



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ/UNDP/041/2022 – Security Guards for 19 Construction Sites in Central Sulawesi**

Date: 21 November 2022

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:    
 21B257514E5748B

Name: Martin Stephanus Kurnia

Title: Head of Procurement

Date: 21 November 2022

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>2 December 2022 at 17.00 hours (GMT+7)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address: <b>bids.id@undp.org</b></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>bids.id@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 15 MB</li> <li>▪ Mandatory subject of email: <b>RFQ/UNDP/041/2022 – Security Guards for 19 Construction Sites in Central Sulawesi</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall</p>

	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.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed beyond the agreed date</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD or IDR for Local Bidders</b>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input 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>
<b>Language of quotation</b>	English except for any legal document issued by local Government. Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Latest Company Business Registration certificates (e.g. Akta Pendirian, NIB, TDP, SIUP);</p> <p><input checked="" type="checkbox"/> Completed and signed Curriculum Vitae (CV) of all proposed security guards.</p> <p><input checked="" type="checkbox"/> Gada Pratama Security Guard Certificate or other similar certificates shall be attached for each security guard</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> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <a href="#">Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</a></p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>

<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation on a monthly basis <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements and with the service schedule (copy of signed attendance timesheet) on a monthly basis.
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <b>galang.wijaya@undp.org</b> CC: <b>sylvia.indriani@undp.org</b> <b>Attention: Quotations must not be submitted to these addresses but to the QUANTUM. Otherwise, offer shall be disqualified.</b> <b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than One (1) day before the submission deadline. Responses to request for clarification will be communicated by email.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other : As part of Gender Equality and Social Inclusion, UNDP may award the Contract/Purchase Order to the second lowest price among the responsive bidders if the bidder price is higher not to exceed 5% of the lowest price and that the company is owned (at least 51% of its shares owned by women) and controlled by women
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a Contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, 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.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	10 December 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### TERMS OF REFERENCE

#### Security Guards for 19 Construction Sites in Central Sulawesi

##### A. Background

The two major disasters in 2018, earthquake, tsunami and liquefaction ravaged Central Sulawesi and West Nusa Tenggara (NTB). Particularly, the liquefaction affected Palu and caused approximately 10.000 people lost their homes. Hundreds of thousands of people lost their jobs and livelihood options. Disasters triggered by the earthquakes, tsunami and liquefaction caused substantive damage to community infrastructures, including buildings, roads, bridges, market facilities, irrigation canals, and drinking water schemes. The damaged infrastructures became almost non-operational, prompting the risk of migration for affected communities.

To accelerate rehabilitation and reconstruction process in both areas, UNDP is implementing the Sulawesi/ Lombok Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA). The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It has been guided and informed by the post- disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans.

In March 2021, PETRA project engaged a contractor PT. Istaka Karya (Persero) to carry out the construction of school and health facilities in 19 locations in Central Sulawesi, specifically in Palu Municipality (4 locations), Sigi District (8 locations), and Parigi Moutong District (7 locations). Following thorough construction progress review and consideration, UNDP and PT. Istaka Karya (Persero) concluded a mutual agreement for an amicable termination of contract as of 18 March 2022, which well understood as an effort to minimize reputational risks to both entities. To this extent, UNDP is taking serious consideration to ensure the security and safety measures of the 19 construction sites until the continuation of construction works take place.

##### B. Objectives

UNDP is seeking for a qualified service provider for security services in 19 construction sites in Central Sulawesi Province covering Palu municipality, Sigi District and Parigi Moutong District. The service will cover 24 (twenty four) hours/7 (seven) days surveillance, incident reporting system with local authorities, and prevention of any kind of attempt to theft, destruction and/or action that can cause losses/damages at the project sites, specifically on existing structures in construction progress.

##### C. Location & Allocation of Security Personnel

Project sites and expected allocation of security guards are as follows:

No	Municipality/District	Location	Number of Personnel
<b>AREA 1</b>			
1	Palu	SMKN 8	3
		SMPN 14	3
		SDN Pengawu	3
		SDN 21	3

<b>AREA 2</b>			
2	Sigi	SMKN 1	6
		SDN Inpres Jono Oge	3
		SDN Bolupontu	3
		SDN Lompio	3
<b>AREA 3</b>			
3	Sigi (Kulawi)	Puskesmas Kulawi	3
		SDN 1 Boladangko	3
		SDN 2 Gimpu	3
		SMPN 3 Sigi	3
<b>AREA 4</b>			
4	Parigi Moutong	SDN Parigimpuu	3
		SMPN 2 Satap Parigi Selatan	3
		SDN Purwosari	3
		SD Inpres Marantale	3
		SMPN 1 Parigi Utara	3
		SDN 3 Kasimbar	3
		SDN Toboli	3

#### D. Duties and Responsibilities

The Security Company shall provide security services and protection for all UNDP assets in 19 construction sites as follows:

1. Provide 24 (twenty four) hours security service and 7 (seven) days.
2. Security guards to be familiar with the construction sites and surrounding area of his/her responsibility.
3. Personnel to safeguard all UNDP property/project assets within his/her area of responsibility.
4. Personnel to patrol entire area of responsibility at least once per hour during each shift, ensuring all areas are secured from suspicious activities (record all security checks in log book).
5. Personnel to maintain access control procedures: body and package/bag search, including IDs, identification badge and denial of access to unauthorized persons/visitors.
6. Personnel to maintain vehicle access control and search procedures: gate control procedure, barrier operations, driver identification, vehicle searches.
7. Personnel to maintain Logbook and Visitor's register.
8. Personnel to be responsive with threats to facilities and authorized personnel.
9. Personnel to immediately report any incidents involving damage, theft, misuse of UNDP property or breaches in personal security to Security Officer or, in his absence, to the UNDP Project SFP. Contact Local Police for all instances of criminal activities.
10. Personnel to keep post clean and orderly and wear proper attire.
11. Company to ensure that all security guards are in good condition of health and can perform their duties (during period of Contract) without any risks to the end-user/customer.
12. Company to ensure that all security guards are covered with valid health insurance, provided with the health insurance card/policy.
13. Company to ensure that all security guards are properly trained in terms of safety and security (safety and security system, radio communication, security log).
14. Company to ensure that all security guards hold the security certificate and fully understands the applicable Laws, rules and regulations of the jurisdiction wherein the services are provided.
15. Company to ensure the security guards' compensation/benefit is fully compliant with all applicable employment Law, rules and regulations including but not limited to current minimum wage regulations in Central Sulawesi.

16. Company shall provide (if requested by the end user/customer) all the documentations related to security guards' contract and compensation/benefit.
17. Company shall apply the mechanism for backup plan in case of failure of presence for security guard in any condition without additional cost to the end-user/customer.
18. Company and personnel to understand and comply with the COVID-19 preventive measures and procedures, including but not limited to the use of personal protective equipment (PPE) and hygiene kit, social/physical distancing, reporting mechanism of any potential health risks, and quarantine procedure.

#### **E. Minimum Qualification for Security Company**

1. The security company should have minimum 5 years of relevant experience in the provision of security services to companies or organizations.
2. Company shall ensure that all security guards are in good condition of health and can perform their duties (during period of Contract) without any risks to the end-user/customer.
3. Company to ensure that all security guards are covered with valid health insurance, provided with the health insurance card/policy.
4. Company shall ensure that all security guards are properly trained in terms of safety and security (safety and security system, radio communication, security log).
5. Company shall ensure that all security guards hold the security certificate and fully understands the applicable Laws, rules and regulations of the jurisdiction wherein the services are provided.
6. Company shall ensure the security guards' compensation/benefit is fully compliant with all applicable employment Law, rules and regulations including but not limited to current minimum wage regulations in Central Sulawesi.
7. Company shall provide (if requested by the end user/customer) all the documentations related to security guards' contract and compensation/benefit.
8. Company shall apply the mechanism for backup plan in case of failure of presence for security guard in any condition without additional cost to the end-user/customer.
9. Company must have coordination mechanism, and preferably working relationships with local police in Central Sulawesi.

#### **F. Minimum Qualification for Security Personnel/Guard**

In accordance with the above qualifications/criteria, the security company is responsible for selecting candidates for employment. All personnel hired by security company would be required to go through review and approval process by UNDP PETRA Project Team.

1. Age: 21 – 45 years old.
2. No limitation on gender: either female or male qualified personnel are acceptable.
3. Health: Free from all communicable diseases and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty.
4. Physical condition: Able to perform physical tasks associated with the guard duties to which she/he is assigned.
5. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties.
6. Education and literacy: completion of secondary school is required.
7. Security certificate: minimum having Gada Pratama Security Guard Certificate or equivalent (copy of certificate must be submitted);
8. Understand guard orders and maintain guard logs and reports in Bahasa Indonesia.
9. Radio communication: Able to operate UHF hand-held receivers.
10. Must be knowledgeable about physical security systems and deterrents.
11. Must have the ability to follow instructions, communicate effectively, be reliable, dependable, firm,



courteous and tactful. Must be able to comprehend orders and directives quickly. Must have ability to take clear and decisive action especially during emergency situations.

## **G. Other Provisions**

### **Guard Force Equipment**

The Security Company will ensure that all security guards have the required equipment to perform their assigned duties. Items such as uniforms, weather-protective clothing, flashlights, batons, whistles, handcuff, and telecommunication devices/allowance should be furnished by the Security Company.

### **Indemnity Insurance**

The security company is responsible to provide insurance against stolen or damaged property that is attributable to the guards.

### **Disciplinary Measures**

The Security Company agrees to undertake disciplinary measures recommended by UNDP against any guard whose conduct is considered unsatisfactory. UNDP must be informed of any new recruitment made by the security company.

### **Replacement**

In the absence of any of the above personnel for any reason, the Security Company will provide a temporary qualified replacement at no additional cost to UNDP.

## **H. Duration of Contract**

Duration of contract will be for 3 (three) months, with effective starting date on 10 December 2022.

## **I. Terms of Payment**

Thirty (30) days after receipt of services and submission of payment documentation. Payment will be made in Indonesian Rupiah (IDR), on monthly basis, and upon submission of invoice and other supporting documents.

## **J. Quotation Validity Period**

Quotation shall remain valid for 60 days from the deadline of quotation submission.

Quotation received after the deadline for submission shall not be considered. It is the exclusive responsibility of the bidder to ensure that (a) the quotation and other required documents are submitted on a timely manner, before the closing date/time, and (b) all documents shall be in PDF format.

**ANNEX 2: QUOTATION SUBMISSION FORM**

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RFQ/UNDP/041/2022 – Security Guards for 19 Construction Sites in Central Sulawesi</b>	Date: Click or tap to enter a date.

**Company Profile**

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

institutions promoting such issues (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: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
<b>Previous relevant experience: 3 contracts (References)</b>	
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b> <b>Contract Value</b> <b>Period of activity</b> <b>Types of activities undertaken</b>

**Bidder's Declaration**

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

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

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RFQ/UNDP/041/2022 – Security Guards for 19 Construction Sites in Central Sulawesi</b>	Date: Click or tap to enter a date.

**TECHNICAL OFFER**

*Provide the following:*

- A brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- CVs of key personnel and Gada Pratama certificate or other similar certificate of each security personnel.

No.	Description	Minimum Requirements for Provision of Cleaning and Security Services
1	The security company should have minimum 5 years of relevant experience in the provision of security services to companies or organizations.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
2	All personnel to be ensured in good condition of health and can perform their duties (during period of Contract) without any risk to the end-user/customer	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
3	All personnel to be ensured of having valid health insurance, provided with the health insurance card/policy.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
4	All personnel are properly trained in terms of safety and security (safety and security system, radio communication, security log).	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
5	All security guards hold the security certificate (Gada Pratama or other similar certificates) and fully understands the applicable Laws, rules and regulations of the jurisdiction wherein the services are provided.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one and upload all certificates)
6	Company shall ensure the security guards' compensation/benefit is fully compliant with all applicable	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)

	employment Law, rules and regulations including but not limited to current minimum wage regulations in Central Sulawesi.	
7	Company shall provide (if requested by the end user/customer) all the documentations related to security guards' contract and compensation/benefit.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
8	Company shall apply the mechanism for backup plan in case of failure of presence for security guard in any condition without additional cost to the end-user/customer.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
9	Company must have coordination mechanism, and preferably working relationships with local police in Central Sulawesi.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
10	Age of all personnel for security services is in the range of 21 – 45 years old.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
11	All personnel for security guards must hold a minimum secondary school/education certificate.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)
12	All personnel must be in good physical condition and free from all communicable diseases, without physical defects or abnormalities, which would interfere with the performance of guard duty.	<input type="checkbox"/> YES / <input type="checkbox"/> NO (please mark one)

**FINANCIAL OFFER**

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

No.	Description	DURATION (Month)	NUMBER OF PERSON	UNIT COST PER PERSON / ITEMS PER MONTH	TOTAL COST FOR 11 MONTHS
A	Net Monthly Salary for Security Guards.  (including Compensation fee of PKWT)	3	60		
B	Health Insurance (BPJS Kesehatan) & Life Insurance (Asuransi Jiwa)	3	60		
C	Social Worker Insurance (BPJS Ketenagakerjaan).	3	60		
D	Uniform, security and protective equipment.  <i>Note: As this provision is given one time, the total amount shall be divided by the number of person (60 persons) in the Unit Cost.</i>	1	60		
TOTAL COST					
E	Management Fee (Max. 10%)			..... %	
<b>GRAND TOTAL (Total Cost + Management Fee)</b>					

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Comply to meet the requirement stated in Annex 1 - Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance to UNDP Terms of Payment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 60 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

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

***(This should be written in the Letterhead of the Bidder)***

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Insert: Location

Insert: Date

To:[insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for (insert: title of services required as per RFQ).

We hereby declare that:

**We are currently not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List**

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details:

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*[Please mark this letter with your corporate seal, if available]*

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