

Date: .....

## Quotation for Office Cleaning Services

### 1. Introduction:

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

**Plan International Nepal, Country Office** invites sealed bids from the interested service provider/firm registered in Government of Nepal, who are eligible to provide the **Office Cleaning Services** as mentioned below. Plan International Nepal office at Bakundole, Lalitpur requires the effective provision of cleaning services for its office premises which staffs approximately 100 people. Plan International Nepal reserves the right not to enter into or award a contract as a result of this invitation to tender. Furthermore, Plan International Nepal reserve the right to vary the numbers and in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

Any attempt by the Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

### 2. Background Information on Plan International

Founded more than 70 years ago, Plan International is one of the largest children's development organizations in the world. Plan International is independent, with no religious, political or governmental affiliations. We work together with children and communities in over 50 developing countries across Africa, the Americas and Asia, and with our supporters and funders in 20 countries to promote child rights and lift millions of children out of poverty.

Children are at the heart of everything we do. Plan International is a Child Centered Community Development organization, this means we work with children, their families, communities, organizations and local governments to bring about positive change. When children and adults work together as part of the change process, it is more likely that programs will be successful and sustainable. Plan's work is linked to the United Nations Convention on the Rights of the Child.

Plan International is committed to making lasting improvements to the lives of children living in poverty in developing countries. Plan International's active support for child development over a long period aims to improve the healthy development of children from before birth, through safe delivery, preschool care and development, primary and secondary education, to an adulthood in which they can be valuable and productive members of their community.

Our work also shows that when you invest in the girl child the impacts on development are much higher. We believe that girls' access to education and legal rights can break the cycle of poverty and discrimination that girls face around the world. Investing in girls is the key to eliminating the cycle of poverty.

Plan International has been working in Nepal since 1978, helping marginalised children, their families and communities to access their rights to health, education, economic security and protection. Through the support of local partners, Plan International works in 42 districts in Nepal.

### 3. Scope of Tender

This is to provide cleaning services of high standard using environmental friendly cleaning products and supplies, for premises. The layout is 4.5 floors comprising of office space, meeting rooms and hall. Below are the details which needs not be carried out on daily basis.

- i. Cleaning of office space, meeting rooms and its furniture, stairways, and common areas.(Dry and wet cleaning) – daily basis
- ii. Cleaning glass doors, partition. – Daily basis
- iii. Cleaning of Bathroom and their fixtures. – Daily basis
- iv. Cleaning the terrace. – Daily basis
- v. Cleaning of windows – internal external – twice a week
- vi. Waste management. – Daily basis
- vii. Helps in the safe keeping of office equipment and files. – Daily basis

4. **Language:** As determined by Plan International Nepal, the working language of this tender is English.

5. **Supply of equipment:** The contractor will provide all equipment, as well as environment friendly cleaning supplies required for carrying out the work as bellows;- (Toilet cleaner, air freshener, odonil, Phenyl, Toilet Brush (2 sided), wet mop, dry mop, naphthalene ball, glass cleaner, Floor cleaner, detergent soap, surf, garbage bag, parquet cleaner, Urinal cube, glass squeezer, glass applicator cloth, dusting cloth, Broom (Kucho/Khareto), Bucket, Green Pad, gloves, caustic soda, scrubbing brush, floor duster, furniture duster, dust pan)

6. **Work schedule:** The thorough cleaning work will be carried out outside office working hours from 7:00 AM to 9:00 AM, floor moping, glass cleaning and other small cleaning work can be carried out in office time from 9:00 AM - 5:00 PM on week days except listed holidays of Plan Nepal. The contractor will be provided with Plan official holidays list.

No. of staff required	Qty
Full time (from 9:00 AM to 5:00 PM)	1 person
Part time (from 7:00 AM to 9:00 AM)	2 person

7. **Duration of Contract:** The contract will be for one year starting from 1st October, 2018. The performance will be reviewed in every three months. The contract may be terminated by giving one month prior written notice to contractor, if contractor fails to deliver the satisfactory performance as mentioned in SOW.

### 8. Qualifying and Conditions:

The main criteria for admission to the tender are as follows:

- a) The firm should be registered with relevant authority of Nepal Government and registration should have been renewed (up to Asadh 2075) as per law.
- b) The firm should be VAT registered with Inland Revenue Office and certificate of Tax payment/clearance is obtained as per government policy.
- c) **Company profile** (not more than 4 pages) including track record and references from previous clients including documentary evidence in shape of agreements/ contract with other international/UN organizations for similar nature of work.
- d) Recognized bank account in the name of the company to make all payments through cross cheque or through bank transfers. SWIFT number for bank is mandatory *for this tender*.

- e) All Tender Documents filled by the vendor must be signed and stamped. Signing an attached documents i.e. copy of registration, company profile etc. are not mandatory.
- f) Correct bank account in the name of the company/firm to make all payments through cross cheque or through online bank transfers.
- 9. Disqualification of Applicants: Applicants cannot apply if they:**
- Are guilty of serious misinterpretation/misrepresentations of facts in supplying information.
  - Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in Plan International Nepal.
  - Are on any list of sanctioned parties issued by the Nepal Government and Anti terrorisms screening.
  - Have been reported for/under litigation for child abuse.
- 10. Quotation/Tender Basis:**
- If vendor have any additional request and conditions, this must be stipulated in a separate letter accompanying the bid.
  - Bids shall be made in writing calculated in NPR only and clearly stated on the appropriate forms- provided (see below).
  - Plan International Nepal is not liable for any damage to the applicant person or property in the event that something should occur. Plan International Nepal strongly recommends that all applicants take extra precaution when visiting/delivering services.
- 11. Bid Evaluation:** The Procurement Panel will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Procurement Panel may, at its discretion, request support/clarification from the Plan International Nepal staff or consultant. Procurement Panel may take into account other criteria, including, but not limited to record of past performance, integrity, community rapport etc, when assigning companies to the designated short list.
- 12. Acceptance of Successful Quotation/Tender:** Taking into consideration selection criteria, Plan International Nepal will make the final decision of the awarded firm/company. Plan International Nepal will then send an email of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified (if any), the firm will then be obliged to sign the MOU/Contract/Purchase Order for the stated amount. Any amendment to the awarded tender will be documented as an “Annex” to the contract and will be determined by Plan International Nepal.
- 13. Other Terms & Conditions:**
- a. Sealed bid clearly marked “Sealed Quotation/Tender for “Office Cleaning Services
  - b. Must reach Plan office by 4:30 pm of **13<sup>th</sup> December 2018** at Maitri Marga, Bakhundole, Lalitpur Nepal
  - c. The rates quoted should be inclusive of all applicable Government taxes. VAT and other charged (if applicable) should be mentioned separately.
  - d. Rate QUOTED other than Plan’s approved Specifications will not be accepted and will be treated as cancelled.
  - e. Payment will be released after signing the contract/policy/Purchase Order, through cross cheque/ Demand draft/online bank transfer in the name of business.
  - f. Tender documents/quoted prices must be valid for minimum period for 12 Month from the date of opening of tenders.

- g. Being a transparent organization, Plan International Nepal welcome suggestions/observations from the bidders. However, any baseless/un-justified complaints will lead to disqualification of business with Plan and Plan decisions in this regard will be final.
- h. The vendor will neither engage nor promote child labor.
- i. The vendor should follow all the precautionary measures to protect physical, sexual, economical, psychological and emotional abuse of children.
- j. Safe Guarding Children and Young People, Anti-Fraud and Anti-Bribery and Corruption policy; at the time of signing the contract/Purchase Order. The supplier must agree adherence to Plan International's Safe Guarding Children and Young People policy and Anti-Fraud and Anti-Bribery and Corruption policy.
- k. Vendor must be start to provide **Office Cleaning Services from 1<sup>st</sup> January 2019.**

***Any information or clarity relating this bid can be obtained from Procurement Department of Plan International Nepal. (Phone no. 01-5535580)***

**Read, Understood, Accepted and Signed By:**

**Name of Authorized Person: ..... Signature: .....**

**Name of Firm/Company: .....**

**Address: ..... Contact# .....**

**E-mail ID: .....**

**Company Seal: .....Date:**

## Annex-1

 Plan International Nepal, Country Office  
**Office Cleaning Services Procurement Bid Form**

S.N.	Description of Item	Qty	Rate	Total
1	Full time staff	1		
2	Part time staff	2		
3	Cleaning tools and items (Toilet cleaner, air freshener, odonil, Phenyl, Toilet Brush (2 sided), wet mop, dry mop, naphthalene ball, glass cleaner, Floor cleaner, detergent soap, surf, garbage bag, parquet cleaner, Urinal cube, glass squeezer, glass applicator cloth, dusting cloth, Broom (Kucho/Khareto), Bucket, Green Pad, gloves, caustic soda, scrubbing brush, floor duster, furniture duster, dust pan)	All in 1 set		

**Signature of Authorized Person:**
**Name of Authorized Person:** ..... **Cell #**.....

**Name of Firm/Company:** .....

**Address:** ..... **Contact #:** .....

**E-mail ID:** .....

**Company Seal/Stamp**
**Date:**