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United Nations Development Programme

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REQUEST FOR PROPOSAL

Technical Building & Facilities Maintenance at UN House Abuja.

RFP No.: UNDP/NGA/2022/63
Project: Country Office
Country: Nigeria

Issued on: 13 June 2022

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Evaluation Criteria
Section 5: Terms of Reference
Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

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

This is an e-tender event, the full tender documents can be found on https://etendering.partneragencies.org

Please use the below temporary access credential in case you are not registered on UNDP etender.

Business Unit: NGA10 **Event Number: RFP22-063**

Please acknowledge receipt of this RFP by sending an email to rym.ghazzali@undp.org , indicating whether you intend to submit a Proposal 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 RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

DocuSigned by:
Rym Ghazzali
E8E1FEFC320D4DD...

Rym Ghazzali
Procurement Specialist
13 June 2022

Approved by:

DocuSigned by:
Carine Yengayenge
A57CEA6B9A6C4F2...

Carine Yengayenge
Deputy Resident Representative
13 June 2022

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SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. *Introduction*	**1.1** Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d 1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP. 1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). 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.
2. *Fraud & Corruption, Gifts and Hospitality*	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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti 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. 2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal 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 of time, 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. 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct
3. *Eligibility*	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. 3.2 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.

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4. *Conflict of Interests*	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: 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. 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 a conflict exists. 4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS	
5. *General Considerations*	5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. *Cost of Preparation of Proposal*	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. *Language*	7.1 The Proposal, 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.
8. *Documents*	8.1 The Proposal shall comprise of the following documents:

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Comprising the Proposal	a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or 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.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal. 12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS. 12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

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	i. to sign the Contract after UNDP has issued an award; or 12.6 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.
13. Currencies	13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal 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.
14. Joint Venture, Consortium or Association	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 Proposal, they shall confirm in their Proposal 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 Proposal; 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. 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. 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 proposal. 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal 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. 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 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 those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. 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.

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15. Only One Proposal	15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) 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 Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive. 16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal. 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. 17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	**18.1** Bidders may request clarifications on any of the RFP 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. **18.2** UNDP will provide the responses to clarifications through the method specified in the BDS. 18.3 UNDP shall endeavor 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 Proposals, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Proposals	19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.

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	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. 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 proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's 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 RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal 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 Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Proposal 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. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

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Email Submission	iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal. 22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) 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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders
23. Deadline for Submission of Proposals and Late Proposals	23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of	24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. 24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its

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Proposals	Proposal 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 Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal 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 Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos. 24.4 Proposals 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
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	26.1 Information relating to the examination, evaluation, and comparison of Proposals, 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. 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 Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. 27.2 Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). 29.2 In general terms, vendors that meet the following criteria may be considered qualified: e) They are not included in the UN Security Council 1267/1989 Committee's

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	list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required. 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score. 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows: Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

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31. Due Diligence	31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, 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: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; 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; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal 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 Proposals, in accordance with RFP. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal	33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. 33.2 If a Proposal 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.
34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal. 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: 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

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	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; 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 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. 34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals 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.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request 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 proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	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 Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within 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

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		effective.
42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per 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 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&action=default
43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	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 services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	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.
	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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

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SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	**Pre-proposal conference will be Conducted** **Time:** 1300 to 1400 – Abuja Time Zone **Date:** June 23, 2022 **Venue:** in situ immediately after conducting the Site Visit The UNDP focal point for the arrangement is: RYM GHAZZALI E-mail: rym.ghazzali@undp.org --- **Site visit and inspection will be conducted** **Time:** 1200 PM to 1300 – Abuja Time Zone **Date:** June 23, 2022 **Site visit and inspection are opened to the proposers that have confirmed their attendance ONLY.** **ACCÈS TO THE UN HOUSE IS SUBJECT TO CONFIRMATION SEND TO THE FOCAL POINT. SHOULD YOU INTEND TO BID AND THEREFORE VISIT THE SITES, PLEASE SEND A CONFIRMATION EMAIL AND A COPY OF THE ID OF YOU REPRESENTATIVE.** Please confirm the name(s) of your representative to UNDP focal point mentioned above at least 1 (one) day prior to the site visit's day and time. Bidders, at their own responsibility and risk, might elect to visit and examine the Site of Works and its surroundings to obtain all information that may be necessary for preparing their Bid and entering into a contract for construction of the Works. The costs of visiting the Site are at the Bidder's own expense. Bidders who have never submitted a pro and require guidance on the process may contact the above-mentioned focal point no later than 1 calendar day prior to the stipulated closure time and date.

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5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency Nigeria Naira
11	31	Deadline for submitting requests for clarifications/ questions	**5 calenda**r days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Rym Ghazzali E-mail address: rym.ghazzali@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering https://etendering.partneragencies.org **Business Unit: NGA10** **Event Number: RFP22-063** **Please ensure you register as bidder on etender to receive updates promptly.**
14	23	Deadline for Submission	**14 July 2022** https://etendering.partneragencies.org **BU: NGA10** **Event Number: RFP22-063** 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 Proposals	**e-Tendering** https://etendering.partneragencies.org **BU: NGA10** **Event Number: RFP22-063**
15	22	Proposal Submission Address	https://etendering.partneragencies.org **BU: NGA10** **Event Number: RFP22-063**
16	22	Electronic submission (eTendering) requirements	▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

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			▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP. Note: Please do not disclose your price anywhere in your technical proposal or e-tendering system as your financial proposal shall be encrypted. Please insert "1" as your bid price in e-tendering line item. ** Proposers/Firms that disclose their prices will be disqualified from further evaluation.
17	27 36	Evaluation Method for the Award of Contract	**Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively.** The minimum technical score required to pass is 70% (700 points). **Technical Evaluation:** The technical evaluation shall be carried at first, followed by the financial evaluation, provided firms meet the minimum eligibility criteria stated under SECTION 4. Firms shall be ranked using a combined technical/financial score. Each responsive proposal shall be attributed points as specified below. Firms scoring less than 70% shall be rejected and UNDP will not request to access their financial proposal. **Financial Evaluation**: The financial proposals shall be determined complete and without computational errors. The lowest financial proposal (Fi) shall be given a financial score of (Fs) 100 points. The financial scores shall be computed as follows: **Fs= Fi/ F(amount of financial proposal)** **Final Ranking** Proposals shall finally be ranked according to their combined technical and financial scores using the weights indicated below. **Financial = 30% Technical= 70%** The bidder or bidders with the highest combined technical and financial score will be ranked first and eligible for award of the contract. The contract will be awarded to the proposal scoring the highest combined technical and financial score.
18		Expected date for commencement of Contract	***August 1, 2022***
19		Maximum expected	The selected contactor will be granted for one-year contract

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		duration of contract	renewable twice subject to satisfactory performance assessed after the first six-month of contract execution. **The total duration of this contract shall not exceed three (3) years.**
20	35	UNDP will award the contract to	One Proposer Only.
21	39	Type of Contract	Contract for Goods and Services on behalf of UN Entities: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	Note to Bidders: This RFP includes **provisions and requirements covering social and environmental aspects** which are incorporated as a core part of the evaluation. Bidders are kindly requested to carefully consider these components when preparing their technical and financial proposals. **Note: Please do not disclose your price anywhere in your technical proposal or e-tendering system as your financial proposal shall be encrypted. Please insert "1" as your bid price in e-tendering line item.** ****Proposers/Firms that disclose their prices shall be disqualified from further evaluation.**

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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.
If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	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: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, 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: Technical Proposal Submission Form
	PLEASE REFER TO "***Form B:*** *Bidder Information Form*" FOR THE FULL LIST OF DOCUMENTS TO BE SUBMITTED .	
QUALIFICATION		
History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years. (2019 – 2020 – 2021).	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. (2019 – 2020 – 2021).	Form D: Qualification Form
Previous Experience	Minimum 3 (three) years of relevant experience.	Form D: Qualification Form
	Minimum 2 (two) contracts of similar value, nature and complexity implemented over the last five (5) years. *(For JV/Consortium/Association, all Parties cumulatively should*	Form D: Qualification Form

[1] 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 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.

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	meet requirement).	
Financial Standing	Minimum average annual turnover of **USD 150 000** for the last 3 years. (2019 – 2020 – 2021) *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. **Please include a copy of your notarized audited accounted covering the years (2019 – 2022 – 2021). Notarized audited accounts for year 2022 is accepted.** *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form

Technical Evaluation Criteria

To be considered for the next stage of evaluation namely the financial evaluation, bidders' technical proposal would require reaching the 70% threshold which is equivalent to a total score of 581 points. The distribution of the points id detailed below.

Summary of Technical Proposal Evaluation Forms		**Points Obtainable**
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	230
	Total	**830**

Section 1. Bidder's qualification, capacity and experience		**Points obtainable**
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls. Note: Subcontracting not permitted	40
1.3	Relevance of specialized experience as ***prime contractor*** in similar assignment in Nigeria including: Experience providing similar services for agencies such as United Nations, international donors, NGO's and Embassies **(20 points)** Experience providing services for similar size and number of offices **(20 points)**	40
1.4	Quality assurance procedures **(20 points)** and risk mitigation measures **(20 points)**	40
1.5	Organizational Commitment to Sustainability (mandatory weight) The bidder must demonstrate that they will provide Technical **Facility Management Services** in a sustainable manner taking into consideration the social aspects of this assignment. Does the proposal address sufficiently this component (**20 points**)? Are the provided details	40

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	overall balanced (**20 points**)? **Refer to the detailed evaluation Matrix for Sustainability Criteria***	
	Total Section 1	**200**

Section 2. Proposed Methodology, Approach and Implementation Plan		**Points obtainable**
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for implementation of Technical Facilities Management services and management of the contract. The bidder shall provide a comprehensive work Programme and technical information, including drawings, charts, as necessary, to comply with the requirements. (60 points). The work Programme should not exceed the period of the contract. Service implementation. (20 points) Supervision and Reporting. (20 points)	100
2.3	Details on how the different service elements of technical facility management services shall be organized, controlled and delivered Bidders shall provide a comprehensive method statement showing how it intends to carry out the works to conform to the requirements. (30 points) Bidders shall provide a comprehensive mobilization schedule detailing the action plan for the period between the award of contract and commencement of work, to include mobilization timetable, risk registers, mobilization and deployment of equipment and personnel. (30 points)	60
2.4	Provide a description of: Proposed performance monitoring. (20 points) Evaluation mechanisms and tools. (20 points) How they shall be adopted and used for this contract. (20 points)	60
2.5	Provide a detailed implementation plan/ methodology including sequence of activities (logic and realistic) Training Programs- The bidder should demonstrate that the proposed personnel possess the necessary training related to facility management services (30 points) Customer care & Health and safety training (30 points)	60
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract. Bidders are requested to provide a detailed response against ANNEX III: **DETAILED EVALUATION FOR SUSTAINABLE CRITERIA (40) included under the Terms of References.**	40
	Total Section 2	**400**

Section 3. Management Structure and Key Personnel			**Points obtainable**
3.1	Composition and structure of the team proposed. Has the bidder included an acceptable and suitable organigramme? **10 points** Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? **10 points**		**20**
3.2	Qualifications of key personnel proposed		

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3.2	**Maintenance Manager/Site Superintendent (n. of positions : 1)**		**10**
	Minimum of B.Sc/HND in either Electrical, Electronic or Mechanical Engineering.	03	
	Minimum 5 years of relevant supervising and managerial experience.	05	
	Sound English languages skills.	02	
3.3	**Ventilation and Air Conditioning Facilities: Equipment & Systems**		**35**
3.3 a	HVAC Site Superintendent [On-Call Duty] (n. of positions : 1)		05
	Minimum of Diploma in Mechanical Engineering.	03	
	At least 2 years relevant experience.	02	
3.3 b	HVAC Technicians (n. of positions : 6)	05 x 6	30
	City & Guilds or any Professional Certificate in Airconditioning & Refrigeration.	02	
	At least 3 years relevant experience.	03	
3.4	**Electrical & Low/Extra Low Voltage Facilities: Equipment & Systems**		**35**
3.4 a	Electrical/LV/ELV Site Superintendent (n. of positions : 1)		05
	Minimum of Diploma in Electrical/Electronic Engineering.	03	
	At least 2 years relevant experience.	02	
3.4 b	Electrical/LV Technician (n. of positions : 6)	05 x 6	30
	City & Guilds or any Professional Certificate in Electrical/Electronic Engineering.	03	
	At least 3 years relevant experience.	02	
3.5	**Others_ Electro-Mechanical Equipment & Carpentry**		**40**
3.5 a	Carpentry Site Superintendent (n. of positions : 1)		05
	City & Guilds or any Professional Certificate in Carpentry & Joinery.	03	
	At least 3 years relevant experience	02	
3.5 b	Carpentry & Joinery Technician (n. of positions : 1)		05
	City & Guilds or any Professional Certificate in Carpentry & Joinery.	03	
	At least 3 years relevant experience	02	
3.5 c	Lift Maintenance Technician & Operator (n. of positions : 2)	05 x 2	10
	Basic school certificate.	03	
	At least 2 years relevant experience.	02	
3.5 d	Electrical/LV/ELV Site Superintendent (n. of positions : 1)		05
	Minimum of Diploma in Electrical/Electronic Engineering.	03	
	At least 2 years relevant experience.	02	
3.5 e	Electromechanical Technician (n. of positions : 2)	05 x 2	10
	City & Guilds or any Professional Certificate in Electrical/Electronic Engineering.	03	
	At least 3 years relevant experience.	02	
3.5 f	Technician for Abumet Windows, Swing Doors & Turnstiles (n. of positions : 01)		05
	Minimum of professional certificate in Aluminium fabrication or iron mongry.	03	

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	At least 2 years relevant experience.	02	
3.6	**Fire Prevention Facilities: Equipment & Systems**		**15**
3.6 a	Fire Prevention Site Superintendent (n. of positions : 1)		05
	Minimum of Diploma in Mechanical Engineering.	03	
	At least 2 years relevant experience.	02	
3.6 b	Fire Prevention Technician (n. of positions : 2)	05 x 2	10
	City & Guilds or any Professional Certificate in Fire Marshal Training.	03	
	At least 2 years relevant experience.	02	
3.7	**Maintenance and Operation of UN House Generators, 1600 KVA Transformer and Powerhouse Automatic Switch Gears, HT & LV Control Panels**		**50**
3.7 a	Generator supervisor (n. of positions : 1)		05
	City & Guilds or any Professional Certificate in Electrical Engineering (Power).	03	
	At least 2 years relevant experience.	02	
3.7 b	Generator Technicians/Operators (Site Superintendent) (n. of positions : 1)		05
	Minimum of Diploma in Electrical Engineering (Power).	03	
	At least 2 years relevant experience.	02	
3.7 c	Generator Technicians (n. of positions : 4)	05 x 4	20
	City & Guilds or any Professional Certification in Heavy Duty Generator Maintenance services.	03	
	At least 2 years relevant experience.	02	
3.7 d	Generator Operators (n. of positions : 4)	05 x 4	20
	City & Guilds or any Professional Certification in Heavy Duty Generator Operation services.		
	At least 2 years relevant experience.		
3.8	**Water, Sanitary, Plumbing and Drainage Facilities: Equipment & Systems**		**20**
3.8 a	Plumbing/Mechanical Site Superintendent (n. of positions : 1)		05
	Minimum of Diploma in Mechanical Engineering.	03	
	At least 2 years relevant experience.	02	
3.6 b	Plumbing Technicians (n. of positions : 3)	05 x 3	15
	City & Guilds or any Professional Certificate in Plumbing services.	03	
	At least 2 years relevant experience.	02	
3.9	**Health Safety & Environment**		**05**
	HSE Site Superintendent (n. of positions : 1)		05
	Minimum of Diploma in Environmental Management Engineering or related field.	03	
	At least 2 years relevant experience.	02	

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SECTION 5. TERMS OF REFERENCE

ATTACHED SEPARATELY

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SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

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FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/NGA/2022/63		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. **UNDP/NGA/2022/63** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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 Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

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FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (*If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	**SUBJECT** / **DOCUMENTS TO BE PROVIDED** **Eligibility** *Language of the bid must be English.* *Registration to perform the requested services as a legal entity in Nigeria.* *Profile – describing the nature of the business, field of* ❖ Registration certificate for the company ❖ Tax Registration for 2022 ❖ Power of Attorney ❖ Copy of CAC 2 & CAC 7, MEMAT ❖ Valid PENCOM (pension compliance certificate) for year 2022 ❖ Evidence of compliance with Social Insurance (Trust fund Certificate) for year 2022 ❖ Detailed company profile (not less than 5 pages) ❖ FORM A, FORM B, FORM C, FORM D duly filled and signed by the Power of Attorney. ❖ Latest Audited Financial Statement (Income Statement and Balance Sheet) as required by the

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	expertise, licenses, certifications, accreditations. *Financial standing and compliance with tax obligations.* *Proposed Personnel for this assignment.*	law of the Bidder's country, for the past three years (***2019 – 2020 – 2021***) proving minimum average annual turnover of **150 000 USD (one hundred fifty thousand USD)** for the last three years. ❖ Completed and signed CVs for the proposed key Personnel (including copies of academic and professional certifications). ❖ TCC Certificate for year 2022 ❖ Certificates and Accreditation – including ISO, Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
	Qualification *Company Experience* *At least 5 (five) years of experience as a legal entity in preparation of technical documentation (detailed technical design, technical specification, reports, cost estimations) for community civil construction and Green House of similar complexity.* *At least 2 (two) successfully prepared detailed designs and 2 (two) completed supervisions within the last 5 (five) years of similar assignments.*	❖ Reference list indicating successfully implemented projects within the last 5 (five) years on the company memorandum letter. (In case of Joint Venture, at least one of the members must have at least 5 (five) years of experience as a legal entity). ❖ At least two successfully performed contracts for similar designs and two for similar works in supervision within the last 5 (five) years performed by the company. The supportive documents such as contracts, invoices, letter of references should accompany the list of similar works. ❖ Evidence of at least one contract exceeding 100,000 USD equivalent in Naira. ❖ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project. ❖ Reference letters should indicate the name, value, complexity and date of project completion, for at least 2 (two) projects in design and 2 (two) projects in supervision implemented within the last 5 (five) years. Letters should include the referral's contact details. ❖ Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field. ❖ Notarized Contract on the Joint Venture establishment. ❖ Implementation Schedule indicating breakdown and timing of activities/sub-activities. ❖ Organigramme of the company (including job titles of personnel/staff). ❖ Evidence: certificates of health; proof of training provided etc. to your proposed key personnel) ❖ Compliance with the relevant Government regulations. ❖ **TECHINICAL PROPOSAL** addressing all the requirements stipulated in the evaluation criteria table including **ANNEX III**)

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Team composition of Key Personnel (competences and qualifications as shown in the TOR)	❖ List of team members (as relevant to this solicitation) to be engaged for the contract (names, education, skills, years of experience)/ ❖ CV of each team member with references and letters of recommendation. ❖ Copies of professional licenses and university diplomas (bachelor and master's degree) of each team member. ❖ Statement on availability and exclusivity during the entire contracted period, signed by each team member. ❖ Certificate of Good Conduct
FINANCIAL PROPOSAL	Please do not disclose your price anywhere in your technical proposal or e-tendering system as your financial proposal shall be encrypted. Please insert "1" as your bid price in e-tendering line item. **Proposers/Firms that disclose their prices **shall be disqualified** from further evaluation.
NOTA BENE*: Above minimum qualification requirements are defined. The proposer must demonstrate relevant capacity in terms of the engaged staff through the submission of their CVs.** ***Bidders might supplement the team with additional personnel non-key staff and their respective cost must be added and clearly stated in the financial offer.	

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FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/NGA/2022/63		

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

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

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

We have attached a copy of the below 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: _____

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FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/NGA/2022/63		

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for 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)

☐ No litigation history for the last 3 years

☐ 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**

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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	NGN
	Year	NGN
	Year	NGN
Latest Credit Rating (if any), indicate the source		

Financial information	**Historic information for the last 3 years**		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
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:

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

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FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/NGA/2022/63		

The Bidder's proposal should be organized to follow this format of Technical Proposal. 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

NOTE TO BIDDERS: THIS SECTION SHOULD ADDRESS ALL THE COMPONENTS UNDER EVALUATION CRITERIA TABLED Section 1. Bidder's qualification, capacity and experience

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

1.2 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).

1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

NOTE TO BIDDERS: THIS SECTION SHOULD ADDRESS ALL THE COMPONENTS UNDER EVALUATION CRITERIA TABLED

Section 2. Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, 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 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

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2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

NOTE TO BIDDERS: THIS SECTION SHOULD ADDRESS ALL THE COMPONENTS UNDER EVALUATION CRITERIA TABLED

Section 3. Management Structure and Key Personnel (please include the CV and credentials of all profiles to avoid being disqualified.)

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 Services.

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FORMAT FOR CV OF PROPOSED KEY PERSONNELNAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	*[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]* [INSERT]
PROFESSIONAL CERTIFICATIONS	*[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]* ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	*[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.]* [INSERT]
REFERENCES	*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]* REFERENCE 1: REFERENCE 2:

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

_____ _____

Signature of Personnel Date (Day/Month/Year)

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FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/NGA/2022/63		

We, the undersigned, offer to provide the services for **Technical Building & Facilities Maintenance at UN House Abuja** in accordance with your Request for Proposal No. UNDP/NGA/2022/63 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

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

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

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FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	UNDP/NGA/2022/63		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Bidders are expected to indicate all the statutory benefits payable to the facilities services management personnel, the administration fee and the profit margin. The number of agents may be revised upwards or downwards depending on the number of sites.

CURRENCY OF THE PROPOSAL: NIGERIA NAIRA

TABLE 1

It.	Description	N. staff required	Total Basic Salary	Unit of Measurement (Hourly or Monthly)	Hourly or Monthly Gross Salary/ Wages
1	**Overall Management of Technical Building Maintenance & Operation of the Building Management System (BMS)**				
1.1	Maintenance Manager/Site Superintendant	1			
2	**Ventilation and Air Conditioning Facilities: Equipment & Systems**				
2.1	HVAC Technicians	3			
2.2	HVAC Technician [Night Duty: 9 pm – 7 am]	1			
2.3	HVAC Technician [Weekend Duty: 7 am – 9 pm]	2			
2.4	HVAC Site Superintendent [On-Call Duty]	1			
2.5	Tools and Equipment				Lump sum
	Sub-Total [without On-Call Duty]				
3	**Electrical & Low/Extra Low Voltage Facilities: Equipment & Systems**				
3.1	Electrical/LV Technicians	3			
3.2	Electrical/LV Technician [Night Duty: 9pm – 7am]	1			
3.3	Electrical/LV Technician [Weekend Duty: 7am – 9pm]	2			
3.5	Electrical/LV/ELV Site Superintendent [On-Call Duty]	1			
3.6	Tools and Equipment				Lump sum

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3.7	**Sub-Total [without On-Call Duty]**				
4	**Others_ Electro-Mechanical Equipment & Carpentry**				
4.1	Electro Mechanical Technician	2			
4.2	Electrical/LV/ELV Site Superintendent [On-Call Duty]	1			
4.3	Technician for Abumet Windows, Swing Doors & Turnstiles	1			
4.4	Carpentry & Joinery Technician	1			
4.5	Carpentry Site Superintendent [On-Call Duty]	1			
4.6	Lift Maintenance Technician & Operator	2			
4.7	Tools and Equipment				Lump sum
4.8	**Sub-Total [without On-Call Duty]**				
5	**Fire Prevention Facilities: Equipment & Systems**				
5.1	Fire Prevention Technician	1			
5.2	Fire Prevention Technician [Weekend Duty: 7am – 9pm]	1			
5.3	Fire Prevention Site Superintendent [On-Call Duty]	1			
5.4	Tools and Equipment				Lump sum
5.5	**Sub-Total [without On-Call Duty]**				
6	**Maintenance and Operation of UN House Generators, 1600KVA Transformer and Powerhouse Automatic Switch Gears, HT & LV Control Panels**				
6.1	Generator Technicians	**2**			
6.2	Generator Operators	**2**			
6.3	Generator Technicians (Weekends)	**2**			
6.4	Generator Operators (Weekend)	**2**			
6.5	Generator Technicians/Operators (Site Superintendent)	**1**			
6.6	Tools and Equipment				Lump sum
6.7	**Sub-Total [without On-Call Duty]**				
7	**Water, Sanitary, Plumbing and Drainage Facilities: Equipment & Systems**				
7.1	Plumbing Technician	2			
7.2	Plumbing Technician [Weekend Duty: 7am – 9pm]	1			
7.3	Plumbing/Mechanical Site Superintendent [On-Call Duty]	1			
7.4	Tools and Equipment				Lump sum
7.5	**Sub-Total [without On-Call Duty]**				
8	**Health Safety & Environment**				
8.2	HSE Site Superintendent [Once a Week]	1			

Proposers are expected to indicate all the statutory benefits payable to the facilities services management

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personnel, the administration fee and the profit margin.

The number of agents may be revised upwards or downwards depending on the number of sites. In such case the amount payable will change accordingly.

TABLE 2: TO BE FILLED **FOR EACH PROFILE**

TOTAL BASIC SALARY	**STAFF NAME**
PENSION (INSERT %)	
MEDICAL (INSERT %)	
OTHER STATUTORY REQUIREMENTS	
PAYEE (TAX) (INSERT %)	
SUB-TOTAL SALARY	
PROVIDERS FIXED ADMINISTRATION COST	
PROVIDERS MARGIN BASED ON STAFF SALARIES	
GRAND TOTAL	

TABLE 3: DETAILED COST PER LOTS

ITEM	**MONTHLY AMOUNT (NGN)**	**QUARTERLY AMOUNT (NGN)**	**ANNUAL AMOUNT (NGN)**
LOT 1 Overall Management of Technical Building Maintenance & Operation of the Building Management System (BMS).			
LOT 2 Maintenance of all HVAC, Trane Chiller Air Conditioning Systems and other Air conditioners in all buildings within the premises.			
LOT 3 Maintenance of all integrated Mechanical, Electrical & Low Voltage Facilities/Equipment in all buildings and the external within the premises.			
LOT 4 Maintenance of **ALL** Integrated Physical Security System.			
LOT 5 Maintenance of the Fire Facilities and Prevention in all buildings and the external within the premises.			
LOT 6 Maintenance and Operation of UN House Generators, 1600KVA Transformer and Powerhouse Automatic Switch Gears, HT & LV Control Panels.			
LOT 7 Maintenance of the Water Reticulation System, Sanitary Facilities, Plumbing and Drainage in all buildings and external within the premises.			
LOT 8 Health Safety and Environment for the Services above.			

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Matrix for Sustainability Criteria

UNDP Nigeria is seeking to recruit a service provider that will assist in reducing cost and ensuring that value for money. The service provider is also expected to recognize the need to protect the social aspects concerning its employees are respected. bidders are required to indicate the level of engagement and compliance with the terms of reference in relation to sustainability and demonstrate their current status.

Social aspects (40 points)

The social aspect relates to the staff employed by the service provider. The Bank would like to see how the staff are treated in terms of the following criteria.

Criterion	Description	Points
Equal remuneration to all staff regardless of their ethnicity, background, migrant status, sex etc.	Explain in detail the approach.	05
Payment of statutory benefits on behalf of staff to relevant authorities.	Explain in detail the approach.	05
Compliance with all wage and hour laws. Workers' compensations must be guaranteed in accordance with national applicable laws and regulations.	Explain in detail the approach.	05
Employing Staff coming from the local communities.	Explain in detail the approach.	05
Comply to elimination of all forms of forced or compulsory labour.	Explain in detail the approach.	05
No employment vulnerable populations such as young children, pregnant women, elderly or people sensitive to chemical exposure.	Explain in detail the approach.	05
Compliance with and respect of local laws and customs when establishing standardized ethical and moral conducts.	Explain in detail the approach.	05
An occupational health and safety policy: • First aid and accident arrangements, • Occupational health and safety training for staff, • Regular equipment maintenance, and • Use of protective gears- clothing, boots, gloves for staff depending on the nature of the nature of the job they do.	Explain in detail the approach.	05
MAXIMUM OBTAINABLE POINTS		**40**
ENDED		