Section III: Returnable Bidding Forms

**eSourcing reference**: RFQ/2019/9480

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [Insert submission date]

**Subject: Quotation for the supply of** [***Insert a brief description of goods/services*]** **in** [**Name of country/city],** RFQ Case No. [Insert RFQ ref number], dated **[insert date]**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
  2. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS [If you have any actual or potential conflict of interest as defined in Article 3 of Section I: Instructions to Bidders, please disclose it here];;
  4. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  5. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
  6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
  7. 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;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this quotation and bind [***insert full name of bidder***] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

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

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

# Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

|  |  |
| --- | --- |
| **Currency** | MMK |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **Quantity** | **Unit** | **Unit Price (Monthly)** | **Total Price for 12 months** | **Total Price for 24 month** |
| 1 | Daily Cleaning Services for the UNOPS office | 7 | Person | Insert | Insert | Insert |
| **Total Amount** | | | | | Insert | Insert |

Payment terms 30 days accepted:  Yes

**Bidder’s discount for accelerated payment:** \_\_\_\_% of total firm price for each calendar day less than thirty (30) days

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 1 | The identified services provider will be expected to provide cleaning services of high industry standards for premises consisting of office working area, reception area, car parking area, canteen, furniture, conference and meeting rooms, toilets and bathrooms and balconies. | Yes  No | Insert details |
| 2 | **Expected Deliverables**  **a.**The Service provider will be fully responsible for all work and services performed by its staff. | Yes  No | Insert details |
| 3 | **b.** Services will be provided from Monday to Friday from 7:30am and 5:00pm, except on UNOPS holidays. However, note that certain special services may be arranged on weekends. | Yes  No | Insert details |
| 4 | **c.**Execute everything necessary for the services in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels, and any other relevant regulations, including, but not necessarily limited to:  i.The provision of all the Service Providers’ qualified, competent and well-trained personnel and supervision thereof, required for the servicing of the cleaning contract.  ii.The service provider shall at all times ensure that all staff is neatly clothed in uniforms (with the company logo) with necessary protective equipment which shall include but not limited to headgear, shoes and hand gloves.  iii.All areas of the office to be kept clean at all times and in all areas. | Yes  No | Insert details |
| 5 | **d.**Daily cleaning of office areas, meeting rooms, canteen, car parking and all other areas | Yes  No | Insert details |
| 6 | **e.**Replenish toilets supplies daily or as required. | Yes  No | Insert details |
| 7 | **f.**Ensuring cleanliness of all furniture and equipment, which will include but are not limited to desks, computers, telephone sets, photocopiers and shredders, inside the offices at all times. | Yes  No | Insert details |
| 8 | **g.**Daily cleaning of toilets, washbasins, and other bathroom fixtures with appropriate soap/chemicals. | Yes  No | Insert details |
| 9 | **h.**Windows to be cleaned on a weekly basis | Yes  No | Insert details |
| 10 | **I.Special** cleaning to be as directed by the facility management in the required areas. | Yes  No | Insert details |
| 11 | **j.**Special cleaning shall be either weekly or monthly as directed by the facility management. | Yes  No | Insert details |
| 12 | **k.** Carrying and replacement of drinking water bottles from water dispensers | Yes  No | Insert details |
| 13 | **l.**Assist in office rooms relocating (moving office furniture, supplies and files) and other facility assistance if required. | Yes  No | Insert details |
| 14 | **m**.Service provider will always promptly replace any personnel whatever reason determine at the given time. A replacement personnel shall fulfil the qualification criteria established in this ToR and shall commence work not later 9:00am on the commencement date. | Yes  No | Insert details |
| 15 | **n.**Courtesy and conduct of company staff should be acceptable by UNOPS Office. | Yes  No | Insert details |
| 16 | The Service Provider shall indemnify UNOPS against any claim for compensation in terms of Workmen’s Compensation legislation for any loss, which the Service Provider is liable; and any claim by any employee of the Service Provider for any loss or damage resulting from any bodily injury and/or damage to property caused by cleaning staff. | Yes  No | Insert details |
| 17 | UNOPS will provide all equipment, as well as environmentally friendly cleaning supplies required for carrying out the work provision for in depth quarterly cleaning | Yes  No | Insert details |
| 18 | UNOPS admin unit will provide overall guidance and supervision to the cleaners; however, service provider is required to appoint one personnel to providing a leading role among the cleaners. | Yes  No | Insert details |
| 19 | **7**.**Qualifications of Service Provider**  **1.**Proven record of accomplishment in rendering satisfactory services to high-end premises. | Yes  No | Insert details |
| 20 | **2.**Financially sound and stable, evidenced by authentic financial statements for the past two years of operation | Yes  No | Insert details |
| 21 | **3.**The personnel must have training and experience in similar environments and must not have criminal records or pending court cases against them. Those seconded to work at UNOPS will be required to submit a Certificate of Good Conduct. | Yes  No | Insert details |
| 22 | 4. The personnel shall also be required to provide certificate of fitness for the work from a qualified medical practitioner. | Yes  No | Insert details |
| 23 | 5.The personnel must have basic cleaning knowledge and at least, one year experience in a similar position | Yes  No | Insert details |
| 24 | **6**. The minimum age of the assigned cleaners should be 18 years old. | Yes  No | Insert details |
| 25 | 7. At least two male staffs to be proposed. | Yes  No | Insert details |
| 26 | 8.Submission of proposal to offer services  This will include:  i.The organizations detailed profile  ii.CV’s of key personnel in the firm  iii.A listing of organizations where similar service is being/ has been offered  iv.Valid Certificate of Registration  v.Financial proposal  (a)Clear breakdown of the financial proposal excluding taxes. | Yes  No | Insert details |
| 27 | **9.Duration**  The contract is expected to run for a period of one year with the possibility extension for additional one year based on satisfactory performance. | Yes  No | Insert details |

**: +45 45 33 75 01**

**Proposed Cleaners**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Years Experiences** | **Qualifi cation** |
| 1 | [*Insert Name*] | [*Insert No.*] | [*Insert* ] |
| 2 | [*Insert Name*] | [*Insert No.*] | [*Insert.*] |
| 3 | [*Insert Name*] | [*Insert No.*] | [*Insert* ] |
| 4 | [*Insert Name*] | [*Insert No.*] | [*Insert* ] |
| 5 | [*Insert Name*] | [*Insert No.*] | [*Insert* ] |
| 6 | [*Insert Name*] | [*Insert No.*] | [*Insert* ] |
| 7 | [*Insert Name*] | [*Insert No.*] | [*Insert* ] |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Form D: Previous Experience Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client**  **(Na me, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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