



22 August 2023

EXTENDED REQUEST FOR QUOTATION RFQ N° UNFPA/FJI/RFQ/23/046

Dear Sir/Madam,

We hereby solicit your quotation for providing “**Cleaning Services for United Nations Joint Presence Office (UNJPO)**”, in **Tonga**.

The selected service provider will provide cleaning services for the entire UNJPO on a daily basis and perform other duties as described below. **(Refer to a detailed ToR – Annex 2)**

Daily Cleaning	<ul style="list-style-type: none">• Cleaning of all offices, common areas, corridors, and restrooms• Dusting and wiping of furniture, fixtures, and equipment.• Vacuuming and mopping of floors• Emptying and disposal of trash bins• Collecting and washing dishes• Cleaning and sanitizing restrooms• Cleaning and sanitizing the kitchen.• Disinfecting high-touch areas (e.g. door knobs, switches)• Watering and maintaining plants and flowers (as needed)
Bi-weekly Cleaning (twice a week)	<ul style="list-style-type: none">• Cleaning of internal and accessible external windows, glass partitions, and mirrors• Cleaning of cabinets and appliances inside and outside where applicable (e.g toaster, fridge, microwave)• Removal of stains and spots from walls and surfaces• Cleaning of UN designated vehicles
Waste Management (daily)	<ul style="list-style-type: none">• Collection, segregation, and proper disposal of waste in accordance with the local regulations• Ensuring waste bins are regularly emptied and cleaned.
Other Services (Upon request)	<ul style="list-style-type: none">• Setting up beverage and food stations before meetings and office events• Brewing coffee and prepare tea according to the specified requirements.• Maintaining cleanliness and tidiness of the stations throughout the meetings and events• Assisting meeting/event participants with serving themselves and provide any necessary assistance.• Carpet deep cleaning• External windows cleaning



This Request for Quotation is open to all legally constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: <http://pacific.unfpa.org>

The selected vendor is expected to provide such services, based on the specific Purchase Orders submitted to the vendor.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ashika Mishra</i>
Tel N°:	+679 3230739
Email address of contact person:	amishra@unfpa.org

The deadline for submission of questions is Wednesday 23 August 2023, 5.00pm, Fiji Time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the specifications should comply with:
- Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form and are to be sent by email to the contact person indicated below no later than **Friday 25 August 2023, 5.00pm, Fiji Time.**

Secure Email address:	psro.bidding@unfpa.org
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Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/FJI/RFQ/23/046 – Cleaning Services for United Nations Joint Presence Office (UNJPO)**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.



- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Komathi Govindasamy, Operations Quality Assurance Analyst at: govindasamy@unfpa.org
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote). The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease, by up to 20%, the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.



A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Mr. Iori Kato, UNFPA PSRO Director and Representative at kato@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation Nº:	UNFPA/FJI/RFQ/23/046
Currency of quotation:	
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form					
Item	Product Name & Description	Quantity	UOM	Cost per unit	Total (TOP)
TOTAL COST TOP					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/FJI/RFQ/23/046 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA, and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place



United Nations Population Fund
Pacific Sub-Regional Office
414 Victoria Parade, Suva, Fiji Island
Email: amishra@unfpa.org
Website: www.unfpa.org

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)