



CONSULTANCY TERMS OF REFERENCE

Main Facts Table

RFQ reference	RFQ FY22-126
RFQ launch date	30/05/2022
Contract Manager	Teresa O'Donnell
Deadline for submission of offers	20th July 2022

Submission of offers to procurement@plan-international.org

Please include the RFQ reference number above in all correspondence

1. Background Information on Plan International

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

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it’s girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

2. Description & Objectives

Please see below:

Areas

Carpeted Areas:	Vacuum cleaned with attention to edges, skirting boards and under desk
Bins:	Kitchen bins and recycling bins will be emptied and replaced with liner. Content to be transferred to building disposal point
Desks:	Dusted where left free from papers. Finger marks, spillages will be cleaned with appropriate cleaning material.
Furniture & Fittings:	To be dusted to standing height of all exposed surfaces to furniture & fittings.
Ledges, sills & Skirting's:	To be dusted and wiped with appropriate cleaning material, including surfaces to printer bays.
Meeting rooms:	Chairs and carpets to be vacuumed. Tables to be cleaned with appropriate cleaning material and chairs tidied around the desks.
Fire Extinguishers:	To be dusted
Fingerplates:	Finger marks and smears to be cleaned
Internal glass:	Glass partitioning doors and door inserts to have finger marks and smear removed
Electrical Equipment:	Monitors, keyboards, printers, fax machine & photocopies to be dusted and cleaned with appropriate cleaning material.
Pictures:	To be dusted and finger marks removed

Break-Out / Kitchen areas

Surfaces: Tables, chairs, work surfaces, sinks, taps and hot and cold water machines to be cleaned with appropriate cleaning material, ensuring lime scale removed.

Kitchen fittings: Splashes and spillages to be cleaned with appropriate cleaning material.

Microwaves: Internal and external to be cleaned with appropriate cleaning material.

Fridges: Internal and external surfaces to be cleaned of spillages with appropriate cleaning material.

Kitchen floors: Vacuumed and where appropriate washed of any marks, including skirting boards.

Crockery: To be collected, cleaned in dishwashers and put away into kitchen cupboards.

Bins: Emptied and cleaned. Bin liners to be replaced

Monthly Service

Fridges to be emptied shelves removed and cleaned. Out of date food to be disposed.

Quarterly Services

Window Cleaning: Internal glass windows of meeting rooms inclusive of glass doors to breakout areas. Frames and sills to be cleaned and splash marks removed.

Carpet Maintenance: Spot cleaning to all areas, especially meeting rooms

Hard Floor: Breakout areas floors to be carefully cleaned using appropriate cleaning material.

Kitchen Fittings: Internal and external surfaces including kitchen cupboards, drawers and Kitchen tiles to be cleaned using appropriate cleaning material.

3. Location

Plan International
 1st and 2nd floor
 Block A, Dukes Court,
 Duke Street,
 Woking, Surrey, GU21 5BH

Total floor space 17,307 sqft.

Total Desks = 134
 Meeting rooms = 14
 2 Breakout Areas

4. Timeline

Dates	Activity
21 st – 25 th July	<ul style="list-style-type: none"> • Evaluation of proposals • Supplier/Consultant interviews • Contract finalisation
Week of 25 th July	<ul style="list-style-type: none"> • Start date Daily: Monday – Friday per week from 6.30pm – 9.30pm (excluding Bank Holidays)

5. Contact

Any questions in relation to this RFQ as well as submission of proposals please send to:
Procurement@plan-international.org

6. List of documents to be submitted with the RFQ

Technical Proposal

- Safe Contractor accreditation
- Certificate of Insurance
- Health & Safety Policy
- COSHH Procedures & Data Sheets
- Environmental Policy
- Sample Method statement and Risk Assessment
- Recruitment Procedure
- Provide 3 references
- Provide details of any safety related incidents that have occurred at any of your client sites
- Provide documentation of any quality standards your organization adhere to e.g. ISO

All consultants/applicant are required to agree and adhere to Plan International's Non-Staff Code of Conduct (Annex A)

All suppliers are required to complete Supplier Questionnaire (Annex B)

Financial Proposal

Plan follow a fair and transparent Procurement process and therefore it is not possible to share our budget. Please provide a detailed breakdown of your daily rate. Please include all additional costs Plan should be aware of.

7. Submission of offers

Please send your application to Plan International procurement@plan-international.org by 20th July 2022 referencing "RFQ FY22-126 Cleaning Provider" in the subject line and including supporting documents as outlined in section 6.

8. Evaluation of offers

- Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.
- Plan International, at its sole discretion, will select the successful RFQ.
- Plan international shall be free to:
 - accept the whole, or part only, of any submission
 - Accept none of the proposals
 - Republish this Request for Quotations
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of offers.
- Part of the evaluation process may include a presentation from the supplier.
- Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.
- Plan International may award multiple contracts and all contracts will be non-exclusive.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply

9. Contract & Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

10. IR35 Requirements – Only applicable for UK based or connections to the UK Consultants

As of April 2021, all Global Hub UK-based contractors (Consultant/personal service company/agency/intermediary) employing "people" in their chain to deliver serves to Plan International must follow a strict process of IR35 determination.

Plan Limited will conduct a CES tool on all relevant shortlisted proposers as outlined above to determine whether they fall inside or outside IR35.

11. Plan International's Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

12. Clarifications

The onus is on the invited individual/companies to ensure that its offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFQ, please email: procurement@plan-international.org

Thank you for your proposal.