



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

Request for Quotation

RFQ/2021/006

For Cleaning and Fumigation Services

[05th November 2021]

International NGO Safety Organisation

INSO – South Sudan
Thongping, Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road,
Juba- Central Equatoria State
South Sudan.

*Ernice
05 Nov. 2021*

A rectangular stamp with a blue border. Inside the stamp, the word 'INSO' is written in a large, bold, blue font. Below it, the text 'INTERNATIONAL NGO SAFETY ORGANISATION' and 'ANALYSIS & ADVICE FOR HUMANITARIANS' is written in a smaller, blue font.

INSO
INTERNATIONAL NGO SAFETY ORGANISATION
ANALYSIS & ADVICE FOR HUMANITARIANS

Confidentiality Statement

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted by email or in a sealed envelope, as stated below, no later than: **19th November 2021 COB (1600 Juba time)**

The submission must include:

- ✓ A cover letter from representative of your company and required certifications or Cover letter from the owner (for private).
- ✓ The quotation for the service noted in the detailed TOR attached-Annex 1. The quotations should be detailed as much as possible
- ✓ Notice of any relevant Terms & Conditions related to the provision of said service including the 12 months **validity period** of the quotation with clear delivery lead time and terms of payment.
- ✓ Client references/testimonials as relevant with full contact details
- ✓ Copy of minimum three purchase orders or contracts that reflect delivering the same category of Cleaning and fumigation services to other organizations since 2015 – 2021.
- ✓ Copy of valid certificate of incorporation of the company, certificate of registration, certificate of membership, operations licence, Tax Identification certificate and up to date tax clearance certificate.,

[5th November 2021]



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Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

Attn: INSO South Sudan

Thongpiny, Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road, Juba- Central Equatoria State
South Sudan

Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Send via email and with the subject line "RFQ Cleaning and Fumigation Services" to deliver simultaneously to the two following emails addresses:

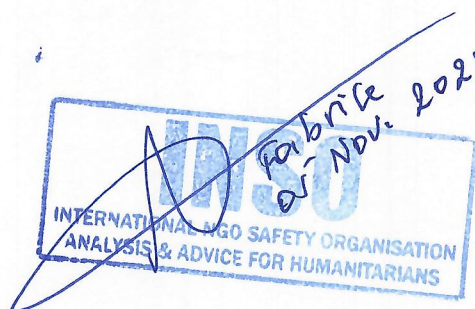
- INSO Operations Manager: ops.manager@ssd.ngosafety.org
- INSO SSD Logistics Officer: logistics@ssd.ngosafety.org

About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.



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Detailed Terms of reference (TOR)

~~Attached Annex 1~~

Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque on the account of the company and on a quarterly basis, annual contract with possibility to extension.
- ✓ The price should be in Dollars (USD) and tax inclusive.
- ✓ The prices quoted by the Bidder shall be fixed and final.
- ✓ With a track record or experience of cleaning & fumigation Services in South Sudan.
- ✓ The price should be tax inclusive
- ✓ Your terms and conditions and the duration of the quoted price should be a least 30 working days.
- ✓ No price negotiations will take part after the tender.
- ✓ The contract shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

The contract shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

It is strictly prohibited to offer, promise or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in workplace and will not do business with companies who employ those under the age of 16.

Selection Criteria

All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote.

Quotations will be evaluated (in no order) on (I) fulfillment of specified criteria (II) price (III) quality (IV) reliability of supplier (V) other added values.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date deadline.

[5ft November 2021]



Fabrice Lunda
Operations Manager

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Annex 1): Terms of Reference (TOR) for Cleaning and fumigation Services

The "Terms of Reference" shall be modified at the time of negotiation as "Description of Services" of the contract agreement.

The work shall involve the following:

1- Provision of Cleaning and fumigation services at the International NGO Safety Organisation (INSO) South Sudan Office.

The work shall include the supply of such incidental personnel, equipment, materials, and consumables as shall be necessary.

A. Cleaning services

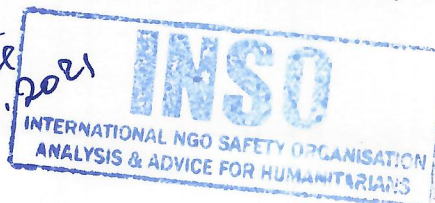
Service provider shall perform and deliver housekeeping solutions which include general cleaning (rooms, walkways, corridors, windows, doors, Etc.) of the offices, common rooms, the offices, and occasionally guesthouse (1 to 2 rooms) as hereinafter described both on a daily as well as periodic basis.

1. Service provider shall provide housekeeping cleaning checklist that shall highlight all areas in offices that shall need to be cleaned on a daily basis.
2. The service provider shall ensure all common areas are always kept clean and tidy.
3. The service provider shall provide upkeep of the International NGO Safety Organisation including the front of the property. The service provider shall supply housekeeping equipment which include but not limited to, Vim, Harpic, window cleaner, Tiles stain remover, brushes, cobweb remover, mops, brooms, hand towels, hand gloves, polytene bags, buckets, and disinfectant.
 - The service provider shall provide the cleaning Services daily 5 days a week schedule below:

- **Monday to Friday. 07:00am- 04:00pm Local time**

4. The service provider shall be responsible for the provision of gardening services. The Gardening Services shall have comprised of but not limited to:
 - Watering of flowerbeds, lawns, shrubs, trees and potted plants.
 - Weeding of vegetation, tilling of beds and trimming of hedges when and where necessary.
 - Pruning of overgrown trees;
 - Sweeping of fallen leaves and branches.
 - Replanting of plants/flowers and provision of suggestions for cosmetic changes to the existing garden areas as well as for the new garden around the additional staffing units; Spraying of herbicides, insecticides, and other pest and weed control agents as required; and Laying of fertilizers/manures as and when required.
 - The personnel compliment to be provided by the service provider for the Gardening Services shall comprise of a Gardener
- The service provider shall provide such personnel protective equipment (PPE) as shall be commercially reasonable to provide the cleaning and fumigation Services and ensure that the personnel adhere to such of International NGO Safety Organisation policies and procedures as the service provider shall be


Fabrice
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informed of with such notice as shall be commercially reasonable for implementation.

- The service provider shall provide the Gardening Services for 3 days a week for a duration of 4 hours per visit with the schedule below:
 - **Monday** 8.00am- 12.00pm
 - **Wednesday** 8.00am- 12.00pm
 - **Friday** 8.00am- 12.00pm

This schedule might change depending on the season without change is cost.

7. The service provider shall provide their staffing plan to INSO management that shall include details of the number of staffs they will employ for the housekeeping departments, coverage plans, staff weekly hour schedules, pay rates and any other relevant information.
8. The service provider shall provide suitably qualified personnel in sufficient numbers necessary for the efficient performance of the Services. The service provider personnel shall:
 - i. Be medically fit and should be encouraged to take Corona-19 vaccine, suitably trained and qualified for the performance of the work.
 - ii. Adhere to International NGO Safety Organization policies and procedures on security, hygiene as provided in this CONTRACT. Provided that service provider shall be informed of all such policies and procedures and any changes thereon with such notice as shall be Commercially Reasonable for implementation.
 - iii. Be provided with such personnel protective clothing and equipment as shall be Commercially Reasonable to carry out the work.

Where in International NGO Safety Organization opinion the performance of any Service provider personnel is unsatisfactory on reasonable grounds, International NGO Safety Organization shall advise Service provider of same and Service provider on its part shall replace such personnel(s) within 30 business days of receipt of such request.

- b. Service provider shall appoint a representative who shall be the focal point of contact with International NGO Safety Organization and who shall be responsible for ensuring that the work is performed and delivered in accordance with this contract.

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9. The selected service provider shall provide housekeeping services 5 days a week.

10. Number of rooms are as follows:

Area of Work	No. of Rooms or offices
Standard Office cleaning, twice per day	09 Offices
Common Areas: (Accommodation, kitchen, common room, laundry room, Gym. 1-2 times per week	10 Rooms

Fabrice Lunda



Operations Manager

05 Nov. 2021