
REQUEST FOR QUOTATION
For the cleaning and maintenance service Country Office of Niger
NIAMEY NIGER
RFQ NO. 001/S/NE/2023

Date: 25th, September 2023

Dear Sir / Madam,

You are kindly requested to submit your quotation for the cleaning and maintenance services for Niger Office as described in Annex B.

IDLO is looking to establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be affected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s). The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties. A Work Order will be issued when IDLO intends to make a commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

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 ser 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
Technical Specifications	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 Global tender email address tenders@idlo.int and mention **Clarifications RFQ NO. 001/S/NE/2023** in the subject section of your email no later than 48 hours prior to the deadline for submission set for **2nd October 2023**.

Thank you and we look forward to receiving your Quotation. Sincerely yours,
International Development Law Organization | IDLO
PROCUREMENT TEAM FOR THE SAHEL
NIAMEY, NIGER

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. Date: 2nd of October 2023 Time: 15:00 hours Rome, Italy local time.
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: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	IDLO NIGER COUNTRY OFFICE , Plateau, Rue Issa Béri 59, Porte 676, Niamey- Niger
j. Delivery Terms	Upon acceptance and signature of the contract, the service will begin on October 15, 2023, the service execution date.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	CFA <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. 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"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; or certificate of good standing with the taxes services;
n. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A

o. Evaluation criteria	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Complete submission of preliminary documents (as per Appendix A) 2. Human and professional capacity to provide the service 3. Immediate availability. 4. Price of the service
p. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
q. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
r. Liquidated Damages	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for everyday delay in the provision and completion of the Services.</p>

**ANNEX B
TECHNICAL SPECIFICATIONS**

**TERMS OF REFERENCE FOR CLEANING AND MAINTENANCE SERVICES
FOR NIGER OFFICE - NIAMEY**

IDLO (International Development Law Organization) is an intergovernmental organization based in Rome, of which Niger is a member. Its mandate is to promote respect for the rule of law by assisting in the reform of judicial institutions in developing countries. With financial support from the Kingdom of the Netherlands, IDLO has been implementing the "Integrated support for the criminal justice systems programs in the Sahel comprising of Mali, Burkina Faso and Niger" since 2020.

I. JUSTIFICATION AND OBJECTIVE OF THE ASSIGNMENT

In order to have premises that meet hygiene standards and preserve the health of IDLO Niger's office staff, we plan to find a reputable and reliable company on the market that can meet the maintenance and cleaning needs of our premises.

The main objective remains to identify and retain a quality service provider with the resources and experience required to meet the office's aspirations in this field, and to ensure the cleanliness of the premises at a competitive cost.

II. DURATION OF THE CONTRACT:

The contract will be Initially for one year, with the possibility of extension for another year If the service is deemed satisfactory following an appropriate evaluation by IDLO. Renewal of the Initial contract will be by written request.

III. EXPECTED SERVICES:

The service provider will be responsible for the cleaning and maintenance of the premises and areas inside the IDLO office located in the Plateau district, rue Issa Béri, Porte 676, Niamey. Details and frequency of tasks to be performed are provided in Appendix B.

1. Surfaces to be cleaned and maintained

Office space	Toilets	Meeting Room	Waiting room	Balcony	Kitchen	Interior's courtyard	Exterior Courtyard
07	05	01	01	02	01	01	01

A site visit will be organized at the request of companies expressing interest, to enable bidders to better appreciate the workload and services to be offered.

2. Working Hours

The recommended working hours are Monday to Friday from 6:00 am to 5:00 pm, as follows:

- From **6:00 to 12:00 team 1** and; from **12:00 to 17:00 team 2**;
- On-call from 08:00 to 18:00 by at least one (1) cleaning agent for occasional needs during working hours (support in organizing coffee and/or lunch breaks during in-house meetings, dishwashing and tidying, etc.).

3. Conditions of service

- As office cleaning must be carried out during IDLO staff working hours, cleaners must be quiet, appearance clean and discreet.
- Office cleaning must be carried out in such a way as not to disrupt IDLO staff appointments;
- In the event of unavailability of the premises to be cleaned (e.g.: the IDLO employee occupying the office is in an appointment or absent), the cleaning agent must refer to the IDLO administrator to request access authorization;
- Cleaning of premises and equipment (refrigerator, microwave, etc.), as well as phytosanitary maintenance, must be carried out on a daily basis;
- Assurer le grand nettoyage des locaux (toile d'araignée, vitres intérieures et extérieures, lavage des sols à grande eau) mensuellement sous la supervision du personnel ressource de l'IDLO.
- Ensure thorough cleaning of the premises (spider's web, interior and exterior windows, washing floors with water) on a monthly basis under the supervision of IDLO resource personnel.

4. Control - Monitoring

The IDLO administration will carry out daily attendance checks and inspections of the premises to be cleaned and/or maintained, in order to ensure constant quality of service, cleanliness and hygiene.

5. Responsibilities

In the event of destruction and/or damage to premises or equipment belonging to IDLO by the service provider's agents, the service provider shall be held responsible and shall immediately replace or reimburse the damaged equipment.

IV. MATERIALS/LOGISTICS CONDITIONS

1. Human Resources

In order to ensure a quality service, a **minimum** of three (3) employees, including one (1) female, is required for cleaning and maintenance of the premises.

NB: All staff must be in an irreproachable state of cleanliness at all times. During working hours, cleaning and maintenance staff must wear uniforms bearing the company name for identification purposes.

2. **Material resources / Equipment**

The contractor will provide cleaning and maintenance materials and products, toilet paper and hand soap for the toilets. The list of products and equipment required for the proper performance of tasks must be attached to the financial proposal. These products and materials should be delivered on a monthly basis.

3. **Equipment required for agents:**

- For reasons of hygiene, comfort and safety within the IDLO premises, agents must be equipped with at least the following items:
- - Work uniforms with company name;
- - Mask

V. **EXPECTED RESULTS**

1. **The expected results are:**

- Clean and well-maintained office spaces and premises
- Technical advice in the field
- An appropriate working environment
- Competitive and standardized service costs
- On going monitoring of premises

2. **The service provider will supply:**

- A list of technical equipment to be used/ or assigned to the operations;
- A list of the names and responsibilities of the personnel assigned to the work;
- CV of team leader In charge of Operations;
- The approach to be followed, and the organization of the work, which should enable the evaluation committee to assess the way In which the bidder conceives and plans Its operations.

VI. **SERVICE PROVIDER QUALIFICATIONS**

Providers wishing to obtain the said contract from IDLO shall possess the following minimum qualifications:

1. Be registered with the Registre du Commerce (provide a legalized/certified copy);
2. Be in good standing with the Tax Authorities (Certified copy of a tax regularity certificate; tax certificate)
3. Proven financial stability (provide a bank account statement with commitment guarantee not mandatory);
4. Have a bank account In the company's name (all vendor's payment will be through **bank transfer no exception**).

5. Staff proposed should have experience In the field;
6. Service provider should have proof that staff Is registered or will registered with CNSS (proof of such registration might be requested If needed);
7. Service provider should not employ minors;
8. Possess the minimum equipment necessary for the proper execution of the present contract;
9. Be able to operate without interruption during the above-mentioned hours.

VII. COMPLIANCE WITH LOCAL LABOR LEGISLATION

The service provider recruits, remunerates, employs and trains, under its sole responsibility, the personnel required to carry out the assignment, while complying with the General Conditions relating to the IDLO contract. The service provider shall be responsible for problems relating to working hours and staffing levels, and for complying with labor legislation concerning working hours, weekly rest periods and annual or other leave. It shall be personally responsible for any commuting accidents that may occur to its employees as a result of or in connection with the performance of the present contract, and for its own work-related accidents.

The bidder must undertake to comply with the laws in force for companies, in particular with regard to labor legislation, including the remuneration and social security coverage of its employees deployed on the site, and must be able to justify to the Purchaser compliance with these rules.

It is desirable that the service provider undertake to pay at least a monthly NET salary equal to the minimum wage in Niger. The service provider is required to respect annual leave entitlements in accordance with the current Burkina Faso labor code, as well as the legal working week, which is set at 40 hours per week, the right to sick leave, the right to national and religious holidays, and the right to parental leave.

In order to respect the rights of staff working on IDLO's premises, the above-mentioned provisions will be subject to periodic checks, if necessary, by IDLO's competent departments, and any failure to comply could result in the cancellation of the service contract.

Bids will be submitted in accordance with the request for quotation submitted for this purpose and by e-mail to the address indicated in the solicitation document.

All bids must be sent by e-mail to the following address:

tenders@idlo.int

Any offer submitted otherwise will be systematically rejected.

**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. 001/S/NE/2023**

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

Table 1: SPECIFICATION FOR SERVICES

Lots	Item Name	Specification	Unit measure	Quantity	Unit Price in CFA (per month)
Lot 1	<i>Cleaning services</i>	<i>From 7AM to 17PM Monday through Friday; personnel to supply 06 agents with one supervisor (please refer to Annex B for details on the requirements)</i>	<i>Month</i>	<i>12</i>	

Table 2: Specifications for After-Sale Service for

Other Information	Response		
	<i>Yes, we will comply</i>	<i>No, we will not comply</i>	<i>If you are unable to comply, please state your counterproposal.</i>
Number of agents to supply			
Wear uniform during working hours			
Service hours			
Gender parity			
Other requirements: discretion during service hours			

Name, position and signature of tenderer <hr/> <i>Duly authorized to sign this offer</i> Date:	Bidder's stamp
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ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and 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/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

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