Section II: Schedule of Requirements

eSourcing reference: RFQ/2019/8452

**Terms of Reference for Leasing a warehouse and Management**

**Lease of warehouse for – UNOPS Ethiopia**

**A. Background**

The United Nations Office for Project Services (UNOPS) seeks quotations from eligible service providers to lease warehouse space with warehouse management services in the areas surrounding Addis Ababa, to be used for storage of laboratory equipment’s and other materials for a period of six months (with a possibility of extension).

The contractor is expected to ensure the cleanness, accessibility and usability of the warehouse as well as the safety and security of materials in the warehouse during the contract period. In addition, the potential service provider is expected to appoint a focal person other than a storekeeper, who will handle internal and external business communications regarding incoming and outgoing shipments, distribution plans, stock balance and other related topics with UNOPS.

**Quotation Requirements**

The following information is required and must accompany your quotation.

1. Minimum Building and Warehouse Management Service Requirements:

1.1 Building requirements:

* The warehouse shall be located within the surrounding boundaries of Addis Ababa, should be accessible by public transportation and not located in a flood zone (areas exposed to flood).
* The Warehouse should have an area of Lot 1: 900 – 1000m² and Lot 2: 500 – 600M2
* The building structure and flooring must be concrete and plastered on both sides of the wall (inner and outer). It should have flood control and sewage systems, basic amenities and utilities such as electricity (with good lighting system), waterline, and bathroom as well as good ventilation system with anti-bird protection and preferably two doors at opposite ends.
* Barrier free access with properly fenced compound and lockable gates with a qualified security guard service 24hrs a day and 7 days a week.
* Minimum one loading dock/bay that can handle Trailers, straight trucks, low bed trucks and must be accessible during a rainy season to ensure timely loading and offloading.
* The compound should be suitable for manuvering the trucks throughout the year (should atleast have compacted red-ash) and should have a Minimum Parking capacity for 2 cars.
  1. Warehouse Management service requirements.
* Provides Janitorial services for the building
* Documents, registers and records incoming and outgoing shipments.
* Inspects the conditions of incoming cargo together with the representatives of the delivering company/agency and UNOPS Focal Person.
* Counts and arranges cargo for transportation and delivers the cargo to a transporting company with clear instruction on destination.
* Keeps the warehouse locked and inaccessible to unauthorized individuals.

The quotation should be provided in two lots as provided on the below table of. UNOPS will decide on one lot based on the most suitable size/price of the two lots provided.

|  |  |  |
| --- | --- | --- |
| **Lot 1:** | | |
| **No** | **Expense item per months** | Monthly rate in ETB |
| 1 | Warehouse Rent (900 - 1,000 m² + Fully Fenced Yard) including security guards 24/7) |  |
| 2 | Warehouse management service including store Supervisor / storekeeper |  |
| Note: bidders are expected to make the facility and required manpower within five (5) workdays after signature of an agreement | | |

|  |  |  |
| --- | --- | --- |
| Lot 2 | | |
| **No** | **Expense item per months** | Monthly rate |
| 1 | Ware House Rent (500 - 600 m² + Full Fenced Yard) including security guards 24/7 |  |
| 2 | Warehouse management service including store Supervisor / storekeeper |  |
| Note: bidders are expected to the facility and required manpower within five (5) workdays after signature of an agreement | | |
|  |  |  |

1. Lease Term

Initial Lease Term: The Initial Lease Term is for six (6) months; however, UNOPS will consider extending lease term if economic benefits are deemed to be in UNOPS's best interest.

Please quote a fixed, or flat, rental rate for a Gross Lease: including all expenses - warehouse management services, utility bills, security guard service, janitorial services, maintenance, etc. Potential service providers are requested to specify the services included in their offer by item.

**B. Evaluation Process:**

Eligible Bidders’ submissions will be assessed or evaluated both technically and financially along the below listed eligibility, technical, and financial criteria. The technical criteria and their respective weights are listed in the table below. Only those bidders who will be pass the technical criteria for will be considered for financial evaluation.

The lowest bidder among the technically compliant bidders will be considered for award for each lot.

Evaluation and award for the service(s) will be made on lot basis. UNOPS reserves the right to award both lots or one lot or cancel the process.

**Eligibility of Criteria:**

* The vendor should have a minimum of 2 years of experience renting a facility and also providing the warehouse management service.
* Renewed business license, TIN certificate and certificate of ownership of the facility/ lease certificate if he facility is leased from a third party with a remaining contract validity period of one year (the agreement need to be attached to the vendors submission)Alternatively, bidders can commit to submit a valid lease agreement before signing agreement with UNOPS - United Nations Office of Project Services
* Recently audited financial statement for two consecutive years and bidders are expected to have a minimum liquidity/ current ratio of 1.

**Evaluation:**

The technical evaluation will be performed using Pass/ Fail criteria as indicated in the section below for each lot.

All costs to UNOPS and to the other parties in the transactions are to be identified and presented in a tabular format. The costs should be submitted before VAT and another taxes and duties. A lowest bidder among the most technically compliant bidders will be awarded the contract.

**Technical specifications for Goods and Comparative Data Table:**

**Lot-1: 900- 1000 M2 Warehouse**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods/ services offered.** Bidder to complete |
| 1 | Is the warehouse located inside the surrounding boundaries of Addis Ababa? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2 | Does the building have a flood control and proper sewage systems? |  |  |  |
| 3 | Is the building structure and flooring concrete and plastered on both sides of the wall (inner and outer)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 4 | Does the facility have barrier free access with properly fenced compound and lockable gates with a qualified security guard service 24hrs a day and 7 days a week? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 5 | Does the facility have a minimum of one loading dock/bay that can handle Trailers, straight trucks? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 6 | Is the compound suitable for manuvering the trucks throughout the year (should at least have compacted red-ash) and should have a Minimum Parking capacity for 2 cars? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 7 | Does the bidder confirm to provide Janitorial services for the building/ warehouse? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 8 | Will the bidder assign a focal/ contact person regarding the project in addition to a dedicated storekeeper? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 9 | Will the bidder assign dedicated security guard to the warehouse (24/7)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Lot 2: 500- 600 M2 Warehouse**

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| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
|  | Building requirements: |  |  |  |
| 1 | Is the warehouse located inside the surrounding boundaries of Addis Ababa? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2 | Does the building have a flood control and proper sewage systems? |  |  |  |
| 3 | Is the building structure and flooring concrete and plastered on both sides of the wall (inner and outer)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 4 | Does the facility have barrier free access with properly fenced compound and lockable gates with a qualified security guard service 24hrs a day and 7 days a week? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 5 | Does the facility have a minimum of one loading dock/bay that can handle Trailers, straight trucks? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 6 | Is the compound suitable for manuvering the trucks throughout the year (should at least have compacted red-ash) and should have a Minimum Parking capacity for 2 cars? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 7 | Does the bidder confirm to provide Janitorial services for the building/ warehouse? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 8 | Will the bidder assign a focal/ contact person regarding the project in addition to a dedicated storekeeper? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 9 | Will the bidder assign dedicated security guard to the warehouse (24/7)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder shall make the warehouse (facility) ready for service within 5 working days after Contract signature. | Yes  No | Insert details |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ. | Yes  No | Insert details |

**00ax: +45 45 33 75 01**