



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: Provision of Cleaning Services	Date: 18 October 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of cleaning 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: Schedule of Requirements
- 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 **02<sup>nd</sup> November 2021 at 12:00noon (Botswana Time)**. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

**A site visit will be arranged on 29<sup>th</sup> October 2021 at 10:00HRS at the UN House in Gaborone.**

Thank you and we look forward to receiving your quotations.  
Issued by:

Signature: \_\_\_\_\_  
Name: UNDP Botswana  
Title: Procurement Unit  
Date: 18 October 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>Click or tap here to enter text.</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 checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• Insert <b>BWA10</b> and Event <b>0000010760</b></li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></p>
<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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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.</p>
<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</p>

	<p>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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<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 Botswana Pula
<b>Joint Venture, Consortium or Association</b>	<p>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 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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p>

	<p>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</p> <p>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.</p>
<b>Duties and taxes</b>	<p>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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>ENGLISH</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation (MANDATORY):</p> <ul style="list-style-type: none"> <li>• Annex 2: Quotation Submission Form duly completed and signed</li> <li>• Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li>• Company Profile.</li> <li>• Registration certificate.</li> <li>• List and value of projects performed for the <b>last 3 years plus client's contact details</b> who may be contacted for further information on those contracts;</li> <li>• List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</li> <li>• Statement of satisfactory Performance (Certificates) from <b>the top 3 clients</b> in terms of Contract value in similar field;</li> <li>• Completed and signed CVs for the proposed key Personnel (<b>Company manager and Cleaner Supervisor</b>);</li> </ul> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>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.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <a href="#">Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</a></p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>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"</p>
<b>Payment Terms</b>	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Monthly and upon satisfactory delivery of services and supply of consumables</p>
<b>Conditions for Release of Payment</b>	<p>Submission of invoice and written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>

<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:enquiries.bw@undp.org">enquiries.bw@undp.org</a> <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 <a href="#">Click or tap here to enter text.</a> days before the submission deadline. Responses to request for clarification will be communicated <a href="#">Click or tap here to enter text.</a> by <a href="#">Click or tap to enter a date.</a>
<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, <a href="#">Click or tap here to enter text.</a> 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"/> <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.)
<b>Expected date for contract award.</b>	01 December 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

### 1.BACKGROUND

The various agencies of the United Nations located in three different sites (UN Building in the Government Enclave and UNICEF in Dalale House behind the South African Embassy and WHO in the MVA Building) invites quotations from qualified Companies to provide cleaning services.

The applicant shall provide information supporting their suitability for this assignment, among them, details of the firm's experience, experience of staff proposed for this assignment and a listing of similar tasks carried out in the last five years in accordance with the form provided at Appendix 3. Also, to be submitted are tender documents: trading license, VAT Registration Certificate and a valid Tax Clearance

Certificate. In the absence of these, please provide certified proof of exemption. The company should also provide information related to its shareholding arrangement through the completion of a form at Appendix 1.

This tender aims to establish a Long-Term Agreement (LTA) with a single supplier for a minimum period of one year. The LTA will be subject to extension based on good performance and upon mutual agreement for a further 2 years. The performance of the contract will be subject to evaluation by the Operations Management Team (OMT).

### 2.SCOPE OF WORK

#### a) Cleaning of the UN offices

The following shall be the daily cleaning routine:

- Cleaning of office space, meeting rooms, stairways and common areas, this includes vacuuming the carpet and mopping the tile.
- Sweep the foyer and pavement in front of the UN Building
- Daily and frequent cleaning of toilets and kitchens to ensure that they are hygienically clean and SANITISED
- Cleaning the security guards' rooms on daily basis.
- Preparation of conference/ Meeting rooms for meeting including provision of tea services for office meetings and cleaning after the meeting.
- Provision of tea services to Staff and washing their cups and dishes
- Provision of sanitary bins and collection/disposal of the sanitary waste from the toilets.
- Disposal of trash from offices, clearing of office bins, dusting and polishing of office furniture.
- Steaming and deep cleaning of office carpets once a year or as and when necessary to remove carpet stains (at least two times a year upon approval)
- Cleaning of windows – internal and external (the external cleaning of windows should be done at least two times a year upon approval).
- To carry out all cleaning that is necessary to make the offices a healthy environment to work in.

#### b)Supplies and equipment

- Supply of related consumable including but not limited to liquid hand soap, hand towels, toilet paper, dishwashing soap etc. There is a dedicated storage room on the premises for keeping supplies and equipment
- The contractor will provide all equipment, as well as environmentally friendly cleaning supplies required for carrying out the work. This applies to brooms, cleaning cloths, hoovering machine etc.
- Pest control services (upon approval) against rodents, flies, termites, cockroaches, other crawling insects, etc. The pesticide must be approved by a recognized body and must not be hazardous.

#### c) Responsibilities of the Contractor and Cleaners on site

- The contractor shall conduct regular systematic inspection of the work cleaners and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services. One person who will be a Supervisor must be assigned to represent the cleaners on site and be the Contractor's focal point.
- The contractor must obtain the approval of the UNDP Representative on the satisfactory completion of the cleaning service task performed.
- The contractor should let his staff be aware that they might be random inspection prior of entering or departing the UN premises.
- The UN Security might check any outgoing trash bags.
- The contractor should provide transportation to his staff to and from working locations.
- The contractor is prohibited from using any tools or equipment with loud noise.
- The contractor should obtain the approval of UNDP Representative on the cleaning materials.
- The contractor should send to the working location sufficient and agreed upon number of his staff and provide their names and IDs numbers to the UN Security.
- The Contractor and his staff should take the necessary safety measures to perform the work assignment.
- The cleaner on site must report all maintenance issues to the UN Representative

#### d) Notes

- The Contractor will comply with all applicable laws, rules and regulation in force which deal with or relate to the Contractor's performance and its personnel, particularly with regard to discipline and security. UN reserves the right to request for the removal or replacement of any of the Contractor's personnel if these standards are not observed. The cleaners will be provided with access to the offices. The contractor shall be responsible in ensuring that the cleaners take good care and not misuse the access card. The cleaners shall observe and abide by the safety and security rules of the office.
- Damages and losses: The contractor will handle all items provided to him with utmost care. UN will be responsible for damage arising from normal wear and tear, whereas the Contractor will be solely responsible for the repair or replacement of items damaged/lost due to the negligence of contractor's staff.
- The contractor shall notify management of any team absenteeism and make relevant contingencies for substitution
- The contractor shall provide substitute worker if management desires any replacement due to unsatisfactory service and for any other reasons deem fit for replacement.
- The staff should be honest, polite, observe all safety rules and should wear uniform and name tag while on duty.
- The cleaners and supervisor should have basic knowledge of spoken English.

#### e) Working Hours

- The contractor will be provided with the UN official holidays for reference, which may be coinciding with the Botswana national holidays and in this case, the UN calendar is the one to be followed.
- Provision of service is for five days a week (Monday through Friday) at the three sites.
- The services should be from 7 am to 4: 30 pm. (There is 1-hour lunch break from 12:30 to 1:30 pm)

**Technical Specifications for Goods:**

Item No	Minimum technical requirements	Quantity
1	SHE BINS	16
2	SOAP DISPENSERS	16
3	TOILET PAPER HOLDER	26
4	PAPER TOWEL DISPENSORS	16
5	HAND SANITIZER DISPENOR	16

## 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:	Click or tap here to enter text.	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 empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### 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. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<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.

Yes	No	
<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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Technical Offer

**Provide the following information which will be used for the Technical Evaluation:**

#### a) Company Profile

A brief description of the company qualification, capacity and expertise that is relevant to the Terms of Reference. Please submit the following:

Documents to be submitted	Yes/No
Company registration certificate	
Tax registration or exemption	
Company profile demonstrating experience is undertaking similar projects	
<b>Total</b>	

#### - b) Brief methodology, approach and implementation plan

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Requirements	Points to be awarded
Quality assurance procedures. How will you ensure that UN Agencies get the best service that cleaners are supervised, problem/issue escalation procedures?	20
-Cleaners will be required to provide comprehensive cleaning services of the offices, what will you use to monitor that they do that? -How will the two UN sites be managed/supervised? - team composition and CVs of key personnel ( <b>CV of contract manager and cleaner supervisor</b> ). Should have demonstrable experience in managing similar type contract, in supervising staff, Botswana labour laws. -	25
-Back-up and absence management: In the event reinforcement are required at the UN premises, what back-up support procedures would be employed? -The UN requires to have all posts staffed per the agreed times, how does the company intend to deal with absenteeism and manage personnel changes?	15
Operational Equipment: Indicate whether cleaners are provided with all required equipment for cleaning (Note that the UN will not provide any cleaning materials) – provide a list of such equipment.	5
-Presentability of cleaners: Indicate whether the cleaners are provided with full uniform and name tags for identification	5
Mobilisation and Training of cleaners: How long will it take to mobilise cleaners?	20

<i>Staff training: please indicate the extent to which your cleaners are trained in the following areas: Cleaning: cleaning and cleaning routine; Health and safety, and security procedures.</i>	
<i>In light of covid what measures will be put in place to ensure safety of the workspaces</i>	<i>10</i>
	<b>Total Points 100</b>

### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

### Currency of Quotation: Botswana Pula

Ref	Description of Deliverables	Price
1.	Total Personnel Costs	
2.	Sanitary bins collection	
3.	Total Cost of consumables	
4.	Cleaning of carpets and windows (as and when requested)	
5.	Other costs (please specify)	
6.	VAT	
<b>Total Price</b>		

### Breakdown of Personnel Costs

Personnel / other elements	Unit if measure	Qty	Unit Price	Total Price
Personnel				
7 x Cleaners required at the UN Building	Price per cleaner	7		
2 x Cleaners at UNICEF (Dalale House)	Price per cleaner	2		
2 x Cleaners at WHO	Price per cleaner	2		
2 x Supervisors <ul style="list-style-type: none"> <li>One (UN Building and UNICEF)</li> <li>One (WHO)</li> </ul>	Price per supervisor	2		
<b>Total</b>		13		

### Sanitary bins collection

Sanitary waste bins and weekly collection services at both sites:	Unit if measure	Qty	Unit Price	Total Price
5 x bins required at the UN Building	Price per collection	5		
2 x bins required at UNICEF Offices	Price per collection	2		
2 x bins required at WHO Offices	Price per collection	2		
Total		9		

### Breakdown of Consumables

Consumables	Unit if measure	Qty	Unit Price	Total Price
2 ply toilet paper (x48 bundle)	48 bundle	1		
Folded hand towels (x48 bundle)	48 bundle	1		
Liquid soap litres	20 litres	1		
Air fresheners				

### \*Monthly usage quantities to be determined

Cleaning of carpets and windows (as and when required)	Unit if measure	Qty	Unit Price	Total Price
Thorough carpet cleaning (wet) -UNICEF 704 sqr meters -UN Building: 1250 sqr meters -WHO 1094 sqr meters	per sqr. meter	At least once per year		

Please complete

	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.

**Please complete**

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

