

RFQ Reference: RFQ-R-036-22	Date: 04 August 2022
-----------------------------	----------------------

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **Long Term Agreement for the Provision of Canteen Services to UNDP Office, Damascus - Syria** 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 : Procurement Unit

Date: 04 Aug. 2022

DS


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>14-Aug-2022 at 3.00 pm at Damascus Time Zone</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> By Mail</p>
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_andinvestigation.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) 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>

	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.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: X General Terms and Conditions / Special Conditions for Contract.
Site Visit (Mandatory Condition)	Will be Conducted Site Visit is Mandatory as in the following: Date: 10 Aug. 22 at: 11:00 A.M. Address: Mezzeh, West Villas, Ghazzawi Street, No. 8 Damascus, Syria, UNDP Main building. Focal point: Mr. Mohammad Jaradeh Phone: 00963116129811
Special Conditions of Contract	x Cancellation of PO/Contract if the delivery/completion is delayed by 20 days.
Eligibility	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. 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. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Currency of Quotation	Syrian Pounds or United States Dollars. For the local supplier offered in USD the payment will be released in Syrian Pounds according to UN exchange rate at the date of the invoice.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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: 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 b) they have the same legal representative for purposes of this RFQ; or 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>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 or Arabic.</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"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> List of previous clients.</p> <p><input checked="" type="checkbox"/> CVs of Key Personnel (Chef, Chef Assistant, etc);</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>
Quotation validity period	<p>Quotations shall remain valid for 60 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>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted.</p>
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: hamdi.alsadat@undp.org</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline.</p>
Evaluation method	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price.</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p> <p><input checked="" type="checkbox"/> Experience of past contracts in similar nature minimum of one (1) Year or/and recommendation letter from UN/INGO entity</p> <p><input checked="" type="checkbox"/> Submission of all required documents as mentioned in the RFQ .</p> <p><input checked="" type="checkbox"/> Pass the pre-test for food & service quality.</p>

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 X 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.)
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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications/requirement

Provision of Catering Services

UNDP requires the Provision of Catering Services at Syria Office, located at:

Mezzeh, West Villas, Al Ghazawi Street # 8, Damascus - Syria.

The UNDP premises in Damascus with an approximate of 125 staff. An on-site cafeteria/catering service is important to improve the condition, quality, and morale of the working environment. Having a cafeteria on-site gives employees the option of staying inside the office during their breakfast & Lunch breaks.

The cafeteria should be operated by the qualified service provider based on service contract. The catering service will not incur any cost to UNDP.

The Contractor should be capable to provide the professional services as per below scope of services:

Responsibilities of the Contractor:

1. The Contractor will provide prepared food selections 5 days a week (Sunday - Thursday) to staff.
2. The catering service shall include purchase, preparation, and service of meals, as well as keeping up /cleaning of canteen facilities and equipment.
3. The Cafeteria will be open from 8:30 AM - 4:30 PM. Breakfast time: 08:30 - 10:30 AM. & Lunch time: 12:30 - 03:30 PM.
4. The menu to be displayed on the menu board at an appropriate place near the canteen.
5. The Contractor will provide variety of menus in agreement with the UNDP. The menus might be altered or modified according to UNDP demand. Prices shall be accordingly negotiated. A list of food items shall be agreed upon by UNDP and the Contractor.

6. The Contractor will provide qualified staff to operate the services in the canteen.
7. The Contractor will pay and manage their staff with no responsibility or liability on the part of UNDP for any related social and fiscal charges and obligations.
8. The Contractor will pay the electricity bills of the canteen place.
9. The Contractor will provide food and suitable uniform to its staff employed for the purpose of this Request for proposal. The Contractor will ensure that staff uniforms are changed and laundered regularly. The staff of the Contractor must maintain the high standards of personal hygiene.
10. The Contractor will be responsible for the daily cleaning and sterilizing of assigned Cafeteria premises for the purpose of keeping it in a clean and hygienic condition.
11. The Contractor to ensure that all food is served fresh and clean and shall assume responsibility for food poisoning if it is proven that it was caused by the food that was served by the Contractor.
12. Any cooking equipment and other equipment that the caterer might bring into the cafeteria must be approved by UNDP Administration / Health & Safety.
13. The Contractor shall undertake the financial liability of UNDP property such as kitchen equipment.
14. Upon starting the contract, the Contractor will provide a full list of equipment, utensils, cutlery all labeled as company owned. The list of the above will be checked and signed by both parties.
15. The Contractor will provide properly trained personnel in food preparation, catering and servicing. Knowledge of Basic English is required.
16. The Contractor will be responsible for purchasing, preparation, transportation and selling of food items at the cafeteria. The service and food quality should be of high standards.
17. In case of special occasions at UNDP offices, the Contractor might be requested to cater and provide meals of different dishes as requested by UNDP. Meals prices shall be reasonable within market range and agreed upon with UNDP in advance.
18. The Contractor shall not sub-lease the Cafeteria or part thereof.
19. The Contractor shall not make and material or structural alterations to the Cafeteria.

Expected Quantities:

As the service will be provided for the staff and the users and visitors of the building, there is no identification for minimum quantities, bidder should do the estimation based on their own review of this requirement and UNDP will not guarantee any changes of increasing the prices due to changes in demand. Suppliers must visit the place prior to submit their bids.

Responsibilities of UNDP

- I. UNDP will provide premises of the cafeteria for free.
- II. UNDP will provide access and access cards to the Contractor's staff to UNDP building. (Staff shall be security cleared by UNDP security Unit).
- III. UNDP Will provide the main equipment (refrigerator, Microwave ,grill ,oven ,..etc) that could be checked during the site visit

Quality:

UNDP will carry out announced and unannounced routine and non-routine inspections of the service provider's operations.

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:		
RFQ reference:	RFQ-R-036-22	Date:

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	
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	<input type="checkbox"/> Yes <input type="checkbox"/> No

empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:
Previous relevant experience: contracts	
Name of previous contracts	Client & Reference Contact Details including e-mail

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.

Yes	No	
<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.
<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:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid 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:		
RFQ reference:	RFQ-R-036-21	Date:

Item No.	Description/Specification of Goods	UoM	Qty	Unit Price
Breakfast				
1	Breakfast meal (Greek yogurt, white cheese, hummus spread, olives, jam, butter, mortadella, tomato, cucumber ,bread.) وجبة فطور شرقي لشخص واحد (لبنة – جبنة-حمص-زيتون-مربي-زبدة-مرتديلا-خضروات و خبز)	One Serving	1	
2	Omelet Dish (2 eggs) صحن بيض مقلي (2 بيضة)	One Serving	1	
3	Omelet Dish with greens (2 eggs) صحن بيض مقلي مع خضار (2 بيضة)	One Serving	1	
4	Omelet Dish with kashkaval cheese (2 eggs) صحن بيض مقلي مع قشقوان (2 بيضة)	One Serving	1	
Sandwiches				
5	Greek yogurt with mint leaves and olive سندويشة لبنة مع زيتون وورق نعنع	One Serving	1	
6	Kashkaval سندويشة قشقوان	One Serving	1	
7	Traditional white cheese سندويشة جبنة بيضاء	One Serving	1	
8	Braided Armenian cheese سندويشة جبنة شال	One Serving	1	
9	Hummuss سندويشة مسبحة	One Serving	1	
10	Mortadella & Kashkaval سندويشة مرتديلا مع قشقوان	One Serving	1	

11	Olive Oil & Thyme سندويشة زيت وز عتر	One Serving	1	
12	Subway	One Serving	1	
13	Chicken with BBQ sauce سندويشة دجاج مع صوص الباربيكيو	One Serving	1	
14	Francesco سندويشة فرانثيسكو	One Serving	1	
15	Sausage سندويشة سجق	One Serving	1	
16	Sausage & Kashkaval سندويشة سجق وقشقوان	One Serving	1	
Salad				
17	Fatoush فتوش	One Serving	1	
18	Oriental salad سلطة شرقية	One Serving	1	
Total Prices of Goods				
Add: Cost of Transportation				
Add: Cost of Insurance				
Add: Other Charges (pls. specify)				
Total Price (considering 1 unit for each item)				

Compliance with Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Validity of Quotation: 60 days			
All Provisions of the UNDP General Terms and Conditions			
Technical Specifications			
Experience of past contracts in similar nature minimum of one (1) Year or/and recommendation letter from UN/INGO entity.			

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature: _____ _____ Date: Name: Functional Title of Authorised Signatory: Email Address: