



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ 097-21 Long Term Agreement for Cleaning of the outdoor area and pointed territories of the UN offices in Armenia	Date: 19 August 2021
--	----------------------

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:

Name: Suren Saghatelian
Title: Procurement Analyst
Date: 19/18/2021

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>2 September 2021, 16:00 pm Yerevan time (GMT+4)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.armenia@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 15 MB ▪ Mandatory subject of email: RFQ 097-21 Long Term Agreement for Cleaning of the outdoor area and pointed territories of the UN offices in Armenia ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>

Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p>

Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in AMD
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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; 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 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.
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> <ul style="list-style-type: none"> <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>Armenian</p> <p>English</p>

Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input checked="" type="checkbox"/> Latest internal revenue certificate/Tax certificate <input checked="" type="checkbox"/> Company Profile indicating similar contracts in past. <input checked="" type="checkbox"/> Qualification as per requirements of Annex 1 <input checked="" type="checkbox"/> Registration certificate.
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <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, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Passing all Testing where applicable <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: procurement.armenia@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	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline.
Evaluation method	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer to one or more companies <input type="checkbox"/> Other Click or tap here to enter text.

Evaluation criteria	<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 checked="" type="checkbox"/> Qualification requirements as per Annex 1
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, Click or tap here to enter text. reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) Long-Term Agreement can be signed with one or more Suppliers based on evaluation results and recommendation of the Evaluation Panel. <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	15 September 2021
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 / TERMS OF REFERENCE

CLEANING OF THE YARD AND SECOND FLOOR OF THE UN HOUSE

Background Information

The United Nations Office in Armenia is located at 14 Petros Adamyan Str. of Yerevan, Armenia. It is three-storey building with basement and attic. The yard area of the UN building in square meter is 2057. The part of the second floor to be cleaned is 414.6 square meters. The part of the showers and toilets is 132.7 square meters and part of corridors and staircases in basement is 304.4 square meters. The total area of the two guard booths to be cleaned is 44.6 square meters.

LOT 1

Task No.1

Scope of the Services

Under administration of the UN part the company should perform the following cleaning services:

- Performs cleaning services of the UN Building first floor all main lobby right and left side corridors, 8 office spaces, elevator inside and outside all surfaces and all levels right and left side all stairs and staircase, including washing, sweeping, dusting vacuum cleaning and polishing of the above mentioned areas. (8 office spaces – 156.3 sq.m; all corridors – 158.9 sq.m; elevator and all stairs and staircases)
- Everyday cleaning of the floors, furniture, office equipment of the office spaces and kitchen, etc.;
- Every day cleaning and disinfection of furniture surfaces and door handles
- Everyday empties and cleans waste-paper baskets;
- Everyday cleaning of the all corridor, stairs and stair case;
- Everyday trash moving to the yard trash bins;
- Everyday cleaning of the entrance glass doors;
- Everyday cleaning of the elevator inside all surfaces and outside glass doors;
- Two times per year wash/clean glass surfaces of the elevator shaft;
- Four time per year wash/clean window, doors, walls, ceiling of the above mentioned territory;
- Everyday office dish washing;
- Performs other relevant duties as required.

All cleaning materials: rags, mop, bucket, all liquids for cleaning will be provided by UN part.

The company need to provide good quality, silent vacuum cleaner for the above volume.

No major cleaning work shall be done during UN work hours. Task No.1 - majority until 9:00,

The UN office working hours are from 9:00 till 18:00, from Monday to Friday.

Preferred time schedule for Task No.1 - cleaning activities of the second floor of the UN building is - full working day from 8:00 till 17:00.

The detailed work plan for Task No.1 with quantity of the workers and needed hygienic supplies should be presented by contractor company.

The quotation shall indicate a monthly fee for the Task No.1

Task No.2

Scope of the Services

Under administration of the UN part the company should perform the following cleaning services:

- Performs cleaning services of the UN Building second floor right wing, including washing, sweeping, dusting vacuum cleaning and polishing of the above mentioned areas, including toilet. (13 office spaces – 285.3 sq.m; 2 corridors – 139.9 sq.m; 1 toilet with 4 cabins – 15.7 sq.m)
- Everyday cleaning of the floors, furniture, office equipment of the common space area, including toilet and kitchen, etc.;
- Every day cleaning and disinfection of furniture surfaces and door handles
- Everyday empties and cleans waste-paper baskets;
- Everyday cleaning of the toilet and empties waste-paper baskets;
- Everyday trash moving to the yard trash bins;
- Everyday cleaning of the entrance glass doors;
- Four time per year wash/clean window, doors, walls, ceiling of the above mentioned territory;
- Everyday office dish washing;
- Performs other relevant duties as required.

All cleaning materials: rags, mop, bucket, all liquids for cleaning will be provided by UN part.

The company need to provide good quality, silent vacuum cleaner for the above volume.

No major cleaning work shall be done during UN work hours. Task No.2 - majority until 9:00,

The UN office working hours are from 9:00 till 18:00, from Monday to Friday.

Preferred time schedule for Task No.2 - cleaning activities of the second floor of the UN building is - full working day from 8:00 till 17:00.

The detailed work plan for Task No.2 with quantity of the workers and needed hygienic supplies should be presented by contractor company.

The quotation shall indicate a monthly fee for the Task No.2

Task No.3

Scope of the Services

Under administration of the UN part the company should perform the following cleaning services:

- Performs cleaning services of the UN Building toilets, showers and corridors, including washing, sweeping, dusting vacuum cleaning and polishing of the above mentioned areas.(basement – 4 showers and 2 toilets – 30 sq.m; level 1 – 9 toilets – 41 sq.m; level 3 – 5 toilets – 23.9 sq.m; level 4 – 8 toilets – 37.8 sq.m; corridor and staircases in basement – 304.4 sq.m.)
- Everyday cleaning of the floors, furniture, equipment of the common space area, including toilet and showers, etc.
- Everyday cleaning of the toilet and showers, empties waste-paper baskets;
- Everyday trash moving to the yard trash bins;
- Six times per year wash/clean window, doors, walls, ceiling of the above mentioned territory;
- Performs other relevant duties as required;
- On the wall of each toilets should be the schedule with hourly cleaning check of the toilets.

All cleaning materials: rags, mop, bucket, all liquids for cleaning will be provided by UN part.

No major cleaning work shall be done during UN work hours. Task No.3 - majority until 9:00,

In all toilets will be hang the time schedule for toilet cleaning.

The UN office working hours are from 9:00 till 18:00, from Monday to Friday.

Preferred time schedule for Task No.3 - full working day from 8:00 till 17:00.

The detailed work plan for Task No.3 with quantity of the workers and needed hygienic supplies should be

presented by contractor company.

The quotation shall indicate a monthly fee for the Task No.3

Task No.4

Scope of the Services

Under administration of the UN part the company should perform the following cleaning services:

- Everyday sweeping of the UN building yard (sweeping should be done by at least mechanical sweep machine (equivalent to Karcher));
- Everyday sweeping entrance stairs - one front and three back side;
- Everyday remove the tree leaves from the greenery zone;
- Everyday minimum three four times cleaning of the floors, tables and chairs of the outdoor summer pavilion area;
- Two times per month washing yard by pressured water;
- Everyday washing and cleaning of the back yard area, wooden platforms, tables and chairs;
- Everyday cleaning of the floors, furniture, equipment of the guard booths;
- Once per month wash/clean windows and doors of the guard booths (2 guard booths);
- Clean snow from the yard of the UN Building, whenever it is snowing (including on Saturday and Sunday).

All cleaning materials: rags, mop, bucket, water hose, mechanical sweep machine, shovels for snow and all other materials/devices needed for yard cleaning should be provided by contractor company (service provided company).

No major cleaning work shall be done during UN work hours. Task No.4 - majority until 9:00,

The UN office working hours are from 9:00 till 18:00, from Monday to Friday.

Preferred time schedule for Task No.4 - from 8:00 till 15:00.

During snowing it is required to have two workers for quick snow cleaning (including on Saturday and Sunday).

The detailed work plan for Task No.4 with quantity of the workers and needed hygienic supplies should be presented by contractor company.

The quotation shall indicate a monthly fee for the Task No.4

Task No.5 (could be removed during evaluation)

Scope of the Services

Under administration of the UN part the company should perform the following cleaning services:

- Performs cleaning services of the UN Building third floor right wing and two rooms on second floor right wing, including washing, sweeping, dusting vacuum cleaning and polishing of the above mentioned areas, including toilet. (13 office spaces – 367.1 sq.m; 1 corridor – 94.5 sq.m; 1 toilet with 4 cabins – 15.7 sq.m)
- Everyday cleaning of the floors, furniture, office equipment of the common space area, including toilet and kitchen, etc.;
- Every day cleaning and disinfection of furniture surfaces and door handles
- Everyday empties and cleans waste-paper baskets;

- Everyday cleaning of the toilet and empties waste-paper baskets;
- Everyday trash moving to the yard trash bins;
- Everyday cleaning of the entrance glass doors;
- Four time per year wash/clean window, doors, walls, ceiling of the above mentioned territory;
- Everyday office dish washing;
- Performs other relevant duties as required.

All cleaning materials: rags, mop, bucket, all liquids for cleaning will be provided by UN part.

The company need to provide good quality, silent vacuum cleaner for the above volume.

No major cleaning work shall be done during UN work hours. Task No.5 - majority until 9:00,

The UN office working hours are from 9:00 till 18:00, from Monday to Friday.

Preferred time schedule for Task No.5 - cleaning activities of the second floor of the UN building is - full working day from 8:00 till 17:00.

The detailed work plan for Task No.5 with quantity of the workers and needed hygienic supplies should be presented by contractor company.

The quotation shall indicate a monthly fee for the Task No.5

Task No.6

Scope of the Services

All cleaning materials: rags, mop, bucket and all other materials/devices needed for cleaning of the below mentioned volumes should be provided by contractor company (service provided company).

Under administration of the UN part the company should perform the following cleaning services:

- As per request of the UN part (minimum three times per year) washing/cleaning windows and doors of the staircases and four entrances of the UN House (I - metal plastic windows: 12 items – 115cm x 200cm; 5 items – 115cm x 60cm; 1 item – 115cm x 90cm, II - metal/glass windows: 2 items – 140cm x 160cm, III - metal/glass doors: 7 items – 90cm x 260cm, IV - glass doors: 1 item – 330cm x 260cm; 1 item – 290cm 260cm.)

All volumes of the Task No.6 should be done during the weekend.

Preferred working hours during the weekend are from 9:00 till 18:00.

The detailed work plan for Task No.6 with quantity of the workers and needed hygienic supplies should be presented by contractor company.

The quotation shall indicate a fee for one time cleaning of the windows and doors of the staircases and four entrances of the UN House – Task No.6. Preferred implementation time during the week end.

Task No.7

Scope of the Services

All materials/devices/machinery/mechanisms needed for yard cleaning out of snow and transportation of it from UN territory should be provided by contractor company (service provided company).

Under administration of the UN part the company should perform the following cleaning services:

- Remove the snow from the yard of the UN Building (including loading and unloading).

Each removal shall preliminarily be agreed with the Building Manager.

The proposal shall describe machinery for cleaning loading and removal of the snow.

The machinery which will be used for snow cleaning, loading and removal shall be specialized equipment and in good shape not to damage the asphalt layer of the UN yard.

It is preferred to implement the Task No.7 during the weekend, but in case of heavy snow it should be done during the working hours, upon preliminary agreement with UN part.

The quotation shall indicate the price for the removal of 1 track (up to 5ton) of the snow (including loading, transportation and unloading).

Task No.8

Scope of the Services

The company should have possibility to do the backup for the UN cleaners if necessary.

The quotation for Task No.8 shall indicate the price for replacement of the one cleaner for one full working day.

LOT – 2

Task No.9 (could be removed during evaluation)

Scope of the Services

Under administration of the UN part the company should perform the following cleaning services:

- Performs cleaning services of the **Piazza Grande Building first floor**, including washing, sweeping, dusting vacuum cleaning and polishing of the above mentioned areas, including toilet. **(total – 255 sq.m including office spaces, toilets and kitchen area)**
- Everyday cleaning of the floors, furniture, office equipment of the common space area, including toilet and kitchen, etc.;
- Everyday empties and cleans waste-paper baskets;
- Every day cleaning and disinfection of furniture surfaces and door handles
- Everyday cleaning of the toilet and empties waste-paper baskets;
- Everyday trash moving to the yard trash bins;
- Everyday cleaning of the entrance glass doors;
- Four time per year wash/clean window, doors, walls, ceiling of the above mentioned territory;
- Everyday office dish washing;
- Performs other relevant duties as required.

All cleaning materials: rags, mop, bucket and all other materials/devices needed for cleaning of the aforementioned volumes should be provided by contractor company (service provided company).

Also the company need to provide good quality, silent vacuum cleaner for the above volume.

No major cleaning work shall be done during UN work hours. Task No.8 - majority until 9:00,

The UN office working hours are from 9:00 till 18:00, from Monday to Friday.

Preferred time schedule for Task No.9 - cleaning activities of the second floor of the UN building is - full working day from 8:00 till 17:00.

The detailed work plan for Task No.9 with quantity of the workers and needed hygienic supplies should be presented by contractor company.

The quotation shall indicate a monthly fee for the Task No.9

LOT – 3

Task No.10 (could be removed during evaluation)

Scope of the Services

Under administration of the UN part the company should perform the following cleaning services:

- Performs cleaning services of the **Piazza Grande Building first floor**, including washing, sweeping, dusting vacuum cleaning and polishing of the above mentioned areas, including toilet. **(total – 116.5 sq.m including office spaces, toilets and kitchen area)**
- Everyday cleaning of the floors, furniture, office equipment of the common space area, including toilet and kitchen, etc.;
- Entrance glass doors cleaning once a week ($7.84 \times 2.86 = 21$)
- Window cleaning once a week ($7.77 \times 2.86 = 20$)
- Every day cleaning and disinfection of furniture surfaces and door handles
- Everyday empties and cleans waste-paper baskets;
- Everyday cleaning of the toilet and empties waste-paper baskets;
- Everyday trash moving to the yard trash bins;
- Four time per year wash/clean window, doors, walls, ceiling of the above mentioned territory;
- Everyday office dish washing;
- Performs other relevant duties as required.

All cleaning materials: rags, mop, bucket and all other materials/devices needed for cleaning of the aforementioned volumes should be provided by contractor company (service provided company).

Also the company need to provide good quality, silent vacuum cleaner for the above volume.

No major cleaning work shall be done during UN work hours. Task No.10 - majority until 9:00,

The UN office working hours are from 9:00 till 18:00, from Monday to Friday.

Preferred time schedule for Task No.10 - cleaning activities of the second floor of the UN building is - full working day from 8:00 till 17:00.

The detailed work plan for Task No.10 with quantity of the workers and needed hygienic supplies should be presented by contractor company.

The quotation shall indicate a monthly fee for the Task No.10

The bidder shall submit separate price quotations for following three Lots which includes 10 Tasks:

Qualifications and Experience of the company

- Reference letters from the previous contractors
- Time-proved, reliable and experienced staff;
- At least 3 years experience in relevant field;
- For the contact person – it is preferable knowledge of Armenian and English Languages and good communication skills.

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

Delivery Requirements	
Delivery date and time	N/A
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input checked="" type="checkbox"/> UNDP (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	Not needed
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A

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

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - 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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

LOT 1

Currency of the Quotation: Click or tap here to enter text. INCOTERMS: Click or tap here to enter text.					
Item No	Description (L-W-H)	UOM	Qty	Unit price	Total price
1	Tasks 1	task	1		
2	Tasks 2	task			
3	Tasks 3	task			
4	Tasks 4	task			
5	Tasks 5	task			
6	Tasks 6	task			
7	Tasks 7	task			
8	Tasks 8	task			
Total Price					
Transportation Price					N/A
Insurance Price					N/A
Installation Price					N/A
Training Price					N/A
Other Charges (specify)					
Total Final and All-inclusive Price					

LOT 2

Currency of the Quotation: Click or tap here to enter text. INCOTERMS: Click or tap here to enter text.					
Item No	Description (L-W-H)	UOM	Qty	Unit price	Total price
1	Tasks 9	task	1		
Total Price					
Transportation Price					N/A
Insurance Price					N/A
Installation Price					N/A
Training Price					N/A
Other Charges (specify)					
Total Final and All-inclusive Price					

LOT 3

Currency of the Quotation: Click or tap here to enter text. INCOTERMS: Click or tap here to enter text.					
Item No	Description (L-W-H)	UOM	Qty	Unit price	Total price
1	Tasks 10	task	1		
Total Price					
Transportation Price					N/A
Insurance Price					N/A
Installation Price					N/A
Training Price					N/A
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Qualification as per requirements of Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.