



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/KALFOR/ 178238/008/2022 - Provision Office Support for UNDP KALFOR Project	Date: 12 April 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

DocuSigned by:
A blue ink signature of Martin Stephanus Kurnia.

Signature:

Name: Martin Stephanus Kurnia

Title: Head of Procurement Unit

Date: 12 April 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>26 April 2022 at 23.00 GMT+7</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Dedicated Email Address : bids.id@undp.org and cc to: Sestyo.wicaksono@undp.org</p> <ul style="list-style-type: none"> - File Format: PDF - File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. - All files must be free of viruses and not corrupted. - Max. File Size per transmission: 10 MB per transmission - Mandatory subject of email: RFQ/UNDP/KALFOR/ 178238/008/2022 - Provision Office Support for UNDP KALFOR Project - Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. - It is recommended that the entire Quotation be consolidated into as few attachments as possible. - The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a)</p>

	<p>Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 14 calendar days</p> <p><input type="checkbox"/> Others Special Condition (annex 4)</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in IDR for local bidders or USD for international bidders</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated</p>

	<p>lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed Personnel</p> <p><input checked="" type="checkbox"/> Other list of 3 (three) referees by providing the name of the referees (PIC) , email address, phone numbers, and name of the previous projects</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>

Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other: Monthly Payment, please refer to Annex 1
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection and complete installation (upon certification of completion for each deliverable by the appointed consultant from the Project) <input type="checkbox"/> Passing all Testing: functional test (including error handling), stress test <input type="checkbox"/> Completion of Training on Operation and Maintenance [1 time training, 2 days, max.10 persons, virtually/in Jakarta.] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Sestyo.wicaksono@undp.org / yusef.millah@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated via email by Procurement Focal Point.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 and its attachment <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input checked="" type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]

Expected date for contract award.	30 May 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
Other	

Annex 1

TERMS OF REFERENCE (TORS) AND SCHEDULE OF PAYMENTS OFFICE ASSISTANT KALFOR PROJECT

OBJECTIVES

The KALFOR office located at Manggalawanabakti Jakarta, Indonesia requires a firm that has the capacity to provide and manage personnel and the necessary supplies and equipment for the provision of **1 (one) office assistant** to support eight (8) KALFOR personnel based in Jakarta, with an office size of 55.3 m².

The firm is expected to have excellent quality standards in providing the above-mentioned services during the contract period.

CLEANING SUPPLIES AND TOOLS

The firm shall provide the necessary cleaning supplies, all required tools and equipment, consumables and waste disposal as mentioned in Annex 3 Cleaning Equipment KALFOR.

DURATION OF CONTRACT

The contract is initially for one (1) year as of May 2022 and can be extended annually subject to satisfactory performance of the firm. The contract shall be effective from the date of signature of the date of signature of the contract between UNDP (on behalf of KALFOR) and the firm.

PAYMENT TERMS

The Firm send the Bill to KALFOR office in a monthly basis within thirty (30) calendar days after the service is rendered.

SCOPE OF SERVICES FOR THE REQUIRED OFFICE ASSISTANT

1. Greet incoming visitors and ensure visitors to fill in KALFOR guest book
2. Provide support services to meeting arrangement, preparation for meeting refreshments (food and beverage), to clean up meeting rooms after the meetings
3. Work together with Security Guard stationed in KALFOR office on recording incoming mails and other items in a logbook and should be able to track the information down should it is requested
4. Handle incoming calls, take and convey messages to the KALFOR concerned staff
5. Water and take a good care of KALFOR indoor plants
6. Perform monthly stationery stock control and inform KALFOR programme assistant for any stock shortage
7. Maintain a good record of registration of books, bulletin, annual report, knowledge management products and any other publications, in the KALFOR library
8. Able to operate photo copiers and scanners when required, especially on substantive matters
9. Should inform Security Guard or KALFOR staff for any lost and found
10. Maintain the cleanliness of KALFOR office area
11. Ensure all working areas are clean and tidy at all times, including their own working area

12. Clean and wash drinking glasses, plates and other utensils
13. Perform waste collection and disposal taking into account segregation and recycling best practices
14. Should be alert at all times during on duty
15. Perform other official tasks.

SCHEDULE OF SERVICES

The required services shall be rendered on a forty (40) hour basis from Monday to Friday except during holidays. In exceptional cases where KALFOR require the service of the firm's personnel, the latter shall be prepared to render overtime services, the cost of which shall be billed to KALFOR on the same month services rendered, except any services rendered in December can be billed in the next fiscal year.

Working days and hours

Monday to Friday with the following daily schedule:

- 07:00-09:00 working period (2 hours)
- 09:00-09:30 break
- 09:30-12:00 working period (2.5 hours)
- 12:00-13:00 break
- 13:00-15:00 working period (2 hours)
- 15:00-15:30 break
- 16:00-17:00 working period (1.5 hour)

Working on Saturday (e.g., carpet polishing or any other task as necessary) or any other time than the above would be considered as working overtime.

The unit cost should at least include the following details:

Specification	Remarks
Net monthly salary	√
BPJS Kesehatan (out-patient and in-patient)	√
BPJS Ketenagakerjaan	√
Overtime rate	√
back up support staff	√
holiday allowance (THR)	√
Uniform (shirt, trousers, shoes) 1. four (4) sets/year for shirt and trousers 2. two (2) sets/year for shoes	√
Leave entitlement in accordance to the Indonesian Ministry of Manpower 1. sick leave 2. paternity leave 3. annual leave	√

Efficiency of Measures	Deficiency
1. Greet incoming visitors and ensure visitors to fill in KALFOR guest book	Non-compliance
2. Provide support services to meeting arrangement, preparation for meeting refreshments (food and beverage), to clean up meeting rooms after the meetings	Non-compliance
3. Work together with Security Guard stationed in KALFOR office on recording incoming mails and other items in a logbook and should be able to track the information down should it is requested	improper record
4. Handle incoming calls, take and convey messages to the KALFOR concerned staff	Non-compliance
5. Water and take a good care of KALFOR indoor plants	Dying plants due to negligence
6. Perform monthly stationery stock control and inform KALFOR programme assistant for any stock shortage	Non-compliance
7. Maintain a good record of registration of books, bulletin, annual report, knowledge management products and any other publications, in the KALFOR library	Improper record
8. Able to operate photo copiers and scanners when required, especially on substantive matters	Non-compliance
9. Should inform Security Guard or KALFOR staff for any lost and found	Non-compliance
10. Maintain the cleanliness of KALFOR office area	Non-compliance
11. Ensure all working areas are clean and tidy at all times, including their own working area	Non-compliance
12. Clean and wash drinking glasses, plates and other utensils	Non-compliance
13. Perform waste collection and disposal taking into account segregation and recycling best practices	Non-compliance
14. Should be alert at all times during on duty	Leaving workstation without permission, negligent to instructions or corrections

QUALIFICATION OF THE IDEAL FIRM

1. A company with 2 (two) years working experience in providing relevant service
2. Proven track record in rendering satisfactory services in providing Personnel and supplies to large organizations or companies
3. Experience in servicing international/diplomatic organizations / Government Institution
4. Has a valid registration certificate of company establishment

Competencies of the Firm:

- a) Able to deploy required personnel under this tender document
- b) Skilled and experienced personnel in delivering high quality services complying to the utmost standards
- c) Client-service oriented and client-satisfaction conscious

- d) Sufficient trustworthiness to be allowed access to KALFOR office
- e) Ensure that numbers of the required items are provided in line with the consumable list during the contract period
- f) Provide an excellent level of customer service to KALFOR

QUALIFICATION OF PERSONNEL

- 1. Completion of High School Graduates (SMU).
- 2. Minimum of two (2) years working experience as Office Assistant
- 3. Capable of operating copy machine, fax and familiar with standard office equipment.
- 4. Able to take messages and relay message to the right personnel
- 5. Client-service oriented
- 6. Knowledge of basic computer skills and relevant office applications will be an advantage

ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/KALFOR/ 178238/008/2022 - Provision Office Support for UNDP KALFOR Project	Date: Click or tap to enter a date.

Company Profile

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

institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works (company profile, list of experiences and list of referees of previous clients);
- CV Proposed Personnel

Financial Offer**1. List of Common Services**

Description of Works	UOM	Qty	Unit Price	Total Price
Basic Salary 1 (one) Office Assistant	manm onth	12		
Overtime 72 Hours (18 hrs x 4 weeks with actual cost) - Weekdays	manm onth	12		
Overtime 48 Hours (12 hrs x 4 weeks with actual cost) - Weekend	manm onth	12		
Holiday allowance (THR) - with actual cost	manm onth	12		
Uniform: (a) four (4) sets/year for shirt and trousers. (b) two (2) pairs/year for shoes	Packa ge	1		
BPJS ketenagakerjaan & BPJS Kesehatan	manm onth	12		
Total Salary of Office Assistant				
Cost Per hour				
Overtime Cost on Weekday				
Overtime Cost on weekend				
Total Price				

2. Consumable List

Description of Works	UOM	Qty	Unit Price	Total Price
Glass Window Fluid Cleaner / Cairan Pembersih Jendela Kaca	bottle	2		
Floor Fluid Cleaner / Cairan Pembersih Lantai	bottle	2		
Hand Soap / Sabun Pencuci Tangan	bottle	6		
Room Freshener / Pengharum Ruangan	bottle	6		
Disinfectant liquid (5 Ltr) / Cairan Disinfektan	bottle	3		
Detergent / Detergen – Brand Rinso 1.8 KG atau setara	pax	5		
Vim Powder / Bubuk Vim	bottle	2		

Dish Wash Soap / Sabun Pencuci Piring – Brand Sunlight 800 ml atau setara	pax	10		
Room Deodorizer / Kamper Ruangan – Brand Kamper Bola Dahlia	pax	12		
Pladge 350 gr/ Pengkilat Furniture	bottle	2		
Tissue Toilet roll	roll	800		
Tissue Paper / Tissue Kotak	Box	150		
Table Wipe Cloth / Kain lap	piece	10		
Microfiber Wipe / Kanebo	piece	10		
Garbage Bag / Plastik Sampah 100 x 60	Pax	30		
Garbage Bag / Plastik Kresek 40 x 40	Pax	30		
Garbage Bag / Plastik Kresek Jumbo	Pax	20		
Dishwashing Sponge	Pieces	5		
Carpet Brush / Sikat Karpet	Unit	2		
Plastic Hand Brush / Sikat Tangan Plastik	Unit	2		
Floor Wiper / Set Pel Lantai	Set	2		
Total Price				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Compliance to the requirement specified in Annex 1 and its attachment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Compliance to the liability period	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

PRICE CONSIDERATIONS

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

For the 2nd year of the contract

[...] the prices will remain fixed for the duration of the contract

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

For the 3rd year of the contract

[...] the prices will remain fixed for the duration of the contract

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

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

Exact name and address of company

Company Name Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Signature: _____

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Functional Title of Authorised Signatory: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

PRICE CONSIDERATIONS

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

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For the 3rd year of the contract

[...] the prices will remain fixed for the duration of the contract

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

[Enter name of authorized staff]
[Designation]
[Click here to enter a date]