

REQUEST FOR QUOTATION

PROCUREMENT OF Office DEEP CLEANING SERVICE

RFQ NO. N_165_2020_AFG

Date: **September 28, 2020**

Dear Sir / Madam,

You are kindly requested to submit your quotation for deep cleaning service described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO 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.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Terms of Reference (TOR)	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on afg-tenders@idlo.int and mention RFQ NO. N_165_2020_AFG in the subject section of your email no later than 48 hours prior to the deadline for submission.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
IDLO Afghanistan

ANNEX A
INSTRUCTIONS TO BIDDERS

a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before 05 Oct 2020, 1400 hours local time Kabul, Afghanistan.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	60 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: afg-tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	IDLO country office, Kabul, Afghanistan
j. Delivery Terms	Services will be delivered within 365 days after PO or contract signature by last party.
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier
l. Currency of Quotation	USD <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any

	<p>restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input checked="" type="checkbox"/> Confirmation that import or export licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input type="checkbox"/> Quality Certificates for the Goods (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p><input checked="" type="checkbox"/> Others1: Proof of 2 similar previous experiences proven (copy of PO/recommendation letter) in supply and delivery of similar services in the Last 2 to 3 years.</p> <p><input checked="" type="checkbox"/> Others2: Copy of valid business license.</p> <p><input checked="" type="checkbox"/> Others3: Copy of valid passport for business license holder(s).</p> <p><input checked="" type="checkbox"/> Others4: Copy of valid NIC (Tazkira) for business license holders.</p>
o. Special Packing Requirement	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes, Goods required for the completion of the services must be packed properly to avoid any damage or defect during the delivery to the destination.</p>
p. After-sales services required, if applicable	<p><input type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type</p> <p><input type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input type="checkbox"/> Others</p>
q. Evaluation Criteria	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, point p, if applicable. 4. Earliest Delivery Date 5. Lowest price

ANNEX B

TERMS OF REFERENCE (TOR)

1. Background:

IDLO Afghanistan office is seeking cleaning service provider to provide deep cleaning service for IDLO Kabul office on monthly basis.

The purpose of the terms of reference is that IDLO country office Afghanistan intends to enter into an agreement with an experienced and professional cleaning service provider for the provision of cleaning services as per requirement. The expected agreement will be for an initial period of 12 months where IDLO will continuously review the vendor's performance. Contingent to vendor's satisfactory performance and budget availability; the service contract will be extended for another one year or twelve months period through issuance of amendment to the contract at the same rates, terms and conditions.

2. Scope of the Services:

2.1. The scope of services covers the following points:

- 2.1.1. IDLO Kabul Office require deep cleaning services for its office located at the Baron Kabul, near KIAA/RS Abbey Gate, Hawa Shanasi Road, Khawaja Rawash, Kabul, Afghanistan.
- 2.1.2. The service provider is to provide the services to IDLO Kabul office with total square meter mentioned in below table which comprised of offices, walkways, stairs, toilets, conference room, office doors, windows interior, windowsills, lights, switches as per blow requirement.

IDLO Offices, Block-D		Area included in scope of services for both (1 st and 2 nd floors (844 Square meters)
1	IDLO Ground Floor	Includes following facilities: 11 Offices 1 Conference Room 2 Toilets 1 Ground floor walkway surface
2	IDLO First Floor	Includes following facilities: 16 Offices 2 Toilets 1 First floor walkways surfaces 1 Office stair

- 2.1.3. Vendor duties: Winner bidder or vendor is to perform the following listed tasks once a month:
 - a. To provide high quality cleaning services for IDLO offices per above table.
 - b. Carefully and complete power wash and scrubbing of both floors' walkway and floor's stair. The walkways surfaces must be free of dust, stains, paint, stripes, and shoe marks.
 - c. Cleaning and disinfecting the offices surfaces with best quality materials (agents)
 - d. Cleaning light switches, fixtures, doors, and door handles.

- e. Dusting, sanitizing, and vacuuming drapes, blinds, windows interior, windows handles, and windowsills.
- f. Comprehensive toilet cleaning: toilet, basin, water taps surfaces, and walls
- g. Sanitizing and disinfecting 132 pcs of office desks, 132 pcs of chairs, 35 pcs of cabinets, 1 pcs of conference room table, and 50 pcs of conference chair.
- h. All cleaning should be undertaken in accordance with the recognized best practice and with applicable health and safety standards.
- i. Provision of all detergents, workers, equipment are responsibility of the company.
- j. Minimum quantity required for consumable material for each round of deep cleaning service is listed in below table:

List of Consumable Cleaning Materials				
No.	Description	Unit	Qty	Remark
1	Glass cleaning Liquid (Glass Plus)	Bottle	12	Best quality
2	lime scale remover (simple green)	Bottle	2	Best quality
3	Duck Liquid	Bottle	12	Best quality
4	Max Powder	Bottle	24	Best quality
5	Harpic	Bottle	12	Best quality
6	Spray for furniture polish/cleaner (WEIMAN)	Bottle	12	Best quality
7	Air fresher room [Febreze (Gain)]	Bottle	10	Best quality
8	Bleach	Bottle	12	Best quality
9	Liquid for Dish Washing	Bottle	4	Best quality
10	Plastic Gloves	Pair	24	Best quality
11	Mask	Pack	1	Best quality
12	Plastic Bag (Large)	Packet	250	For Garbage Basket
13	Sponge-scotch	Each	15	Supper Sponge
14	Foam (Scouring Sponge)	Each	10	Best quality
15	Scotch	Each	24	Best quality
16	Cloth for Cleaning	Meter	15	Cotton Material
17	Dry Mop	Each	6	Best quality
18	Pas Pass/Mop (Cloth Wiper)	Each	6	Best quality
19	Stand brush	Each	6	Best quality
20	Pas Pass (Rubber Wiper)	Each	6	Best quality
21	Bucket (30L)	Each	6	Best quality
22	Hand brush	Each	6	Best quality
23	Garbage Tray (Khakandaz)	Each	3	Best quality
24	Dettol Liquid	Bottle	3	Best quality
25	Spray for Computer/IT Equipment (Air Duster)	Each	12	Best quality

List of Consumable Cleaning Materials				
No.	Description	Unit	Qty	Remark
26	Disinfection spray for Furniture/ (LA ROSEE)	Each	20	Best quality
27	Ammonium Sanitizer Disinfect - Deodorizer	Each	10	Best quality
28	Apple vinegar	Each	10	Best quality
29	Chlorhexidine Gluconate	Each	20	Best quality
30	Red Acid	Bottle	12	Best quality
31	Liquid detergent	Bottle	24	Best quality
32	White washing powder 20 kilo	Bag	1	Best quality
33	Insect Killer spray	Bottle	12	Best quality
34	Toilet brush	Each	10	Best quality
35	Plastic bags 25 kilo	Packet	500	Best quality
36	Clean feet large	Each	6	Best quality
37	Toilet Paper	Roll	500	Best quality
38	Tissue Paper	Box	240	Best quality
39	Roll paper	Roll	32	Best quality
40	Toilet spray	Each	12	Best quality
41	Toilet pump	Each	6	Best quality

- k. All bidders are required to consider environment friendly products when submitting quotation for the services.
- l. Bidder's quotation is to include technical specification of the products going to be used for the delivery of services and note that IDLO reserves the right to approve the cleaning consumables, materials, and chemicals prior to the use.
- m. The Contractor must provide full details of equipment intended for use in the contract as part of their offer.
- n. The Contractor is responsible for the provision of replacements to the faulty equipment and spare parts under its possession

2.2. Qualification Requirement:

- a. Copy of company valid business license,
- b. Minimum 3 to 5 years of similar work experience in recent past in the local market,
- c. Evidence (dully signed copy of Purchase Order or service contract) for a minimum of two similar services,
- d. Experience in working with other national or international entities,
- e. Knowledges of workers with office cleaning, usage of detergents being used for cleaning service, and familiarity of workers with cleaning method and cleaning equipment,
- f. Cleaners (workers) experiences at least 2-3 years. Inclusion of evidence of work experience for workers required.

2.3. Schedule for the services:

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- a. Office cleaning should be taken place on monthly basis at the beginning of each month and must be on Saturday.
 - b. Days required for the office cleaning service on each month, is 1 day from 8-16:30 hrs local time, Kabul Afghanistan.
 - c. Number of workers required for the services should not be less than 10 people.

2.4. Labour and other requirement:

- a. Uniform: vendor's all personnel & labours are required to be dressed in proper uniform, masks, and gloves.
- b. All personnel and labours are required to hold valid Tazkira (NIC).
- c. Social security, insurance coverages and health care are the responsibility of the vendor.
- d. Vendor is to formally introduce its authorized representative for all communication and management of the contract.
- b. In case any of the company worker is sick or shows any symptoms of Covid-19, must be replaced immediately with another worker, the vendor authorized representative should inform IDLO focal point at least two days in advance about any changes and reason for worker replacement.
- c. Bidder is encouraged to submit list of the prices separately for all the cleaning services not covered under this TOR.

ANNEX C
SUPPLIER'S QUOTATION

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per RFQ NO. N_165_2020_AFG.

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

No.	Description	Unit of Measure	Quantity	Unit Rate in USD	Total Amount in USD
1	Deep Cleaning services of IDLO country office Afghanistan in accordance with requirement mentioned under Annex B, Terms of Reference of this RFQ	Month	12		
Sub-total					
Taxes (if applicable)					
Total amount including taxes					

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/idlo-procurement-general-terms-and-conditions-for-services_may-2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>