

## REQUEST FOR QUOTATION (RFQ) NO. 513-UKR-20

### FOR PROCUREMENT OF CLEANING SERVICES IN THE OFFICE PREMISES ON A REGULAR BASIS

Dear Sir/Madam,

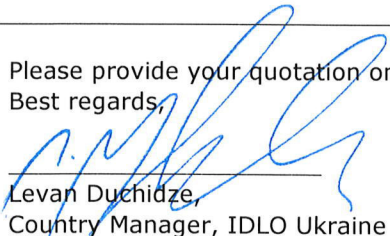
You are kindly requested to submit your quotation, for the services described in Annex A.

For any questions/clarifications related to this RFQ please contact us via [ukr-tenders@idlo.int](mailto:ukr-tenders@idlo.int)

Description of requested services	See Annex A
General terms and conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services.
Quotations submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:ukr-tenders@idlo.int">ukr-tenders@idlo.int</a>
Partial quotations	Partial quotations are not permitted
Validity of quotation	45 days
Place of delivery	Kyiv, 57-B O. Honchara Street, 5 <sup>th</sup> floor.
Delivery terms	Services will be delivered within 45 calendar days after PO or contract signature by last party.
Payment terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all services and upon submission of the invoice by the supplier.
Value-added tax	IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase « <b>No VAT</b> ».
Special Requirements	By submitting the quotation, the supplier confirms that neither it nor its staff did not support or fund, directly or indirectly, any drug trafficking or terrorism related activities. The supplier also confirms that neither it nor its staff are referenced on the U.S. Treasury Office of Foreign Assets Control List. The supplier also confirms that its staff did not commit gross violations of human rights.
Supporting documents	Quotation must be submitted together with the registration documents.
Comments	Quotation (Annex A) must be signed by Director or his/her designees, stamped if applicable and submitted in PDF-format.  Please provide recommendation letters (if applicable) and information on cooperation with other organizations.

Please provide your quotation on or before: **April 20th, 2020, 17:00 Kyiv time** at the latest.

Best regards,

  
Levan Duchidze,  
Country Manager, IDLO Ukraine

ANNEX A

LOT	Description and service conditions	Unit measure	Total amount in UAH (Cost per month)
1	<p>✓ <u>Daily, complex cleaning of the office space (5 times per week, early morning hours):</u></p> <ul style="list-style-type: none"> <li>- <u>Dry &amp; wet floor cleaning;</u></li> <li>- <u>Carpet cleaning by means of the vacuum cleaner;</u></li> <li>- <u>Cleaning &amp; disinfection of the washrooms;</u></li> <li>- <u>Thorough cleaning of the kitchen (6 sq. m.);</u></li> <li>- <u>Removing dust from the glass partition-walls and furniture;</u></li> <li>- <u>Cleaning of windowsills and floor borders, etc.;</u></li> <li>- <u>Garbage disposal &amp; cleaning of the garbage bins;</u></li> <li>- <u>Other tasks as may be</u></li> </ul>	SERVICE/PER MONTH	

	<p><u>requested.</u></p> <p><b>NOTE:</b></p> <p><b>*GENERAL OFFICE SPACE IS 292.8 SQ. M.</b></p> <p><b>*OFFICE FLOOR: PARTIALLY COVERED WITH CARPET AND PARTIALLY WITH LINOLEUM.</b></p> <p><b>*THERE ARE GLASS PARTITION-WALLS BETWEEN THE OFFICE ROOMS.</b></p> <p><b>*HOUSEHOLD CHEMICALS FOR THE DAILY CLEANING WILL BE PROVIDED BY THE ORDERING SIDE.</b></p> <p><b>*CLEANING EQUIPMENT (SUCH AS A VACUUM CLEANER, FLOOR MOP) IS TO BE PROVIDED BY THE CLEANING COMPANY;</b></p> <p><b>* CLEANING SERVICES TO BE PROVIDED BY ONE DESIGNATED PERSON ON PERMANENT BASIS, DURING THE WHOLE PERIOD OF CONTRACT VALIDITY.</b></p>		
<p><b><u>Total cost (excluding VAT):</u></b></p> <p><b><u>(Lot 1):</u></b></p>			

<p>Name, position and signature of the official representing requested entity</p>   <hr/> <p><i>Duly authorized to sign this quotation</i></p> <p>Date:</p>	<p>Stamp (if applicable)</p>
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