



REQUEST FOR QUOTATION (RFQ) (Provision Of Skilled and Unskilled labour)

NAME & ADDRESS OF FIRM	DATE: March 6, 2020
	REFERENCE: ETH1454

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Provision of Labor Skilled and Non-Skilled**, 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 **March 30, 2020** and via ☒ *e-mail*, to the address below:

United Nations Development Programme

Procurement.et@undp.org

Att: QA/AK

Subject Line: Provision Of Skilled and Unskilled labour

Quotations submitted by email must be limited to a maximum of 8 MB, virus-free and no more than 5 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.

Please take note of the following requirements and conditions about the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	N/A
Customs clearance, if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	SEEDS Project, Addis City
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 <i>(if the delivery time exceeds this, the quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 30 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A
Mode of Transport	N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency: ETB if the company is a local company
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	<input checked="" type="checkbox"/> Date and Time of Submission: 5:00 PM, Monday , March 30, 2020 east African time Midnight; EAST <input checked="" type="checkbox"/> Time Zone: (UTC +03:00) Addis Ababa/Nairobi Time <input checked="" type="checkbox"/> Please schedule your time to submit the quotation on or before the deadline as indicated in the RFQ, the submission after the deadline shall not be accepted.
Manner of Disseminating Supplementary information to the RFQ and Responses and or Clarification to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidder via Email (info.procurementet@undp.org) & posting to the relevant websites. Note: The email correspondence must have an RFQ reference number in the subject line of the email.
Manner of Submitting Bid	Electronic Submission through a secured email ONLY. Hardcopy submission will be rejected.
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"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Successful completion of at least two (2) similar contracts (supply of labor) in the last 3 years;

	<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"/> 90 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	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of services & acceptance of by UNDP
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.3% Max. no. of days of delay: 30 After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<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 <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Term Agreement (non-Exclusive) & Purchase Order UNDP intends to sign an LTA for (1) one year with the possibility of extension for additional (1) years, subject to satisfactory performance and the continued requirement for the services.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	N/A
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Scope of Services (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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)	QA/AK <i>Info.procurmentet@undp.org</i> 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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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.

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,

[Enter name of authorized

staff]

[Designation]

[Click here to enter

a date]

Annex 1 Scope of Services and Scheule of requirements

A. Project Title: Ancillary Services/Provision of Skilled and Unskilled Labors

B. Project Background/ Brief Scope of Services:

Ethiopia is scheduled to hold a general election in 2020. This follows a pivotal year for Ethiopia's transition marked by new dynamics in the relationship of the state with the people, including the opposition, private sector, and civil society. With the opening of the political space and the return of several opposition political parties, the Ethiopian political landscape has witnessed dramatic changes over the last several months. It is in this context that the Government of Ethiopia requested the United Nations to support general elections. In response to this request and in coordination with the Electoral Assistance Division of the United Nations Department for Political Affairs, UNDP set up an electoral support project, Supporting Elections for Ethiopia's Democratic Strengthening (SEEDS), in June 2019.

UNDP was at the forefront of providing support to countries undergoing democratic transitions, including in Africa, for many years. This role is grounded in key international instruments seeking to promote democratic practices based on, inter alia, competitive, credible and genuine elections. UNDP has played a catalytic role in democratic transitions through the provision of electoral assistance and related strategic interventions aimed at nurturing and consolidating democratic environments.

UNDP SEEDS as one of the UDNP Projects must always take office hygiene very seriously to ensure a safe and healthy working environment for its staff. Since the conception of the Project, it has considerably expanded in terms of manpower and as such, the Project has rented office space to provide a safe environment to support the project activities. The project would also need to hire skilled labors such as plumbers, electrician and generator mechanics to provide necessary services on call basis.

C. Scope of Services, Expected Outputs, and Target Completion

1) Scope of requirements:

The contractor is to provide the requisite manpower in accordance with the minimum rate of wages as per – applicable law of the country. The number of manpower may be increased or decreased at the option/ requirement of the Office from time to time.

The requirement of Manpower:

S/N	Title	Number Position	Type of Labor	Working hours / Call Base	Payment Schedule
1	Office Cleaners (Female)	10	Un-skilled	8 Hour per day, 6 days a Week & On Saturdays overall cleaning	monthly payment
2	Office Cleaners (Male)	2	Un-skilled	8 Hour per day, 6 days a Week, & On Saturdays overall cleaning	monthly payment
3	Generator Operators	1	Skilled	On Call basis	The labor shall be paid per hour

4	Plumber	1	Skilled	On Call basis	The labor shall be paid per hour
5	Electrician	1	Skilled	On Call basis	The labor shall be paid per hour
6	Carpenter/Handy Man	2	Skilled	On Call basis	The labor shall be paid per hour

The surface area of the office and other locations in consideration is approximately 329.4 m2 and has the following facilities:

1- Kitchen x 2

2- Bathroom x 4

3- Offices x 4 (rooms)

4- Conference room x 1

5- Corridors x 2

6- Stainer case one (first floor)

7- Yard x 1 (Common area)

8- One set of 60KVA Perkins diesel engine generator, 10-liter oil capacity, engine service 250hr

2) Responsibilities of the contractor:

General Responsibilities of the Contractor:

- This Agreement is to ensure that the SEEDS office premise is well kept, clean, sanitized, and free from any unpleasant odour at all times, presentable to local or international guests of any rank or status at any given time; and constantly exuding a decent and respectable image.
- In addition to ancillary services, the contractor is to avail the required skilled labor to provide maintenance services when/and if required.
- The monthly salaries of the cleaner shall be paid by the Contractor on the last day of each month. In case the last day of a month coincides with the public holiday, the salaries should be transferred to the bank account of the cleaners on the next working day.
- The Contractor should establish a mechanism to ensure that the salaries to be paid with no delay. UNDP will reimburse the Contractor upon submission of the invoice and documents certifying the completion of payment to cleaner as per the Contract. Copy of pay slips shall be attached with invoice for the payment.
- The Contractor shall pay the salaries based on the currency of the contract.

- If required by law, the Contractor shall be responsible for obtaining security clearance from local police authorities as well as receiving the result of drug tests of hired cleaners once per year. The cost of the security clearance certificate and conducting the test shall be incurred by the Contractor.
- The contract shall be responsible to certify the manpower provided under this contract they are medically fit to work, and they are free of any contagious illness and mental disability. Medical report shall be submitted if requested by UNDP, the cost of medical check shall be incurred by the company.
- UNDP shall not be liable for any action, omission, negligence or misconduct of the Contractor's employees, agents, servants, or sub-contractors nor for any insurance coverage which may be necessary or desirable for the purpose of this Agreement and its supplementary Contracts, nor for any costs, expenses or claims associated with any illness, injury, death or disability of the Contractor's employees, agents, servants, or subcontractors performing work or services in connection with this contracts;
- UNDP will reimburse the Contractor upon submission of the invoice and documents certifying
- The contractor shall source/provide the required uniforms to the labor(s) under this contract.
- The contractor shall source/provide the required cleaning materials/tools to the labor(s) under this contract.
- The spare parts/equipment for maintenance of building shall be provided by the contractor, UNDP shall pay the contractor on cost- reimbursable basis. The contractor is to provide the price quotation of items purchase for SEEDS Project.
- The contractor shall provide skilled labor i.e. plumber, electrician, Generator mechanic and carpenter/handy man on the need to call basis. If UNDP requires the services of skilled labor, UNDP will send official request 24 hrs in advance, the contractor shall be obliged to source skilled labor for UNDP SEEDS Project.

Responsibility of Cleaners

- Clean, wipe, vacuum or dust-remove office furniture, carpets, floors, garbage bins, walls and others. Once a day and before the office working hour.
- Wash, mop or wipe stairs, corridors and stone floors.
- Clean all glasses, mirror and baseboards inside rooms and open balconies.

- Meeting rooms.
- Clean toilets including toilet bowls, wash basins, mirror, walls and floor; keep available toilet paper, lotion and soap and paper hand towels. Every 15 minutes.
- Empty and clean garbage bins. After each cleaning and when required.
- Replace water bottles in water dispensers.
- Load and off-load material that are carried in and out of the office.
- Ensure that all toiletries and cleaning material are available at all times.
- Informs the supervisor immediately in cases of defects with any material, water pipes, taps or basins so they can be repaired.
- Hosts meetings by making tea, coffee and others as required to the participants.
- Clean wash glasses, tea pots, trays, spoons, and keep the refreshment centers based at each unit clean at all times.
- Provide support services as required such as seating rearrangement, event/party preparation, and shopping as and when required.
- Ensures that the toilets, paths, sidewalks, gardens, roofs and offices are free of any dangerous items, flammables, sharp objects, icy and wet floors, falling objects and any other substances that threatens the staff's wellbeing.
- Distributes the collected trash in predefined recycling bins after collection from the offices.
- Assist the office technical staff with maintenance and repair of the office, doors, windows, floors, ceilings, water pipes, ACs and others.

E. UNDP's Responsibility

UNDP SEEDs Project (one designed person will be introducing during the award of the contract) will coordinate the daily activities of the contractor and its personal. The contractor's performance will be reviewed on a daily basis for the improvement of service deliveries. The performance assessment of the contractor will be done in consultation and an informal survey of the staff members across the SEEDs Project where the contractor's services are used.

The contractor shall arrange periodical training as and when necessary to ensure consistently good quality service to UNDP. UNDP reserves the right to instruct the contractor to arrange such training in the event quality of the contractor's services found substandard.

UNDP SEEDs project will provide the cleaners a room to store their equipment and office supplies (Cleaning Materials).

F. Duration of the Contract

The period of the Agreement is from for one year, starting for the date of the contract, with the possibility of extension to one more year, upon satisfactory provision of services. This Agreement is subject to extension up to a maximum of three years upon mutual agreement of both parties. Under this Long-Term Agreement, UNDP on behalf of UNCP will conclude specific contractual arrangements with the Contractor. Continuance of the Agreement, at any time, depends on UNCP/PASM satisfaction of the Contractor's performance. The UNDP on behalf of UNCP reserves the right to carry out the market survey, at any time during the Agreement, and if more favorable and cost-effective services could be provided, the Contractor should make every effort to meet the requirements and expectations of UNDP.

G. Location of UNDP SEEDS Project

Contractor: office of the Contractor.

Outsourced manpower and cleaning personnel: UNDP SEEDS Project located in Addis Ababa/Ethiopia.

H. Qualifications of the Successful Contractor

Following are the minimum requirements for the selection of a contractor for provision of manpower to UNDES SEEDS Project:

- The bidder/proposer should be officially registered as business entity for provision of requested services
- The bidder/proposer should have at least two years of continuous experience with UNDP, Government and other international of similar services (provision of manpower & Ancillary Services).
- Copy of 3 similar contracts shall be submitted and copy of satisfactory report shall be submitted as proof of having similar experience.
- Financially sound and stable, as evidenced by authentic financial statements for the past 3 years of operation (2016, 2017 and 2018). The financial statements of the bidder should demonstrate minimum annual turnover of 10,000 USD.

Annex 2- FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per **RFQ Reference No. ETH XXXXXXXX**:

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Scope of Bid Price and Schedule of Payments

Bidders should provide the prices per click and fill out the below table

S/N	Title	Number Position (QTY)	Type of Labor	Working hours	Duration (months)	Monthly Salary Proposed by Bidder/Proposer (Brr)	Administrative cost or Service Charge of Bidder/Proposer per month Months (flat-rate – Birr)	Total All-inclusive
		A			B	C	D	= A*B*C*D
1	Office Cleaners (Female)	10	Un-skilled	8 Hour per day, 6 days a Week	12			
2	Office Cleaners (Male)	2	Un-skilled	8 Hour per day, 6 days a Week	12			
Grand All inclusive								

S/N	Title	Number Position (QTY)	Type of Labor	Duration (Estimated requirements hours per year)	Hourly Fee	Administrative cost or Service Charge of Bidder/Proposer per hour Months (flat-rate – Birr)	Total All-inclusive
		A			B	C	= A*B*C
3	Generator Operators	1	Skilled	200			
4	Plumber	1	Skilled	200			
5	Electrician	1	Skilled	200			
6	Carpenter/Handy Man	2	Skilled	200			
Grand Total All-inclusive							

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information about 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>
Acceptance of Scope of Services and confirmation that the services shall be provided based on the scope of services outlined as Annex- 2			
The validity of Quotation (90 Days)			
All Provisions of the UNDP General Terms and Conditions			

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]

[Designation]

[Date]