



REQUEST FOR QUOTATION (RFQ) Gardening Services in UN House

NAME & ADDRESS OF FIRM	DATE: October 13, 2020
	REFERENCE: UNDP/RFQ/33/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Gardening Services in UN House**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

This process will result in entering into a Long-Term Agreement with the selected vendor for a period of two years with the provision of extension for one additional year, based on satisfactory performance.

Quotations may be submitted on or before **5:00PM, October 21, 2020** by e-mail, to procurement.np@undp.org with subject line:

"Quotation for Messenger Services (ref: UNDP/RFQ/33/2020)- {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of **25 MB** (each transmission), virus-free and no more than **6** email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Those companies willing to visit site should send email to shiva.adhikari@undp.org no later than 18 October 2020. All interested bidders are highly encouraged to attend the site inspection in the UN House.

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.

Please take note of the following requirements and conditions pertaining to the above-mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: Not Applicable
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Not Applicable
Exact Address/es of Delivery Location/s (identify all, if multiple)	UN House, Pulchowk Lalitpur, Nepal
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents (if using freight forwarder)	Not applicable
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> On a regular basis
Delivery/Work Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	
Deadline for the Submission of Quotation	5:00PM Nepal time, <u>October 21, 2020</u>
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"/> Business Registration Certificate;

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

[illegible]

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Long-Term Agreement³ <i>(LTA will be signed initially for two years with an option to extend for additional one year)</i>
Special conditions of Contract	UN Agencies Funds and Programms (UNAFPs) would like to ensure that personnel covered under outsourcing arrangement benefit from adequate work life balance. UNAFPs have set an adequate minimum wage level to ensure that personnel working for UN get acceptable remuneration and can sustain their families. A fixed ceiling of net take home salary of NRs. 23,500.00 per month has been set. The companies are advised to quote their prices factoring this ceiling set by UN accordingly.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Contact address for Inquiries (Written inquiries only) ⁴	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/33/2020 (SA), on or before 5:00PM, <u>October 18, 2020</u>. UNDP shall post the compiled inquiries with the responses in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html. Inquiries received after the above date and time shall not be entertained.</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>
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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.

⁴ 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.

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,



Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

October 13, 2020

Annex 1**Terms of Reference (TOR)
For Gardening Services in UN House****1. INTRODUCTION**

The United Nations Development Programme (UNDP) located at Pulchowk, Lalitpur, Nepal seeks to establish a Long-Term Agreement (LTA) with Professional Company to provide gardening service in UN House, Nepal. The service provider shall provide three professional gardeners for regular maintenance of UN House garden and maintain greenery in UN House and its offices.

2. OBJECTIVES

The main objective of this LTA is to have three outsourced gardeners through a formal agreement who will be working for overall maintenance and upkeeping of the garden as well as landscapes inside the UN House as well around the outside perimeter wall of the compound. Additionally, through this agreement, the gardeners will make sure that there are seasonal flowers throughout the year inside the UN House compound

UNDP also expects the selected company or its gardener to manage the existing trees that are in the compound. This includes timely/regular trimming, pruning of trees. The company through its gardener is expected to liaise with the Facility focal person while making a plan for managing the trees.

The Service Provider shall provide the services as per the attached Terms of Reference and, initially for a period of one year and extendable to next two years' subject to successful annual performance evaluations and availability of funds.

3. SCOPE OF THE WORK

The scope of the work of this agreement includes the following, among others:

- The gardener shall take care of all flowers and plants in the UN House garden. Plantation of seasonal flowers and green plants all the year round. The gardener shall water, weed, dig and fertilize the flowers and plants in the beds as well as in the flowerpots. Removes dead leaves, twigs and branches and deposits them in the container.
- The gardener shall mow the green areas, trim fences, hedges and creepers and keep the gardens, thoroughfares and footpaths clear and free from litter at all times.
- The pond shall be cleaned, scrubbed and replenished with fresh water on a regular basis

- The flowerpots within the offices, lobbies, staircases and corridors of the agencies in the UN House must be regularly changed, watered and nourished. The dust on the leaves should be wiped away and the dry leaves must be removed;
- The gardener shall provide the fresh flowers in the rooms of the representatives and other senior officials of all the agencies every alternate day. Similarly, the flower must be placed at the UN Reception and UN Conference rooms as required.
- The gardener should be proactive to decorate the halls for various events and meetings as required.
- The gardeners should make sure that the indoor plants are maintained regularly
- The gardener shall take initiatives to dry the seeds/and or bulbs of the seasonal flowers and preserve them for the next season so that less number of flowering plants are procured.
- The gardener shall bring on time to the attention of the Common Services Manager or Facility Management Associate about the requirement of new seeds, saplings, plants, fertilizers, pesticides/fungicides etc.
- The gardener shall apply natural fertilizers, and pesticides etc as required to keep the plant foliage in good condition.
- Water hose pipes, lawn mowers and other gardening tools shall be stored securely and clean after use each day. Keep the tool shed/ store-room clean and tidy and in working condition at all times.
- Regular maintenance of the gardening equipments shall be taken care. In case of equipment malfunctions, report to Common Services manager or Facility Management Associate as and when noticed.
- The Gardener shall make sure that plants are receiving adequate water. While watering the plants, utmost co-ordination is required between the outsourced gardeners and the common service designated staff to be certain that required water level is maintained in the water storage tank for smooth water supply in UN House.
- The gardener shall maintain schedule regarding Trimming/shearing and pruning all hedges/trees in the compound.

- Tiding up the walls by trimming the overhanging branches outside perimeter wall.
- Performs any other duties related to gardening services, as assigned.
- The working hour for gardener will be 48 hours a week. The actual timings can be agreed upon prior signing the contract.

The contractor is required to deliver flowering plants for different season as per the request from UNDP, the price of which will remain valid during the entire period of the agreement. Some of the common flowering plants are Marigold, Zinnia, Dianthus, Rose, Crysanthemum, antihrinum, Calenda, Inca etc

- The contractor is also responsible for the delivery of fertilizers as required for e.g. Oil cake, DAP (fertilizer), Urea (fertilizer).
- The contractor shall furnish proper equipment to perform the assigned duties, such as uniforms, protective gloves/clothing, cap etc.

4. STATUS

The Contractor and the gardener assigned to UNDP by the Contractor shall be considered as having legal status of an independent Contractor and shall not be considered in any respect as being a staff member of the United Nations. Accordingly, the Contractor shall not be entitled to any benefit except as expressly mentioned in Terms of Reference and remuneration.

The UNDP is not responsible for any accident, injury or death of the contractor's employee, who might get into such incidents during the course of performing their tasks in the garden. It is the contractor's responsibility to make their staff aware about health and safety requirements at workplace and ensure that all duties are carried out following the health and safety compliance. The contractor must ensure that required insurance is in place for the staff assigned to do the gardening work in UN House. The bidder is responsible to choose appropriate modality to ensure their personnel are always covered with appropriate insurances in accordance with GoN policy. A COVID-19 insurance in the current context is also highly recommended.

5. PERSONNEL

The Contractor shall provide three gardeners, who shall be sound both mentally and physically and shall have no pending court cases or any other legal charges against him. The Contractor shall provide the biodata, citizenship certificates and training certificates, of the proposed gardener. The proposed gardener should have at least two years of experience in the field of gardening. Positive consideration should be

given to female candidates, persons from LGBTIQ community and persons with disabilities.

6. TAX LIABILITY

The responsibility of discharge of tax liability solely rests on the Contractor. The UNDP under no circumstances is responsible for any kinds of tax payment for the service received from the Contractor.

7. REMUNERATION

The remuneration shall be in line with the labour act policy of the government of Nepal.

Important Note:

UN Agencies, Fund and Programmes (UNAFPs) would like to ensure that personnel covered under outsourcing arrangement benefit from adequate work life balance. In this respect, the Gardening Company will be required to limit weekly working times for guards to 48 hours a week and to ensure that guards are given one full rest day a week.

To minimize working overtime, UNAFPs have set an adequate minimum wage level to ensure that outsourced personnel can sustain their families without having to work for excessive hours. A fixed ceiling of nett take home salary of NRs. 23,498.00 per month has been set. This calculation accounts for basic salary, dearness allowance, PF, Dashain allowance, leave entitlement converted into monthly basis. This is the minimum every gardener should be getting as per UN's ceiling but if you feel that additional allowance need to be provided, it is up to the bidder however, you have to ensure average monthly take home salary of gardener is not less than NRs. 23,500 (for full time cleaner) and part-time cleaners should be paid proportionately. Since we have only accounted for PF amount to be provided by the organization, if your organization has already gone to new Social Security Fund SSF scheme, you can realign the cost to ensure to fit into Rs. 23,498. If additional cost is required, you may add so.

8. REQUIREMENT SUMMARY

SN	Item Description	Qty
1	Gardeners	3 full-time gardeners
2	Supply of Seasonal Flowers <ul style="list-style-type: none"> ○ Marigold ○ Zinnia ○ Dianthus ○ Rose 	twice a year (payable on delivery)

	<ul style="list-style-type: none"> ○ Crysanthemum ○ Antihrinum ○ Calenda ○ Inca 	
3	Supply of fertilizers requirements in 3 years:	
i)	Oil cake	250 kg
ii)	Bon Mill	200 kg
iii)	DAP	50 kg
iv)	UREA	50 kg
v)	NPK (Liquid or Dust Form)	1 kg
vi)	Vermi Compost	200 kg
vii)	Normal Compost	200 kg



Annex 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/33/2020

TABLE 1 : Offer for Gardening Services

ItemNo	Description	Quantity	Unit Price in NPR.	Total Amount in NPR.
1	Monthly Gardening Service Fee for 3 gardeners (Please refer the important note below)	3 gardeners		
2	Supply of Seasonal Flowers twice a year (payable on delivery)			
2.a	○ Marigold	1		
2.b	○ Zinnia	1		
2.c	○ Dianthus	1		
2.d	○ Rose	1		
2.e	○ Crysanthemum	1		
2.f	○ Antihrinum	1		
2.g	○ Calenda	1		
2.h	○ Inca	1		
3	Supply of fertilizers (Payable on delivery):			
3.a	- Oil cake	1 kg		
3.b	- Bon Mill	1 kg		
3.c	- DAP	1 Kg		
3.d	- UREA	1 kg		
3.e	- NPK (Liquid or Dust Form)	1 kg		
3.f	- Vermi Compost	200 kg		
3.g	- Normal Compost	200 kg		
	Total			
	13% VAT			
	Total Price with VAT			

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Important Notes:

UNAFPs would like to ensure that personnel covered under outsourcing arrangement benefit from adequate work life balance. In this respect, the Gardening Company will be required to limit weekly working times for guards to 48 hours a week and to ensure that guards are given one full rest day a week.

To minimize working overtime, UNAFPs have set an adequate minimum wage level to ensure that outsourced personnel can sustain their families without having to work for excessive hours. A fixed ceiling of nett take home salary of NRs. 23,498.00 per month has been set. This calculation accounts for basic salary, dearness allowance, PF, Dashain allowance, leave entitlement converted into monthly basis. This is the minimum every gardener should be getting as per UN's ceiling but if you feel that additional allowance need to be provided, it is up to the bidder however, you have to ensure average monthly take home salary of gardener is not less than NRs. 23,500 (for full time cleaner) and part-time cleaners should be paid proportionately. Since we have only accounted for PF amount to be provided by the organization, if your organization has already gone to new Social Security Fund SSF scheme, you can realign the cost to ensure to fit into Rs. 23,498. If additional cost is required, you may add so.

TABLE 2 : Estimated Operating Costs (if applicable)

List of Item/s	Year	Unit Price	Total Price (NPR)
N/A	N/A		

TABLE 3 : 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>
Delivery Lead Time	NA	NA	
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁷ :			
Warranty and After-Sales Requirements	NA	NA	

⁷ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others	NA	NA	
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

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]

Annex 3

General Terms and Conditions for Services

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>