



RFQ Reference: **RFQ/UNDP/CSA/002/2021 – PROVISION OF EXPLOSIVE DETECTION DOG (EDD) SERVICE IN UN JAKARTA COUNTRY OFFICES (MENARA THAMRIN)**

Date: 08 January 2021

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

A handwritten signature in black ink, appearing to be 'MSK' or similar, written over a horizontal line.

Signature: \_\_\_\_\_

Name: Martin Stephanus Kurnia

Title: Head of Procurement

Date: 08 January 2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>22 January 2021 at 17.00 hours (GMT +7)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address: Bids.id@undp.org</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: Bids.id@undp.org</p> <ul style="list-style-type: none"> <li>▪ File Format: pdf</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: N/A</li> <li>▪ Mandatory subject of email: <b>RFQ/UNDP/CSA/002/2021 – PROVISION OF EXPLOSIVE DETECTION DOG (EDD) SERVICE IN UN JAKARTA COUNTRY OFFICES (MENARA THAMRIN)</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at</p>

	<a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a>
<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <u>General Terms and Conditions / Special Conditions for Contract.</u></p> <p><input checked="" type="checkbox"/> <u>General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</u></p> <p><input type="checkbox"/> <u>General Terms and Conditions for Works</u></p> <p>Applicable Terms and Conditions and other provisions are available at <u>UNDP/How-we-buy</u></p>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by one (1) week
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD or IDR for Local Bidders</b>
<b>Joint Venture,</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to

<b>Consortium or Association</b>	act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
<b>Duties and taxes</b>	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b>
<b>Language of quotation</b>	English except for any legal document issued by local Government. Including documentation including catalogues, instructions and operating manuals
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of Reference in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Company Registration certificate; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel (Doghandler); <input checked="" type="checkbox"/> Copy of Garda Pratama Security Guard license certificate issued by POLRI; <input checked="" type="checkbox"/> Copy of Dog certificate, including free of diseases and parasites certificate, and EDD basic training <input checked="" type="checkbox"/> Provide a list (Company, Contract Amount, Client's email & phone number) of current and previous clients that they have been awarded and completed a contract with for the past five 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

<b>Quotation validity period</b>	Quotations shall remain valid for ninety (90) days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: rida.trisna@undp.org cc. Abriliany.kirana@undp.org <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than One (1) day before the submission deadline. Responses to request for clarification will be communicated by email
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	30 January 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## **ANNEX 1: TERMS OF REFERENCE**

### **PROVISION OF EXPLOSIVE DETECTION DOG (EDD) SERVICE IN UN JAKARTA COUNTRY OFFICES (MENARA THAMRIN)**

#### **A. Background**

Refer to country SRA and FSSS for Menara Thamrin. Menara Thamrin is an iconic building as UN RC Office and many UN ASFPs are located at the same building. The risk level of Vehicle Borne Improvised Explosive Device (VBIED) is medium however the impact is severe therefore overall unmitigated risk is assessed as high and the employment of Explosive Detection Dog (EDD) service company is a recommended mitigation measure for managing vehicular traffic at the Vehicle Check Points (VCP) at Menara Thamrin building.

#### **B. Contract Objective and Scope**

The main objective is protection of staff and UN premises through implementation of physical and technical security measures associated with EDD as follow:

1. Provide 12 hours 7 days a week EDD checking at all VCPs. Ensure all vehicles are checked properly by VCP team.
2. Provide daily sterilization prior to commencement of the business day through checks of UN premises and external areas in the early morning.
3. Provide regular patrols of both internal and external perimeters of Menara Thamrin building.
4. Support pedestrian check points during period of increased threat including arrival of demonstrations and protests at Menara Thamrin building.
5. When required, support the Mechanical Explosive Detector (MED) for checking of luggage and incoming documents.
6. Support security arrangement including sweeping of assembly areas during building evacuation and emergency situation.
7. Provide daily activity report to Chief Security Guard in coordination with UNDSS.
8. Provide monthly report to UNDSS.
9. Report any incidents or irregularities occurring at UN premises, log all incidents and report to Chief Security Guard.
10. Provide regular training and testing to the EDD and handler to maintain and improve proficiency.
11. Attend training provided by UNDSS and other training as recommended by UNDSS.
12. Attend daily morning physical training and/or briefing provided by Chief Security Guard.
13. Attend weekly meeting chaired by UNDSS.
14. Support the UN SOPs and security arrangements as directed by UNDSS.
15. Maintain day-to-day cooperation and coordination with Chief Security Guard under supervision of UNDSS for implementation of all security measures.

Specific tasks shall also include on “As and When Required” basis (please note separate costing should be provided):

- EDD assignment outside Menara Thamrin building for supporting special UN events.
- Other K9 services for supporting UN security such as investigation and SAR (Search and Rescue). This emergency-response unit must be equipped with complete search and rescue equipment (such as body vest both for the EDD and EDD handler, flashlight, etc.) and will maintain a good network with UN Security Guards and Building Security Guards in supporting tasks. This unit works on “As and When Required” basis.
- Explosive Detection Dog (EDD) service company should design a kennel (climate controlled) in Menara Thamrin premises with handler room for personnel standby for 24/7. Kennel room and maintenance is considered as the responsibility of EDD service company.

**C. Required Qualifications****1. Minimum Qualifications for EDD service company**Experience

EDD service company shall have experience (at least one contract) in the provision of services to UN Agencies and/or International organizations and/or companies for the past five (5) years.

References

EDD service company shall provide a list (Company, Contract Amount, Client's email & phone number) of current and previous clients that they have been awarded and completed a contract with for the past five years. The UN as a whole or as individual UN Agency or Partner has the right to contact each reference and request information on the company's responsiveness to safety issues and problems, the quality of the services performed and the dependability of the company in meeting security needs.

EDD team selection

- Company shall provide in their proposal copy of curriculum vitae (CVs) for the key personnel (Dog handler) to be involved in the performance of the contract.
- Company shall confirm that the nominated personnel shall not be changed without the approval of the UN as a whole or each individual UN Agency or UN partner when the company will undertake its duties.
- Company shall provide information on the availability of EDD team.
- Company shall be available to provide demonstration of ability of EDD team.

**2. Minimum Qualifications for EDD team****a. Explosive Detection Dog**

- 1) Dog certificate is a must.
- 2) Explosive Detection Dog only. Other qualification will be rejected.
- 3) All breeds; however Belgian Malinois is preferable.
- 4) Either male or female candidates shall be accepted.
- 5) Age range between 1 to 4 years old.
- 6) One-year minimum experience on detection service.
- 7) Physically healthy and fit. Medical and vaccination records to be produced prior to assignment and must be submitted.
- 8) Provide certificate of free of diseases and parasites.
- 9) Provide certificate of EDD basic training.
- 10) Trained to detect all known and available explosives used by extremist groups in Indonesia. EDD shall be available to provide demonstration of ability.

**b. Dog Handler**

- 1) Indonesia citizen.
- 2) Free from drugs.
- 3) Minimum possesses Garda Pratama Security Guard with official license (KTA) issued by POLRI (copy of certificate must be submitted)
- 4) Possesses specific skills in dog handling.
- 5) Either male or female candidate shall be accepted.
- 6) Age range between 23 to 40 years old.
- 7) Minimum of three (3) years of experience in handling EDD.
- 8) Physically fit and healthy. Medical and vaccination records to be produced.
- 9) Provide certificate of EDD Handler basic training.



**D. Estimated Number of EDD Team Members Required**

The number of EDD team members required will be determined by the EDD service company in coordination with UNDSS. The company will be required to provide a plan of action for each location that will cover:

1. All of the responsibilities and duties set out above.
2. The number of team members they will provide 12/7 services of two VCPs and day-to-day communications response.
3. The number of team member they will provide for internal and external sterilization and patrol of UN premises.
4. A roster indicating the hours of work and the shift pattern that they will be using throughout the contract period.

**E. Training**

Responsibility for all guard training rests with the EDD service company. However, UNDSS must ensure that the desired training specifics are included in the contract.

1. EDD service company will develop the recruitment training and in-service training plans and submit them for approval. It is imperative that both recruitment and in-service training plans are included in all contract specification.
2. As stipulated on PP Kapolri 24/2007, all dog handlers in the EDD team must have passed the security guard basic training (Garda Pratama).
3. EDD basic training
  - Socialize confidence recovery
  - Kenneling, grooming and feeding
  - Basic obedience
  - Retrieval exercise
  - Sense and odor identification
  - Seeking and detection
  - Obstacle exercise
4. EDD Dog Handler basic training
  - Historical philosophy of K9 unit
  - Dogs psychology
  - Anatomy and dog's senses
  - Parasite and dog health
  - Sense and odor identification
  - Principle basic training of dog
  - Smell and flavor theory
  - Handle attitude and etiquette code
  - TPTKP (tindakan pertama tempat kejadian perkara)
  - Reporting technique
  - First aid
  - Turja patwal
  - Bomb threat
  - Psychology of lass
  - SOP and safety procedure

5. Suggested subjects to be included in the recruitment training programme:

- Orientation
- United Nations assets
- Local law and power of arrest
- Threat to facilities
- Duty station emergency plans
- Physical security measures at duty station
- Basic guard duties
- Guard force communications
- General post orders
- Maintaining post logs
- Restraint of disorderly persons
- Use of personal equipment
- Use of access control procedures
- Dealing with difficult people (national and international citizens)

6. On-site regular training to improve and maintain EDD capabilities

- Vehicle detection
- Detection of illicit goods
- Searching
- Sniffing for explosive materials

**F. Others**

EDD Equipment for EDD and Dog Handlers

EDD service company will ensure that all team members and dogs have the required equipment to perform their assigned tasks. Items such as technical tools and safety equipment have to be provided by the company.

Basic equipment for EDD (should be replaced at least once a year):

1. Chest harness
2. Chain
3. Collar
4. Rope (2-meter length)
5. Dog safety mask
6. Drinking plate
7. Dog toys

Basic equipment for dog handlers

1. Full field security guards uniform (as stipulated to PP Kopolri 24/2004) twice a year. Specific EDD handler uniform may be considered as the official uniform may be considered as the official uniform
2. Baton – once a year
3. Handcuff – once a year
4. Whistle – once a year
5. Field drinking bottle
6. Necessary quantity of PPE to be provided to each guard by the company such as Mask, Face Shield, Gloves and Hand Sanitizer

Health and Medical

EDD service company will ensure that all team members and dogs have the required health protection to perform their assigned tasks. Basic care of EDD should include as least yearly:

1. Vaccine
2. Worm medicine
3. Bugs medicine (external parasites)
4. Necessary protective measures required for dogs (vendor to specify if any)

In relation to dog handler, health and medical coverage should in accordance to the applicable regulation.

24/7 contact number

EDD service company will provide landline and mobile phone number for 24/7 coordination or link to their main operational base.

Indemnity Insurance

EDD service company is responsible to provide insurance against stolen or damaged property that is attributable to their operations and any failure to carry out assigned tasks. Insurance should exclude UN from any liability associated with performance of EDD.

Replacement

In the absence of any of the above personnel for any reason, EDD service company will provide temporary replacement with the same qualification at no additional cost to the UN.

Unit cost for Dog handler should include

1. Salary of EDD personnel
2. EDD equipment: chest harness, chain, collar, rope, dog safety mask, drinking plate, dog toys
3. Dog handler personal equipment: uniform, baton, handcuff, whistle, necessary quantity of PPE to be provided to each guard by the company such as Mask, Face Shield, Gloves and Hand Sanitizer
4. BPJS coverage for dog handler
  - a. BPJS Kesehatan
  - b. BPJS Ketenagakerjaan
5. Routine visit to veterinarian and vaccines and other related health consultation if required
6. Replacement
7. THR (holiday bonus) for dog handler
8. Uniform (twice a year)
9. Leave (sick leave and annual leave) in accordance to the applicable regulation.

**Delivery Requirements**

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	1 February 2021
<b>Delivery Terms (INCOTERMS 2020)</b>	N/A
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Menara Thamrin Building 8-9th Floor, Jl. MH. Thamrin Kav. 2, Jakarta 10250
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	N/A
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	N/A

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/CSA/002/2021 – PROVISION OF EXPLOSIVE DETECTION DOG (EDD) SERVICE IN UN JAKARTA COUNTRY OFFICES (MENARA THAMRIN)	Date: Click or tap to enter a date.

**Company Profile**

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women	<input type="checkbox"/> Yes <input type="checkbox"/> No

empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 1 contract</b> – at least one contract in the provision of services to UN Agencies and/or International organizations and/or companies for the past five (5) years (2016-2020).				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity (mention date, month and year)</b>	<b>Types of activities undertaken</b>

### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Wherea Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/CSA/002/2021 – PROVISION OF EXPLOSIVE DETECTION DOG (EDD) SERVICE IN UN JAKARTA COUNTRY OFFICES (MENARA THAMRIN)	Date: Click or tap to enter a date.

**Financial Offer**

**Currency of Quotation:** Click or tap here to enter text.

Description of Activity/Item		Number of Unit		Unit cost per month (IDR)	Months	Total Cost (IDR)
		(A)		(B)	(C)	AxBxC
1.	K9 and Handler					
1.1	Dog	2	dogs		12	
1.2	Handler	2	person		12	
	<b>Sub Total</b>					
	<b>The cost per unit must include:</b> <ol style="list-style-type: none"> <li>Salary of EDD personnel/Dog handler</li> <li>EDD/Dog handler equipment: chest harness, chain, collar, rope, dog safety mask, drinking plate, dog toys</li> <li>Dog handler personal equipment: uniform, baton, handcuff, whistle, necessary quantity of PPE to be provided to each guard by the company such as Mask, Face Shield, Gloves and Hand Sanitizer</li> <li>BPJS coverage for dog handler <ol style="list-style-type: none"> <li>BPJS Kesehatan</li> <li>BPJS Ketenagakerjaan</li> </ol> </li> <li>Routine visit to veterinarian and vaccines and other related health consultation if required</li> <li>Replacement</li> <li>THR (holiday bonus) for dog handler</li> <li>Uniform (twice a year) for dog handler</li> <li>Leave (sick leave and annual leave) in accordance to the applicable regulation</li> </ol>					
	<b>Over Head Cost (max. 10%)</b>					
	<b>TOTAL</b>					

**PLEASE SUBMIT COST BREAKDOWN of THE ABOVE QUOTATION IN EXCEL VERSION**



### **PRICE CONSIDERATIONS**

- UNDP envisages to enter into contract for 1 (one) year with the option to renew for the 2<sup>nd</sup> and 3rd year. The Bidders should specify whether the prices would remain firm for the entire contract period, or alternatively, they should indicate a maximum yearly increase rate.

**For the 2<sup>nd</sup> year of the contract [please check one]**

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of \_\_\_\_% [specify], which includes the overhead cost.

**For the 3<sup>rd</sup> year of the contract [please check one]**

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of \_\_\_\_% [specify], which includes the overhead cost.

**Reimbursable services will be requested by UNDP on an “as and when required” basis.**

1	Reimbursable cost (optional)	Hourly rate (IDR)/ unit or person	Daily rate (IDR)
1.1	Over time per hour (as requested by UNDP)		
1.2	assignment outside MTB for supporting UN special events		
1.3	Other K-9 services for supporting UN security such as investigations and SAR (Search and Rescue)		

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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