



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 11, 2021
	REFERENCE: 2021/GMB/OPS/78

Dear Sir / Madam:

UNDP in The Gambia seeks to engage specialized companies Garbage Collection for the UN House.

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

Proposals may be submitted on or before **Monday, May 24, 2021** via email to the address below:

United Nations Development Programme
bids.gm@undp.org
Subject: Garbage Collection

Your Proposal must be expressed in the English, and valid for a minimum period of 90 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. If you are submitting your Proposal by email, 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 3.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Essa Coker
UNDP Procurement
Procurement Unit
5/10/2021

Annex 1**Description of Requirements**

Context of the Requirement	<p>The Common Services provides function approach to ensuring that Agencies engage on joint business operations with the purpose of eliminating duplication, leveraging the common bargaining power of the UN and maximizing economies of scale. With the BOS 2.0 created as a response to a call for simplification and harmonization of the United Nations system, the provision of a common service garbage collection will be in support of a more effective programme delivery on the 2030 Agenda mandating all United Nations Country Teams (UNCTs) to ensure compliance with an improved BOS by 2021.</p> <p>The Project will critical respond to the BOS implementation in ensuring a common back office as well as cost savings for Agencies within the UN House.</p>
Implementing Partner of UN	N/A
Brief Description of the Required Services ¹	<p>Garbage collection shall be conducted either in the early morning (around 6:00 AM) or early evening (around 6:00 PM) on Wednesdays and Saturday between 12.00 to 2.00pm four time a weekly at the UN House Premises. UN House shall have the sole option to amend the frequency and schedule of the garbage collection and disposal. If for any reason the Contractor would be unable to haul the waste material/garbage on any of the agreed frequency and scheduled day of collection, the waste material/garbage shall be collected immediately and an additional day shall be added to the monthly schedule.</p> <ul style="list-style-type: none"> • The hauling and disposal services shall cover all office waste materials leaves and other miscellaneous wastes deposited in a garbage bin/bag or designated area within the premises. • Loading of garbage into the garbage truck shall be made in the presence of guards and with the consent/knowledge of authorized of the Common Services. • The contractor shall warrant that the schedule of garbage collection shall be followed reliably except when, due to acts of force majeure or events not attributable to the contractor, the same can no longer be done, after due diligence and exhaustion of alternative remedies. • The contractor shall warrant that the trucks and other equipment to be used in the hauling and disposal of garbage are sufficient to meet the needs of the said services. • The contractor shall warrant that all its truck personnel shall confine themselves to the garbage collection work area. • The contractor shall agree to provide additional/substitute service calls should there be a breakdown of the garbage truck/s designated to collect UN House's waste material/garbage without additional charge to the UN House. • The hauling shall be done as expeditiously as possible and in an orderly manner ensuring no littering in the premises and immediate environs.

¹ 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.

	<ul style="list-style-type: none"> • The contractor shall see to it that its employees are properly identified during the hauling purposes. • The contractor shall further warrant that it has complied with all the laws and regulations applicable to its garbage collection operation and further warrant that its waste disposal activity is in compliance with the sanitary and waste disposal regulation of government authorities, and has no negative impact on the environment.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Deliverable of proof of garbage collection weekly.
Person to Supervise the Work/Performance of the Service Provider	UN Common Services Associate
Frequency of Reporting	<i>[Weekly, monthly, or as needed]</i>
Progress Reporting Requirements	Weekly or as needed
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location – UN House
Expected duration of work	2 years (1 year renewable)
Target start date	1 st June 2021
Latest completion date	12 or 24 months
Travels Expected	Not Applicable
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to accessing the building <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others - None
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days 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 <input type="checkbox"/> Permitted <i>Bidders can select and quote for any one of the LOTs indicated</i>
Payment Terms ³	As full consideration for the services performed by the Service Providers shall pay the Contractor the total offered, verified, and accepted amount upon certification by the UNDP office that the services have been satisfactorily performed. Monthly upon certification of work done
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Common Services Associate

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

³ 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.

Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Understanding the scope of work and methodology and completeness of the proposal 50% <input checked="" type="checkbox"/> Technical competence 10% <input checked="" type="checkbox"/> Relevant experience 10% <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁵	<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) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>

⁴ 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 \$200,000.00.

⁵ 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.

Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>UNDP Procurement</i> <i>Procurement Unit</i> essa.coker@undp.org</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>
Other Information <i>[pls. specify]</i>	

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

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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 PROPOSAL⁹*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)*

[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 etc. How many years has your company/firm been in business? What year was it incorporated or the partnership formed? Since inception, has there been a corporate name change? Qualified Consultants must be able to prove that they have been in operation for a minimum of three years.;*
- b) Provide a schedule of the last 5 building condition survey assignments completed by your firm complete with scope of assignment(s), location*
- c) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- d) Track Record – Approximately how many property condition survey assignments were completed by your firm over the last 3 years? list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Are there any pending litigation claims against the firm? If so please provide a brief overview as the basis and status of the same*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, 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

C.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. *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.*

E. **Qualifications of Key Personnel**

1. Provide resumes of each firm member who will be conducting the maintenance and reviewing completed reports. All personnel conducting property condition surveys shall have all of the following qualifications:

- Professional technical qualification in the area applied for.
- Four or more years of experience in specific area.

2. Provide the resume of the senior project manager who will be responsible for report review/quality control, final sign-off, and answering of questions, if any.

3. Written confirmation from each personnel that they are available for the entire duration of the contract

F. **COST BREAKDOWN PER DELIVERABLE***

LOT 1 - Lot 1 - Maintenance of CCTV system

	Deliverables <i>[list them as referred to in the RFP]</i>	Unit price	Total Price
1	Cost of regular inspection		
2	Cost per call out		
3	Cost of camera and other components		
	Total		

**This shall be the basis of the payment tranches*

LOT 2 - Maintenance of Baggage X-ray machine and Metal Detector (Walk Through) and Access Control system (at the UN entrance)

	Remuneration per Unit of Time	Unit Price	Total Rate
1	Cost of regular inspection		
2	Cost per call ou		
3	Cost of components (if applicable)		

LOT 3- Maintenance of Fire Extinguishers

	Remuneration per Unit of Time	Unit Price	Total Rate
1	Cost of regular inspection		
2	Cost per call ou		
3	Cost of components (if applicable)		

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*