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# INVITATION TO BID

## **Provision of Daily Cleaning Services for United Nations House on Long Term Basis (LTA)**

ITB No.: ITB-LTA-H2710-UNH-2021-01

Project: 42143

Country: Belgium

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## Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to [procurement.be@undp.org](mailto:procurement.be@undp.org), indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:



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Name: Georges Van Montfort

Title: Deputy Director, UNDP Brussels Representation Office

Date: **November 5, 2021**

## Section 2. Instruction to Bidders

GENERAL PROVISIONS	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 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 ITB.</p> <p>1.3 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> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid 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.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 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 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_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 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 or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(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;</p> <p>(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> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which 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>
<b>3. Eligibility</b>	<p>3.1 A vendor should 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.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture</p>

	members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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 ITB; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 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 ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>B. PREPARATION OF BIDS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>
<b>6. Cost of Preparation of Bid</b>	<p>6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

<b>7. Language</b>	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Bid</b>	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Bid Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p><b>10.3</b> When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>11. Price Schedule</b>	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>12. Bid Security</b>	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of</p>

	<p>any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 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.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or</p>



	<p>those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Bid</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) 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 ITB process;</li> <li>e) 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 some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
<b>18. Clarification of Bid (from the Bidders)</b>	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that</p>

	such an extension is justified and necessary.
<b>19. Amendment of Bids</b>	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>20. Alternative Bids</b>	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

### c. SUBMISSION AND OPENING OF BIDS

<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <p>i. Bear the name of the Bidder;</p>

	<ul style="list-style-type: none"> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ul> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
<b>Email and eTendering submissions</b>	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ul> <p>22.6 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>23. Deadline for Submission of Bids and Late Bids</b>	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<b>25. Bid Opening</b>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p>

	25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination including Eligibility</li> <li>Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>Qualification assessment (if pre-qualification was not done)</li> </ol> <ol style="list-style-type: none"> <li>Evaluation of Technical Bids</li> <li>Evaluation of prices</li> </ol> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>They have a record of timely and satisfactory performance with their clients.</li> </ol>

<b>30. Evaluation of Technical Bid and prices</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>31. Due diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements.</p>

	<p>Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
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## E. AWARD OF CONTRACT

<b>35. Right to Accept, Reject, Any or All Bids</b>	<p>35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<b>36. Award Criteria</b>	<p>36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.</p>
<b>37. Debriefing</b>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.</p>
<b>38. Right to Vary Requirements at the Time of Award</b>	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, 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.</p>
<b>39. Contract Signature</b>	<p>39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.</p>
<b>40. Contract Type and General</b>	<p>40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-">http://www.undp.org/content/undp/en/home/procurement/business/how-we-</a></p>

<b>Terms and Conditions</b>	<a href="#">buy.html</a>
<b>41. Performance Security</b>	<p>41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
<b>42. Bank Guarantee for Advanced Payment</b>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English / French
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted  Time: 10h AM, Brussels time  Date : November 9 2021 12:00 AM  Venue : Virtual zoom details:  <a href="https://undp.zoom.us/j/87110585919?pwd=SVVaU25FV2x5YXlqZ0Z3SUJUYkZKQT09">https://undp.zoom.us/j/87110585919?pwd=SVVaU25FV2x5YXlqZ0Z3SUJUYkZKQT09</a></p> <p>The UNDP focal point for the arrangement is:  Clarisse Boulay  Telephone: +32 (0)2 221 38 107  E-mail: <a href="mailto:procurement.be@undp.org">procurement.be@undp.org</a></p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required



10	12	Currency of Bid	Local currency: Euro
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Clarisse Boulay E-mail address: <a href="mailto:procurement.be@undp.org">procurement.be@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and eTendering
14	23	Deadline for Submission	19 November 2021 at 16h Brussels time For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<u>[For eTendering method, keep link below and insert Event ID information]</u> <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> Event ID# <u>0000010867</u> <u>H2710 UN Common premises project #00042143</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</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: 15MB</li> <li>▪ Mandatory subject of email: ITB-LTA-H2710-UNH-2021-01</li> </ul>
17	25	Date, time and venue for the opening of bid	Date and Time: 19 November 2021, 17h Brussels time In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>January 1, 2022</i>

20		Maximum expected duration of contract	3 years Long Term Agreement (initial duration of one (1) year subject to satisfactory performance up to a maximum overall duration of three (3) years).
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Goods and/or Services for/to UN Entities <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	Any other documents that bidders feel necessary to establish their eligibility and help UNDP to evaluate their bidding documents

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Export/Import Licenses, if applicable</li> </ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but

<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover <sup>2</sup> of EUR 150,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<sup>2</sup> Minimum annual turnover should be based on industry standards but modified to reflect market context (e.g. for construction works, it is around 2-3 times the expected value of works contracts).

## Section 5a: Terms of Reference

**Project title:** Provision of Package Services, including cleaning and janitorial services, emptying of office/kitchen waste bins, maintenance of green areas, to Premises of United Nations Organizations based in Brussels, Belgium.

### I. Project Description :

UNDP is leading the competitive procurement process with participation of the agencies concerned for selecting a qualified service provider to provide support services to Offices located at Rue Regent 37-40 1000 Brussels, Belgium, on Long Term Agreement (initial duration of one (1) year subject to satisfactory performance up to a maximum overall duration of three (3) years).

The selected company will be required to ensure and maintain a high level of cleanliness of all UN premises, through application of methods/techniques, and use of environmentally friendly products, which are designed to reduce the impact on the environment.

The service contract will be signed between the selected company (hereinafter known as the Service Provider) and United Nations Development Programme (hereinafter known as the lead Agency).

#### 1. Backgrownd

The offices are located in Brussels and premises are described as follows:

	Area (m <sup>2</sup> )	Bathroom/Toilets (nb)	Kitchens (nb)	Common areas
<b>1<sup>st</sup> Floor</b>	1.488,00 m <sup>2</sup>	4	2	2 coffee corners 5 meeting rooms
<b>5<sup>th</sup> Floor</b>	325,61 m <sup>2</sup>	1	1	1 coffee corner 1 meeting room
<b>6<sup>th</sup> Floor</b>	1402,00 m <sup>2</sup>	5	2	2 coffee corners 4 meeting rooms
<b>7<sup>th</sup> Floor</b>	1211,00 m <sup>2</sup>	2	2	2 coffee corners 2 meeting rooms 1 large conference room

#### **Scope of work:**

Below is the summary of the package of services:

- 1.1 Effective provision of package of services including cleaning, and janitorial services, garbage and refuse removal;
- 1.2 Maintenance of high hygiene and green office/building environment
- 1.3 Any other service related to cleaning and building maintenance
- 2.1 Logistic support to conferences and office events as required
- 2.2 Provision of other support services as requested;

The detailed scope of work is listed as follows:

## **2. Cleaning and Janitorial Services**

### **2.1 Cleaning of Office Space and Meeting rooms**

- a) Regular cleaning as specified in the Schedule of Cleaning Services.
- b) Conduct Daily Cleaning between Monday to Friday before working hours for 3 cleaners from 7:00 until 10:45 and one cleaner from 14:00 and 17:45 adding a total of 15:00 per day services divided between 3 cleaners
- c) Cleaning of all office spaces and stair cases having floor-tiles with floor moping techniques, removing dirt, dust and stains from the floor, dusting of walls; cleaning and polishing of doors, windows glass panes, and frames; emptying of dust-bin bags; and removal of garbage bags from each individual offices; Clean surfaces in each office like tables, shelves and others.
- d) Clean the floor carpets located in the Conference Rooms with vacuum cleaners, clean the Conference room furniture, equipment, exterior of air-conditioners, light fittings on daily basis
- e) Vacuum clean furniture upholstery in each floor; and conference Room.
- f) Mopping of all non-carpeted corridors and floor tiles with appropriate detergents on daily basis or as and when required.
- g) Check and refill (as required) hand-sanitizers.

### **2.2 Cleaning of Bathroom/Toilets**

- a) Regular cleaning as specified in the Schedule of Cleaning Services.
- b) Clean all toilet floors and surfaces daily. Check on toilet brushes and empty each toilet bins daily.
- c) Check and refill (as required) liquid soap, air-freshener, paper-towel, tissue-papers, and hand-sanitizer. Clean the exhaust fans and electrical appliances, light fittings etc. in the toilets.
- d) Clean mirrors with appropriate cleaning material. The cleaning of toilets, sinks, walls, doors, partitions and all other areas of the lavatories is to be done using cloths, sponges, mops, brushes and other cleaning equipment that is used for no other purpose, with a disinfectant detergent. A properly cleaned lavatory includes attention to areas under fixture edges and on all exposed surfaces. All fixtures are to present a clean, streak free, hygienic appearance.

### **2.3 Cleaning of Kitchen and Coffee Corners**

- a) Regular cleaning as specified in the Schedule of Cleaning Services.
- b) Clean all kitchen surfaces daily; make sure kitchen furniture is placed in the right shelves and properly cleaned. Empty washing machines every beginning of the working day and launch them at the end of working day. Only launch washing machine if, at least, ¾ full using an eco-friendly approach and eco mode only.
- c) Empty the bins fully respecting the sorting schedule implemented by recycling company. Place bins in the garbage corner of the building accordingly every end of the day.

- d) Make sure to respect sorting scheme regarding used coffee pads and other recyclable kitchen garbage – not to be placed in *ad hoc* garbage but follow internal recycling arrangements.
- e) Make sure surfaces of common areas spaces are cleaned daily, tables, chairs, working surface, before and after lunch time meaning when leaving the morning shift and beginning the afternoon shift.
- f) Make sure all sinks are clean daily.
- g) Pay special attention to kitchen and coffee areas when events take place in the office, specially kitchen and working plan in front of the 7<sup>th</sup> Floor Conference Room; coordinate with Office Management on the hosting of events.

#### 2.4 Office Equipment, Furnitures and Sundry

- a) Regular cleaning as specified in the Schedule of Cleaning Services.
- b) Clean all Informatic Equipment placed in the printing corners such as printers, franking machine and common spaces surfaces.
- c) Clean and disinfect all kitchen equipments like microwaves, coffee machines.
- d) Make sure water fountains and their sockle are clean and emptied daily.
- e) Clean IT corners weekly taking great consideration of the organization of it and not moving cables and current settings.
- f) Sainitize office equipments daily like keyboards, mouse and dusting out.

#### 2.5 Reception Area

- a) Regular cleaning as specified in the Schedule of Cleaning Services.
- b) Clean the Reception Desk on the 6<sup>th</sup> Floor and surfaces of common use throughout the workdays.
- c) Clean the UN Logo daily and the surface above the ventilation system currently used to place incoming post mail.

### 3. Garbage, Refuse and Waste Removal

#### **Garbage and refuse removal includes:**

The emptying and removal of all refuse, from all collection areas, to a disposal site that is suitable for the category of refuse being removed and that is officially designated as such by the local authority.

The cleansing of all collection points to maintain at all times the standards of cleanliness, tidiness and hygiene as detailed in Specific Tasks.

Waste containers are those used to dispose of office general and recyclable waste. Waste containers are to be emptied and cleaned. Containers are to be free of dust, dirt, smudges or waste residue. Containers are to be disposed of into the appropriately designated locations.

## **II. DEFINITIONS AND SPECIFICATIONS**

### **1. Tasks**

All tasks are to be carried out as specified. The contractor is responsible for ensuring that all areas are kept clean at all times to the standards outlined. It is the responsibility of the contractor to ensure these standards are maintained by adjusting the frequency of cleaning as required during the day to maintain a seamless service.

### **2. Floor Cleaning**

2.1 General cleaning : Floor cleaning, floors must be cleaned, disinfected (tiles) and vacuumed (carpets). Cleaning must be performed in all areas including corners, behind doors and under furniture and equipment (Computer and other IT equipment cleaning, telephones and other office equipment), over ducting. Furniture and equipment must be moved during the cleaning process and returned to its original location when cleaning is completed. Chairs must not be placed on tables or desks at any time. All cleaning debris is to be moved to trash receptacles. Warning signs "Wet surface" are to be placed visibly on all floors and/or corridors during the cleaning process and must be removed once the area is dry.

2.2 A properly cleaned floor is free of debris and visible dirt, dust, grit or food residue.

2.3 Vacuuming is required daily. The contractor is to supply the vacuum cleaner on an as required basis.

2.4 Wet mopping follows sweeping and is the cleaning of other than carpeted or wood floors using fiber or sponge mops. Mops are to be immersed in clean warm water and detergent and/or disinfectant solution.

2.5 A general deeper wash of carpets and floor is to be done at least once a year. Stains and other visible marks are to be cleaned with suitable product as soon as they are visible.

### **3. Dusting**

Dusting (other than floors) is to be performed by using treated hand dusters. A properly dusted surface is to be free of dirt, dust, streaks and cobwebs.

### **4. Glass and Window Cleaning**

Glass Panels and Mirrors. Glass panels and mirrors are to be cleaned using glass cleaner. Adjacent rims



or frames are also to be wiped down and polished. A properly cleaned glass surface is to be free of dust, dirt, grease, spots, streaks or residue.

#### **5. Upon completion of daily cleaning task:**

- 5.1 Ensure that collected garbage are removed from the premises and sorted according to the recycling scheme
- 5.2 Ensure all surfaces are cleaned and used meeting rooms as well ; if a meeting room was used between the time it was first cleaned and the end of working day, repeat the task
- 5.3 Ensure all washing machines were launched only if at least  $\frac{3}{4}$  full.

#### **6. Reporting and Spot Checks**

- 6.1 Reporting of consumables will be provided on a trimestral basis. Contractor will be reporting to the Office Management on a regular basis.
- 6.2 Spot checks will be conducted every two months, at a rate of 6 times a year.
- 6.3 A record card will be placed in the kitchen areas and bathrooms, to record the cleaners' passages.
- 6.4 Planning of the weekly programme to be presented per floor.

#### **7. Special Additional Cleaning**

The contractor may be requested by the UNDP contract manager, or his/her delegated representative, to provide services in buildings in advance of new occupants or after the departure of occupants. These services will be provided and charged at the agreed upon price per square meter rate.

#### **8. Eco-friendly approach of the contractor**

- 8.1 The company is requested to use only eco-friendly with biological certificate or at least fair-trade products from liquid products to plastic bins and also the material used (vacuum, brushes, tissues...)
- 8.2 The contractors are requested to keep an eco-friendly approach when cleaning the spaces and equipments. For example, in the kitchens it is preferred less water as possible is used and that washing machines are only started if they are  $\frac{3}{4}$  full.
- 8.3 The contractors are requested to rigorously follow the clear waste sorting directives of the waste management company of the building; a specific dustbin room with clear indications is at the disposal of the cleaning services in the building to be able to respect environmental savvy measures.

## **9. Covid-19 measures**

9.1 The cleaning staff is expected to abide by prevailing Covid mitigation measures of the offices. Staff needs to follow security and hygiene norms according to the Belgian Authorities directives for the working place. Staff is requested to respect distancing measures and give a greater importance to the safety of the work place.

9.2 Hygiene requirements and enforced cleaning during the Covid-19 pandemic. Cleaning companies and staff are required to continuously check on the measures implemented in the office. Cleaning all touching points and surfaces, use special bins for the disposal of disinfecting material, check daily if hand sanitizers are place in common areas and dully filled with hydrogel. Make sure every office is disinfected before working hours daily, all office material that represents contact points as well. Make sure the meeting rooms are organized to respect the distanciation measures and that common spaces are set as well. Make sure every office and meeting room is equipped with a Covid sign that shows if the space was used or not; cleaning services are request to check daily the signs and act accordingly. Make sure all offices and meeting rooms are equipped with disinfecting products so the workers can ensure the disinfection of the spaces autonomously if outside cleaning services working hours activities take place.

9.3 Cleaning services are a fundamental actor in ensuring the workplace is suited and adapted as a Covid-19 safe environment. We really count on the provider's collaboration to implement, maintain and ensure daily the disinfection of the premises and the respect of Covid-19 measures in the workplace according to the Belgian authorities and World Health Organization directives.

### III. **SCHEDULE OF CLEANING SERVICES**

#### **Frequency**

#### **Codes:**

D	Daily
2D	Twice a day
3W	Three Times weekly
W	At least weekly but also
W-AR	as required weekly
M	Monthly
Y	Yearly /as required

#### **1. Specific Areas**

##### **1.1 Toilets and Rest Rooms**

Sweep floors	2D
Wash floors with water and disinfectant	2D
Wash and disinfect toilets, and sinks	2D
Wash and scrub with water and soap and disinfect all urinals	2D
Wash and dry mirrors	2D
Empty waste paper baskets	2D
Wash and disinfect wastepaper containers	2D
Wash woodwork, partitions and doors	M
Dust all furniture, window ledges and heaters	W
Replace paper towels, toilet paper, soap and urinal deodorants	2D

##### **1.2 Hallways, Staircases and Entrances**

Vacuum and clean floors	D
Wet mop floors (tiles)	D
Clean doors, handles and glass panels	W
Dust pictures, bulletin boards, signs and furniture	W
Dust window ledges, walls, ceilings, pipes woodwork, and light fixtures	W
Shampoo carpets	Y
Wash walls, doors and woodwork	M
Empty wastepaper baskets / containers	D
Remove boxes, wrappings and other office waste	D

**1.3 Offices and Conference Rooms**

Empty and clean wastepaper baskets	D	
Vacuum and clean floors	D	
Wet mop floors (hard surfaces other than wood)	D	
Damp mop wood floors	D	
Dust all furniture, window ledges, office equipment/machines and heaters	W	W
Clean and disinfect telephones	W	
Dust light fixtures, walls, woodwork, ceilings, pipes and baseboards/doors	W	W

**1.4 Kitchen, coffee corners and other common areas**

Empty and clean wastepaper baskets	D	
Vacuum and clean floors	2D	
Wet mop floors (hard surfaces other than wood)	2D	
Damp mop wood floors	2D	
Dust all furniture	D	
Clean and disinfect kitchen counters and coffee corners	2D	
Dust light fixtures, walls, woodwork, ceilings, pipes and baseboards/doors	W	W
Dining areas, clean and disinfect	2D	
Fridge, clean and disinfect	W	
Dish-washers, clean and empty	2D	
Water plants	3 W	

**1.5 General (areas not otherwise specified, including storage, IT/data rooms, technical room)**

Empty and clean wastepaper baskets	D	
Vacuum and clean floors	W	
Wet mop floors (hard surfaces other than wood)	W	
Damp mop wood floors	W	
Dust all machines (copy, server, etc.)	W	
Dust light fixtures, walls, woodwork, ceilings, pipes and baseboards/doors	W	W
Provide support services such as moving furniture, coffee corner setting and other events preparations	AR	

#### **IV. GENERAL PROVISIONS**

##### **Locations**

The total planned requirement in this scope of work is fixed at one location and during the contract period. However slight variation may occur.

##### **1. Responsibilities of the Contractor**

##### **GENERAL**

The contractor shall furnish all personnel, supervision, transport, and other items necessary to perform the work as required by UNDP and defined herein. All cleaning materials, supplies, cleansing agents and consumables, toilet rolls containers, paper towel and soap dispensers are to be supplied by the Contractor.

The contractor is requested to practice and enforce the provisions of the National Labor Code; contractor must abide by all regulations and social laws regarding the status and working conditions of its workers. An Ethical and Human approach towards workers is essential.

The contractor shall provide all uniforms and/or overalls and, where appropriate, protective clothing/coverings including, but not limited to, gloves, safety glasses, face masks, footwear and headgear to comply with UN and international requirements for health and safety at work. Proposers are to list all heavy duty equipment to be employed and the age of individual equipment.

##### **PERSONNEL**

Upon written approval of the UNDP, the successful contractor may make adjustments in personnel numbers and tasks in order to meet the needs of UNDP. The contractor must ensure that all his personnel is not criminally convicted and does not hold any record and have the required work permit.

The contractor shall also provide a staffing structure sufficient to ensure proper supervision of tasks in line with the Schedule of Cleaning Services. This must include designated supervisors, responsible to the contract manager.

The supervisor or designated alternate when the on-site contract manager is on leave, shall be the central point of contact for this contract and shall be available to meet on the installation with the UNDP contract manager or his/her designated representative.

The personnel must be able to communicate fluently.

## **WORKING HOURS**

The successful contractor shall supply a full cleaning and janitorial service daily for all building and facilities. UN/UNDP working hours are from 08:30 hrs to 17:30 hrs daily. The contractor shall carry out general office cleaning during normal working hours but may be required to provide coverage to accomplish cleaning of specified areas both before and after normal working hours. Such cleaning will be exceptional and shall first be agreed in writing between the on-site contract manager and UNDP contract manager. No extra payment shall be made by UNDP for this service. The contractor will be responsible for adjusting normal cleaning schedules to cope with this requirement.

Certain designated spaces deemed as restricted access should be cleaned only when the occupants of the space are present. In such cases cleaning staff should take direction from the senior occupant of the space as to what level of service, within the limits contained herein, is to be provided.

### **2. Responsibilities of UNDP**

UNDP will provide one minimum storage space sufficient only to support day to day working, available for use by the contractor. Additional space may be made available, in consultation with the UNDP.

Ground Entry Permits will be issued by UNDP in accordance with UN/UNDP Regulations. UNDP reserves the right to deny access to any of the contractor's employees if the Administration deems it necessary.

### **3. Quality Assurance**

The UNDP contract manager or his designee will monitor the contractor's performance and take appropriate actions to ensure deficiencies are properly handled.

### **4. Safety and Security**

- a) Upon the contract start date, the contractor shall initiate a Safety Program, including a Safety Training Plan for employees performing work under this contract. The plan shall include a safety orientation for all employees immediately following their employment and at least quarterly thereafter.
- b) The contractor shall be responsible for safeguarding any UN property provided for contractor use.

- c) The contractor shall, at the close of each workday, secure facilities, equipment, and supplies. UNDP will accept no liability or claim for loss or damage to the contractor's equipment or supplies, or personal property of the contractor's employees.
- d) The contractor shall establish and implement a method of accounting for all keys and/or security codes and badges which may be issued by UNDP and shall report any loss of keys or badges or breach of security codes to the UNDP contract manager's representative not later than two hours after discovery of such loss.
- e) The contractor shall strictly prohibit the use of keys, badges and security codes issued by, or on behalf of, UNDP by any persons other than the contractor's employees. It is also the responsibility of the contractor to prohibit the opening of locked and/or restricted areas by the contractor's employees to permit entrance of persons other than contractors employees engaged in the performance of assigned work in those areas.
- f) The contractor shall be responsible for all costs for replacement or re-keying of locks and for replacement of keys if such action was necessary due to negligence of contractor personnel. Same applies for access badges. The contractor shall submit his key and badges control plan to the UNDP contract manager not later than fifteen days after contract award.
- g) The contractor shall be responsible for his employees, any injury, insurance and any claim by the contractor's employees. These employees are not considered at any given time UNDP employees. The contractor shall be responsible for providing medical cover to employees in compliance with local practice.

## **5. Cleaning Schedule**

The contractor shall submit to the UNDP contract manager a cleaning schedule for each facility prior to the signing of the contract. This cleaning schedule shall also reflect the day/time that all tasks required less frequently than daily are to be performed. Cleaning schedules shall be maintained by the contractor in each facility and available to UNDP upon request. The contractor shall submit changes to the UNDP contract manager as they occur, which shall be made in writing.

## **6. Work Logs**

The contractor shall maintain a written record of works performed, and shall also as an integral part of this contract report to the UNDP contract manager any defects or deficiencies of UNDP premises or equipment and the need for repair and/or maintenance thereof. Negligent use of any UNDP furnished property which may occasionally be provided to the contractor that results in damage or destruction, is cause for repair or replacement at the contractor's expense.

## **7. Holidays**

There are 10 (ten) official UN holiday days. Unless notified in writing at least ten business days in advance the contractor shall provide services on the specified official holidays, or on days observed in lieu thereof, at half the usual daily service level.

## **8. Institutional arrangements:**

Upon completion of the selection process, UNDP, on behalf of the UN participating agencies, will sign a contract with the contractor including all services.

Invoicing and payment terms will be specified in the contract to reflect that the invoices shall be addressed to UNDP with specific details of service delivered and payment shall be made by the UNDP on behalf of all UN participating Agencies.

The UN will assign one focal point to coordinate with the Contractor's Task Manager on all issue of performance and delivery of service.

UNDP Operations Manager will be the focal points for UN Agencies internal coordination and contractual related issues.

## **9. Duration of the Service contract:**

- The selected contractor will be granted one year contract with two years extension subject to satisfactory performance;
- Date of Commencement of the Work: 1<sup>st</sup> of January 2022

## **10. Qualifications of the Successful Contractor**

Qualifications of the Contractor



- The company should have at least 5 years of relevant experiences in providing package services of cleaning, building maintenance and gardening service
- The company should have registered business license from local authority
- Proven track record in rendering satisfactory services to high-end premises, buildings, condominiums, apartments and offices in various business/financial districts
- Financial sound and stable, as may be evidenced by authentic financial statements for the past 2 years of operation
- Experience in servicing international and diplomatic organizations definitely an advantage, but not mandatorily required.
- Providing a safe and healthy workplace and ensure that personnel are properly trained with the appropriate safety and emergency equipment

#### Qualifications of the Personnel Assigned of the Contractor

The contract personnel will be competent and fully trained to perform their work. The contractor shall ensure that all personnel assigned to this contract meet the following minimum standards:

#### General qualification for all personnel

- Be able to effectively understand and carry out rules, orders and instructions
- To be discreet as far as possible, and respectful of the work that is being carried out
- Physically and mentally fit to efficiently and effectively perform the daily services required
- Be healthy as proven by periodical medical exams, performed by a licensed local hospital
- All personnel receive personal hygiene training before they start employment
- Sufficient trustworthiness to be allowed access to offices of the highest UN officials and even the most sensitive areas of the UN premises

Note: In addition to the above general qualifications, each functioning position should have below relevant qualifications

#### Task Manager (on – site service is not required)

- Bachelor's degree in public administration or business management
- At least 3 years of relevant supervising and managerial experience
- At least 5 years working in the areas of cleaning, building maintenance
- Good communication skills

#### Cleaners (full time on –site service required):

- At least one year work experience on cleaning
- Be trained on use of different cleaning tools and materials
- Be able to complete regular and assigned task independently

#### Security Regulations

- The UN security rules shall be observed
- An ID Access – card issued by UN shall be provided to the service team members who should

visibly carry the ID card

- Neither smoking nor consumption of any kind of alcohol is allowed when working in the UN premises.
- Information/documentation encountered in the UN premises remain the properties of the UN and should not be shared with any third person or party

## **11. Scope of Bid Price and Schedule of Payments**

### **Bid Price**

- The contract price is a fixed monthly rate during the whole contract period
- The cost quoted should consist of professional service fee, social security coverage of personnel, cleaning materials used by contractor's team, consumption of materials by users etc
- The cost of cleaning materials and tools used by cleaning team is to be specified according to instructions provided in the financial offer
- The minimum cost for consumption supplies provided to customers based on current number of people.
- Unit price for consumption supplies will also be requested in case the number of people change

### **Schedule of Payment**

- The payment shall be settled on a monthly basis
- The contractor shall prepare and send invoice to the respective agency for service rendered on a monthly basis
- Payment shall be made by respective agency that uses the service directly to the contractor within 30 days upon receipt of invoice.

**12. Office Surface**

Floor	Agency	Gross Space (m²)
1	JTF	117,12
1	UNDP Legal ID Pjct	34,89
1	BPPS-RBAAS	66,16
7	UNDP Climate Ch Pjct	58,97
1	LVMM	139,52
1	UNCDF	414,69
1	UNICRI	87,35
1	CITIES ALLIANCE	765,84
6	UNDP	573,66
6	UNFPA	271,88
6	OHCHR	318,13
6	UNDRR	236,10
6	UN WOMEN	178,18
7	UN HABITAT	135,43
7	UNODC	135,96
7	UNIDO	187,92
7	UNEP	233,96
7	UNOPS BO	110,04
5	UNDP 5th Floor	93,93
5	ILO	221,60
0	UN House	45,28
	<i>Sub-total</i>	4.426,61
	<b>Total</b>	4.426,61

Section 5b:

Schedule of Requirements

Technical Specifications on schedule of cleaners per floor

	Cleaner 1		Cleaner 2		Cleaner 3	
	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
1 <sup>st</sup> Floor	7:00 – 9:00	14:00 – 15:00				
5 <sup>th</sup> Floor	9:15 – 10:45	15:00 – 15:45				
6 <sup>th</sup> Floor		15:45 – 16:45	7:00 – 10:45			
7 <sup>th</sup> Floor		16:45 – 17:45			7:00 – 10:45	

NB: Working hours per floor can be flexible according to daily needs.

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Price Schedule:**

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-LTA-H2710-UNH-2021-01		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy?</b> <i>(If yes, provide a Copy)</i>	[Complete]
<b>Does your organization demonstrates 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</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]
<b>Contact person that UNDP may contact for requests for</b>	Name and Title: [Complete] Telephone numbers: [Complete]

<b>clarifications during Bid evaluation</b>	Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.</li> <li>▪ Export Licenses, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> </ul>



## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-LTA-H2710-UNH-2021-01		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-LTA-H2710-UNH-2021-01		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-LTA-H2710-UNH-2021-01		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

### SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods and services to be Supplied ToR/Technical Specifications		Your Response		
Component Name	ToR/Technical Specification	Yes, we comply	No, we cannot comply	Comments
Scope of work	<ul style="list-style-type: none"> <li>• Effective provision of package of services including cleaning, and janitorial services, garbage and refuse removal;</li> <li>• Maintenance of high hygiene and green office/building environment</li> <li>• Any other service related to cleaning and building maintenance</li> <li>• Logistic support to conferences and office events as required Provision of other support services as requested;</li> </ul>			
<b>Cleaning ang Janitorial Services</b>				
Cleaning of Office Space and Meeting rooms	<ul style="list-style-type: none"> <li>• Regular cleaning as specified in the Schedule of Cleaning Services.</li> <li>• Conduct Daily Cleaning between Monday to Friday before working hours from 7:00 until 10:45 and one cleaner from 14:00 and 17:45 adding a total of 15:00 per day services divided between 3 cleaners</li> <li>• Cleaning of all office spaces and stair cases having floor-tiles with floor moping techniques, removing dirt, dust and stains from the floor, dusting of walls; cleaning and polishing of doors, windows glass panes, and frames; emptying of dust-bin bags; and removal of garbage bags from each individual offices; Clean surfaces in each office like tables, shelves and others.</li> <li>• Clean the floor carpets located in the Conference Rooms with vacuum cleaners, clean the Conference room furniture, equipment, exterior of air-conditioners, light fittings on daily basis</li> <li>• Vacuum clean furniture upholstery in each floor; and conference Room.</li> <li>• Mopping of all non-carpeted corridors and floor tiles with appropriate detergents on daily basis or as and when required.</li> <li>• Check and refill (as required) hand-sanitizers.</li> </ul>			
Cleaning of Bathroom/Toilets	<ul style="list-style-type: none"> <li>• Regular cleaning as specified in the Schedule of Cleaning Services.</li> <li>• Clean all toilet floors and surfaces daily. Check on toilet brushes and empty each toilet bins daily.</li> <li>• Check and refill (as required) liquid soap, air-freshener, paper-towel, tissue-papers, and hand-sanitizer. Clean the exhaust fans and electrical appliances, light fittings etc. in the toilets.</li> <li>• Clean mirrors with appropriate cleaning material. The cleaning of toilets, sinks, walls,</li> </ul>			

Goods and services to be Supplied ToR/Technical Specifications		Your Response		
Component Name	ToR/Technical Specification	Yes, we comply	No, we cannot comply	Comments
	doors, partitions and all other areas of the lavatories is to be done using cloths, sponges, mops, brushes and other cleaning equipment that is used for no other purpose, with a disinfectant detergent. A properly cleaned lavatory includes attention to areas under fixture edges and on all exposed surfaces. All fixtures are to present a clean, streak free, hygienic appearance.			
<b>Cleaning of Kitchen and Coffee Corners</b>	<ul style="list-style-type: none"> <li>• Regular cleaning as specified in the Schedule of Cleaning Services.</li> <li>• Clean all kitchen surfaces daily; make sure kitchen furniture is placed in the right shelves and properly cleaned. Empty washing machines every beginning of the working day and launch them at the end of working day. Only launch washing machine if, at least, ¾ full using an eco-friendly approach and eco mode only.</li> <li>• Empty the bins when full respecting the sorting schedule implemented by recycling company. Place bins in the garbage corner of the building accordingly every end of the day.</li> <li>• Make sure to respect sorting scheme regarding used coffee pads and other recyclable kitchen garbage not to be placed in ad hoc garbage but follow internal recycling arrangements.</li> <li>• Make sure surfaces of common areas spaces are cleaned daily, tables, chairs, working surface, before and after lunch time meaning when leaving the morning shift and beginning the afternoon shift.</li> <li>• Make sure all sinks are clean daily.</li> <li>• Pay special attention to kitchen and coffee areas when events take place in the office, specially kitchen and working plan in front of the 7th Floor Conference Room; coordinate with Office Management on the hosting of events.</li> </ul>			
<b>Office Equipment, Furnitures and Sundry</b>	<ul style="list-style-type: none"> <li>• Regular cleaning as specified in the Schedule of Cleaning Services.</li> <li>• Clean all Informatic Equipment placed in the printing corners such as printers, franking machine and common spaces surfaces.</li> <li>• Clean and disinfect all kitchen equipments like microwaves, coffee machines are cleaned.</li> <li>• Make sure water fountains and their sockle are clean and emptied daily.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Empty coffee machines' water dispenser and fill it when low level of water.</li> <li>• Clean weakly IT corners weekly taking great consideration of the organization of it and not moving cables and current settings.</li> <li>• Sanitize office equipments daily like keyboards, mouse and dust it out.</li> </ul>			
<b>Reception Area</b>	<ul style="list-style-type: none"> <li>• Regular cleaning as specified in the Schedule of Cleaning Services.</li> <li>• Clean the Reception Desk on the 6th Floor and surfaces of common use throughout the workdays.</li> <li>• Clean the UN Logo daily and the surface above the ventilation system currently used to place incoming post mail.</li> </ul>			
<b>Garbage, Refuse and Waste Removal</b>				
<b>Garbage, Refuse and Waste Removal</b>	<ul style="list-style-type: none"> <li>• The emptying and removal of all refuse, from all collection areas, to a disposal site that is suitable for the category of refuse being removed and that is officially designated as such by the local authority.</li> <li>• The cleansing of all collection points to maintain at all times the standards of cleanliness, tidiness and hygiene as detailed in Specific Tasks.</li> <li>• Waste containers are those used to dispose of office general and recyclable waste. Waste containers are to be emptied and cleaned. Containers are to be free of dust, dirt, smudges or waste residue. Containers are to be disposed of into the appropriately designated locations.</li> </ul>			
<b>Specifications</b>				
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• All tasks are to be carried out as specified. The contractor is responsible for ensuring that all areas are kept clean at all times to the standards outlined. It is the responsibility of the contractor to ensure these standards are maintained by adjusting the frequency of cleaning as required during the day to maintain a seamless service.</li> </ul>			
<b>Floor Cleaning</b>	<ul style="list-style-type: none"> <li>• General cleaning : Floor cleaning, floors must be cleaned, disinfected (tiles) and vacuumed (carpets). Cleaning must be performed in all areas including corners, behind doors and under furniture and equipment (Computer and other IT equipment cleaning, telephones and other office equipment), over ducting. Furniture and equipment must be moved during the cleaning process and returned to its original location when cleaning is</li> </ul>			

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	<p>completed. Chairs must not be placed on tables or desks at any time. All cleaning debris is to be moved to trash receptacles. Warning signs "Wet surface" are to be placed visibly on all floors and/or corridors during the cleaning process and must be removed once the area is dry.</p> <ul style="list-style-type: none"> <li>• A properly cleaned floor is free of debris and visible dirt, dust, grit or food residue.</li> <li>• Vacuuming is required daily. The contractor is to supply the vacuum cleaner on an as required basis.</li> <li>• Wet mopping follows sweeping and is the cleaning of other than carpeted or wood floors using fiber or sponge mops. Mops are to be immersed in clean warm water and detergent and/or disinfectant solution.</li> <li>• A general deeper wash of carpets and floor is to be done at least once a year. Stains and other visible marks are to be cleaned with suitable product as soon as they are visible.</li> </ul>			
<b>Dusting</b>	Dusting (other than floors) is to be performed by using treated hand dusters. A properly dusted surface is to be free of dirt, dust, streaks and cobwebs.			
<b>Glass and Window Cleaning</b>	Glass Panels and Mirrors. Glass panels and mirrors are to be cleaned using glass cleaner. Adjacent rims or frames are also to be wiped down and polished. A properly cleaned glass surface is to be free of dust, dirt, grease, spots, streaks or residue.			
<b>Upon completion of daily cleaning task:</b>	<ul style="list-style-type: none"> <li>• Ensure that collected garbage are removed from the premises and sorted according to the recycling scheme</li> <li>• Ensure all surfaces are cleaned and used meeting rooms as well; if a meeting room was used between the time it was first cleaned and the end of working day, repeat the task</li> <li>• Ensure all washing machines were launched only if at least ¾ full</li> </ul>			
<b>Reporting and Spot Checks</b>	<ul style="list-style-type: none"> <li>• Reporting of consumables will be provided on a trimestral basis. Contractor will be reporting to the Office Management on a regular basis.</li> <li>• Spot checks will be conducted every two months, at a rate of 6 times a year.</li> <li>• A record card will be placed in the kitchen areas and bathrooms, to record the cleaners' passages.</li> <li>• Planning of the weekly programme to be presented per floor.</li> </ul>			



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Component Name	ToR/Technical Specification	Yes, we comply	No, we cannot comply	Comments
<b>Special Additional Cleaning</b>	The contractor may be requested by the UNDP contract manager, or his/her delegated representative, to provide services in buildings in advance of new occupants or after the departure of occupants. These services will be provided and charged at the agreed upon price per square meter rate.			
<b>Eco-friendly approach of the contractor</b>	<ul style="list-style-type: none"> <li>• The company is requested to use only eco-friendly with biological certificate or at least fair-trade products from liquid products to plastic bins and also the material used (vaccumer, brushes, tissues...)</li> <li>• The contractors are requested to keep an eco-friendly approach when cleaning the spaces and equipments. For example, in the kitchens it is preferred less water as possible is used and that washing machines are only started if they are ¾ full</li> <li>• The contractors are requested to rigorously follow the clear waste sorting directives of the waste management company of the building; a specific dustbin room with clear indications is at the disposal of the cleaning services in the building to be able to respect environmental savy measures.</li> </ul>			
<b>Covid-19 measures</b>	<ul style="list-style-type: none"> <li>• The cleaning staff is expected to abide by prevailing Covid mitigation measures of the offices. Staff needs to follow security and hygiene norms according to the Belgian Authorities directives for the working place. Staff is requested to respect distancing measures and give a greater importance to the safety of the work place.</li> <li>• Hygiene requirements and enforced cleaning during the Covid-19 pandemic. Cleaning companies and staff are required to continuously check on the measures implemented in the office. Cleaning all touching points and surfaces, use special bins for the disposal of disinfecting material, check daily if hand sanitizers are place in common areas and dully filled with hydrogel. Make sure every office is disinfected before working hours daily, all office material that represents contact points as well. Make sure the meeting rooms are organized to respect the distanciation measures and that common spaces are set as well. Make sure every office and meeting room is equipped with a Covid sign that shows if the space was used or not; cleaning services are request to check daily the signs and act accordingly.</li> </ul>			

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	<p>Make sure all offices and meeting rooms are equipped with disinfecting products so the workers can ensure the disinfection of the spaces autonomously if outside cleaning services working hours activities take place.</p> <ul style="list-style-type: none"> <li>• Cleaning services are a fundamental actor in ensuring the workplace is suited and adapted as a Covid-19 safe environment. We really count on the provider's collaboration to implement, maintain and ensure daily the disinfection of the premises and the respect of Covid-19 measures in the workplace according to the Belgian authorities and World Health Organization directives.</li> </ul>			
<b>Responsibilities of the Contractor</b>				
<b>General</b>	<ul style="list-style-type: none"> <li>• The contractor shall furnish all personnel, supervision, transport, and other items necessary to perform the work as required by UNDP and defined herein. All cleaning materials, supplies, cleansing agents and consumables, toilet rolls containers, paper towel and soap dispensers are to be supplied by the Contractor.</li> <li>• The contractor shall provide all uniforms and/or overalls and, where appropriate, protective clothing/coverings including, but not limited to, gloves, safety glasses, face masks, footwear and headgear to comply with UN and international requirements for health and safety at work. Proposers are to list all heavy duty equipment to be employed and the age of individual equipment.</li> </ul>			
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• Upon written approval of the UNDP, the successful contractor may make adjustments in personnel numbers and tasks in order to meet the needs of UNDP. The contractor must ensure that all his personnel is not criminally convicted and does not hold any record and have the required work permit.</li> <li>• The contractor shall also provide a staffing structure sufficient to ensure proper supervision of tasks in line with the Schedule of Cleaning Services. This must include designated supervisors, responsible to the contract manager.</li> <li>• The supervisor or designated alternate when the on-site contract manager is on leave, shall be the central point of contact for this contract and shall be available to meet on the installation with the UNDP contract</li> </ul>			

Goods and services to be Supplied ToR/Technical Specifications		Your Response		
Component Name	ToR/Technical Specification	Yes, we comply	No, we cannot comply	Comments
	manager or his/her designated representative. <ul style="list-style-type: none"> <li>The personnel must be able to communicate fluently.</li> </ul>			
<b>Working Hours</b>	<ul style="list-style-type: none"> <li>The successful contractor shall supply a full cleaning and janitorial service daily for all building and facilities. UN/UNDP working hours are from 07:30 hrs to 17:30 hrs daily. The contractor shall carry out general office cleaning during normal working hours but may be required to provide coverage to accomplish cleaning of specified areas both before and after normal working hours. Such cleaning will be exceptional and shall first be agreed in writing between the on-site contract manager and UNDP contract manager. No extra payment shall be made by UNDP for this service. The contractor will be responsible for adjusting normal cleaning schedules to cope with this requirement.</li> <li>Certain designated spaces deemed as restricted access should be cleaned only when the occupants of the space are present. In such cases cleaning staff should take direction from the senior occupant of the space as to what level of service, within the limits contained herein, is to be provided.</li> </ul>			
<b>Duration of the Service Contract</b>	<ul style="list-style-type: none"> <li>The selected contractor will be granted one year contract with two years extension subject to satisfactory performance;</li> <li>Date of Commencement of the Work: 1st of January 2022</li> </ul>			
<b>Qualifications of Successful Contractor</b>				
<b>Qualifications of the Contractor</b>	<ul style="list-style-type: none"> <li>The company should have at least 5 years of relevant experiences in providing package services of cleaning, building maintenance and gardening service</li> <li>The company should have registered business license from local authority</li> <li>Proven track record in rendering satisfactory services to high-end premises, buildings, condominiums, apartments and offices in various business/financial districts</li> <li>Financial sound and stable, as may be evidenced by authentic financial statements for the past 2 years of operation</li> <li>Experience in servicing international and diplomatic organizations definitely an advantage, but not mandatorily required.</li> </ul>			

Goods and services to be Supplied ToR/Technical Specifications		Your Response		
Component Name	ToR/Technical Specification	Yes, we comply	No, we cannot comply	Comments
	<ul style="list-style-type: none"> <li>Providing a safe and healthy workplace and ensure that personnel are properly trained with the appropriate safety and emergency equipment</li> </ul>			
<b>General qualification for all personnel</b>	<ul style="list-style-type: none"> <li>Be able to effectively understand and carry out rules, orders and instructions</li> <li>To be discreet as far as possible, and respectful of the work that is being carried out</li> <li>Physically and mentally fit to efficiently and effectively perform the daily services required</li> <li>Be healthy as proven by periodical medical exams, performed by a licensed local hospital</li> <li>All personnel receive personal hygiene training before they start employment</li> <li>Sufficient trustworthiness to be allowed access to offices of the highest UN officials and even the most sensitive areas of the UN premises</li> </ul>			
<b>Task Manager (on – site service is not required)</b>	<ul style="list-style-type: none"> <li>Bachelor’s degree in public administration or business management</li> <li>At least 3 years of relevant supervising and managerial experience</li> <li>At least 5 years working in the areas of cleaning, building maintenance</li> <li>Good communication skills</li> </ul>			
<b>Cleaners (full time on –site service required):</b>	<ul style="list-style-type: none"> <li>At least one year work experience on cleaning</li> <li>Be trained on use of different cleaning tools and materials</li> <li>Be able to complete regular and assigned task independently</li> </ul>			
<b>Security Regulations</b>	<ul style="list-style-type: none"> <li>The UN security rules shall be observed</li> <li>An ID Access – card issued by UN shall be provided to the service team members who should visibly carry the ID card</li> <li>Neither smoking nor consumption of any kind of alcohol is allowed when working in the UN premises.</li> <li>Information/documentation encountered in the UN premises remain the properties of the UN and should not be shared with any third person or party</li> </ul>			
<b>Scope of Bid Price and Schedule of Payments</b>				
<b>Bid Price</b>	<ul style="list-style-type: none"> <li>The contract price is a fixed monthly rate during the whole contract period</li> <li>The cost quoted should consist of professional service fee, social security coverage of personnel, cleaning materials</li> </ul>			

Goods and services to be Supplied ToR/Technical Specifications		Your Response		
Component Name	ToR/Technical Specification	Yes, we comply	No, we cannot comply	Comments
	<p>used by contractor's team, consumption of materials by users etc</p> <ul style="list-style-type: none"> <li>The cost of cleaning materials and tools used by cleaning team is to be specified according to instructions provided in the financial offer</li> <li>The minimum cost for consumption supplies provided to customers based on current number of people.</li> <li>Unit price for consumption supplies will also be requested in case the number of people change</li> </ul>			
<b>Schedule of Payment</b>	<ul style="list-style-type: none"> <li>The payment shall be settled on monthly basis</li> <li>The contractor shall prepare and send invoice to the respective agency for service rendered on a monthly basis</li> <li>Payment shall be made by respective agency that uses the service directly to the contractor within 30 days upon receipt of invoice.</li> </ul>			

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]

<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"><li>▪ Name of institution: [Insert]</li><li>▪ Date of certification: [Insert]</li></ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>  [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>  Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

FORM F: Price Schedule Forms

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-LTA-H2710-UNH-2021-01		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

The contract price is a fixed monthly rate during the whole contract period.  
The detailed costs breakdown below are included in the fixed monthly rate as per annual contract but bidders should provide detailed breakdown of costs. The above mentioned should consist of professional service fees, social security coverage of personnel, cleaning materials used by contractor’s team, consumption of materials by users and other hereby listed.

I. Summary of the Price Schedule

Currency of the Bid: [Insert Currency]

Description	Year 1	Year 2	Year 3
Labor Cost (1)			
Material Cost (2)			
Management Cost <i>should not exceed the total of 1 and 2 above</i>			
Other Costs - if any			
Grand Total			

- The details of costs breakdown of Labor is to be lister in the Labor Cost section hereby
- The details of cost breakdown of cleaning materials and tools used by cleaning team is to be specified in the Material Costs section hereby

## II. Details price schedules

### 1. Labor Cost

**Currency of the Bid:** [Insert Currency]

Breakdown of Salary (please indicate all that applies) – 1							Deductions – 2		1-2
	Basic Salary	Allowances	Transport Allowances	Bonus	Social Insurance	Medical Insurance	Provident Fund	Others	Net Salary
<b>Cleaner 1</b>									
<b>Cleaner 2</b>									
<b>Cleaner 3</b>									
<b>Task Manager</b> <i>on – site service is not required</i>									

Bidders are encouraged to provide any other detail on the cost allocation for cleaners and manager – hourly net costs, UNDP share...

### 2. Material and Consumables Costs

**Currency of the Bid:** [Insert Currency]

Materials hereby listed are included in the total amount of the contract,

	No	Item Name	1 - Quantity (Monthly)	2 - Unit Price	Total price (1x2)x12 Year 1	Year 2	Year 3
<i>Example</i>	<i>1</i>	<i>Tissue Box</i>	<i>350 Boxes</i>	<i>1,00€</i>	<i>4.200,00€</i>	<i>4.200,00€</i>	<i>4.200,00€</i>
<i>Example</i>	<i>2</i>	<i>Paper Towel</i>	<i>800 Units</i>	<i>1,00€</i>	<i>9.600,00€</i>	<i>9.600,00€</i>	<i>9.600,00€</i>
<b>To fill</b>	<b>...</b>						

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

Functional Title: \_\_\_\_\_



*[insert: address and email address]*