
- Perform basic maintenance such as cutting the grass and managing weed control and leaf raking;
- If necessary, replace damaged or dried plants inside the office and gravel for all the avenues and parking area;
- Aid with cleaning of toilets, meeting room and common premises on a demand bases (if necessary, including Saturday).

#### 14. Additional Information

- The contractor should provide the cleaning equipment.
- Contractor to provide transport, meals and insurance cover for his staff.
- Contractor to provide his/her staff with clean uniforms and any safety clothing/equipment necessary for their safe working.

#### Safety.

- To ensure safe site operations, measures to be adopted to prevent damage to properties or utilities and injuries to persons. UNDP shall not be liable for loss or damage resulting from its failures to take the necessary precautions. The provision of all personal protective equipment shall be the responsibility of the Contractor.

#### 15. Shortlisting Criteria

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply pls. Indicate counter proposal
Brief description of company profile and business activities: Max 15 pages			
Provide copies of Company registration certificate & license to operate the business			

Provide at least two PO/ contract copy for similar services within the last 5 years			
Provide list of own working tools			
Provide RUP as per Law 154/2016 art 12 & CAM as per DLGS 50/2016 art 34 certificates			
Provide list of Consumables for each Month			
Provide copies for Last two years Audited account or latest Internal Revenue Certificate / Tax Clearance;			
Skilled workers CVs providing brief description of their educational & professional background and copies of their certificate including the mandatory presence of an agronomist			
Have a permanent presence in Rome Italy			
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;			
<b>Validity of Quotation (120 days)</b>			
Full acceptance of the PO/Contract General Terms and Conditions			

#### 16. Evaluation Criteria

No.	Basis for Evaluation Criteria	Marks allocated
1	Company profile (including administrative and logistics facilities available): experience in similar assignments in last three years, client list. Certification company held	20
2	Demonstrated understanding of scope of work with a detailed step-by-step on how the task is achieved	20
3	Previous experience in the same kind of work. Provide at least two PO/ contract copy for similar services within the last 5 years,	20

4	Experience of the staff deployed, CVs providing brief description of their educational & professional background and copies of their certificate.	20
<b>Total Marks allocated</b>		<b>80 marks</b>

All bidders must score **60% or 48 marks** in their technical proposal to be considered for financial evaluation. Bidder who do not score **60% will not have** their financial offers considered. Offers will be evaluated according to the lowest technically qualified offer.

#### **FINANCIAL TEMPLATE**

##### **Financial Analysis - Part 1 – Cleaning and Gardening services**

Item	Service Description	Cost/Month in Euros	Total Cost (3 years)/Euros
1	Cleaning and Gardening services – <b>Monthly fee.</b> (Minimum 4hrs per day)		

##### **Financial Analysis - Part 2 Supply of consumables**

Item	Service Description	Cost/Month in Euros	Total Cost (3 years)/Euros
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1	Estimate of consumables cost – per Month (l.e. cleaning products and all gardening-related products such as concime, herbicide, mosquito controllers etc.). (provide a list of items with unit cost for each item)		

### Financial Analysis - Part 3- Irregular Services Upon request)

Bidders are requested to provide the rate for each requirements based on the following formats. UNDP shall use the rate for the price reasonability assessment purposes as well as the calculation of contract value and price in the event that both parties have agreed to add new requirement to the scope of Services

Item	Service Description	Cost/per Hour Euros
1	Cleaner –Rate on Ad- hoc basis	
2	Gardener - Rate on Ad- hoc basis	

The following information **MUST** be provided in your offers

- Number of cleaners proposed per day.
- Estimate of cleaning detergents/materials provided for in your proposal for each Month
- Estimate of consumables provided for in your proposal - including cleaning products and all gardening-related products such as concime, herbicide, mosquito controllers etc.

No other costs other than those specified in your offer shall be accepted. **The winning bidder will be required to hold prices quoted constant for the entire period of contract.**





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Resilient nations.

**Contract for Goods and/or Services**  
**Between the United Nations Development Programme and [insert name of the Contractor]**

<b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b>	
<b>2. UNDP</b> <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
<b>3. Contract Reference (e.g. Contract Award Number):</b>	
<b>4. Long Term Agreement:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="color: red;">[indicate as appropriate]</span>	
<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
<b>6. Type of Services:</b>	
<b>7. Contract Starting Date:</b>	<b>8. Contract Ending Date:</b>
<b>9. Total Contract Amount:</b> <span style="color: red;">[insert currency and amount in figures and words]</span>	
<b>9a. Advance Payment:</b> <span style="color: red;">[insert currency and amount in figures and words or indicate “not applicable”]</span>	
<b>10. Total Value of Goods and/or Services:</b> <input type="checkbox"/> <b>below US\$50,000 (Services only)</b> – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> <b>below US\$50,000 (Goods or Goods and Services)</b> – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> <b>equal to or above US\$50,000 (Goods and/or Services)</b> – UNDP General Terms and Conditions for Contracts apply	
<b>11. Payment Method:</b> <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
<b>12. Contractor’s Name:</b> Address:  Country of incorporation: Website:	
<b>13. Contractor’s Contact Person’s Name:</b> Title: Address:  Telephone number: Fax: Email:	
<b>14. UNDP Contact Person’s Name:</b> Title: Address:  Telephone number: Fax: Email:	
<b>15. Contractor’s Bank Account to which payments will be transferred:</b>	

Beneficiary:  
 Account name:  
 Account number:  
 Bank name:  
 Bank address:  
 Bank SWIFT Code:  
 Bank Code:  
 Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [delete if not applicable].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [delete if not applicable and remove square brackets].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [delete if not applicable].
5. Technical Specifications for Goods [delete if not applicable].
6. The Contractor's Technical Proposal and Financial Proposal, dated [insert date], as clarified by the agreed minutes of the negotiations meeting, dated [insert date]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	