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, Regional Office West Surkhet 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 Regional Office West –Surkhet W#8 Awas Chhetra Birendranagar requires the effective provision of cleaning services for its office premises which staffs approximately 28 people. Plan International Nepal reserves the right not to enter into or award a contract as a result of this invitation to sealed bid for quotations. Furthermore, Plan International Nepal reserve the right to vary the numbers and in the RFQ 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 80 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 Quotation/Tender
This is to provide cleaning services of high standard using environmental friendly cleaning products and supplies, for premises. The layout is 3.5 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:** Plan International Nepal, Regional Office West Surkhet 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 11:00 AM, floor moping, glass cleaning and other small cleaning work can be carried out in office time from 7:00 AM - 11:00 AM on week days except listed holidays of Plan Nepal. The contractor will be provided with Plan official holidays list.

<table>
<thead>
<tr>
<th>No. of staff required</th>
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<tbody>
<tr>
<td>Part time (from 7:00 AM to 11:00 AM)</td>
<td>1 person</td>
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7. **Duration of Contract:** The contract will be for 15 months period starting from **1st October, 2022.** The performance will be reviewed in every month. 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 Asar 2078 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 quotations/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. Submission of quotation/Tender:
The vendor should submit this sealed quotation/tender by 8 September, 2022 to the address as mentioned below:

[Quotation for Office Cleaning Services]
Procurement Panel  
Plan International Nepal  
Regional Office-Surkhet  
Ward# 8 Awas Chhetra Birendranagar-Surkhet.

14. Other Terms & Conditions:
a. The rates quoted should be inclusive of all applicable Government taxes. VAT and other charged (if applicable) should be mentioned separately.
b. Rate QUOTED other than Plan’s approved Specifications will not be accepted and will be treated as cancelled.
c. Payment will be released after signing the contract/policy/Purchase Order, through cross cheque/Demand draft/online bank transfer in the name of business.
d. Tender documents/quoted prices must be valid for minimum period for 15 Month from the date of opening of tenders.
e. 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.
f. The vendor will neither engage nor promote child labor.
g. The vendor should follow all the precautionary measures to protect physical, sexual, economical, psychological and emotional abuse of children.
h. 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.

i. Vendor must be start to provide **Office Cleaning Services from 1st October 2022.**

   *Any information or clarity relating this bid can be obtained from Procurement Department of Plan International Nepal-Regional Office West Surkhet. (Phone no. 083- 525721/523007)*

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

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

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

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

   Email ID: ................................................................................................................................

   Company Seal: ............................. Date:
## Annex-1

Plan International Nepal, Regional Office West Surkhet  
Office Cleaning Services Procurement Bid Form

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Description of Item</th>
<th>Unit</th>
<th>Rate Inclusive tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Part time cleaner</td>
<td>4 hrs daily, 5 days/week [Monday to Friday]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Addition work-Cleaning Service</td>
<td>Per hour/person</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Authorized Person:**

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

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

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

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

**Company Seal/Stamp** .......................................................... **Date:** .......
SCOPE OF WORK/TERMS OF REFERENCE
Office Cleaning Services of Plan International Nepal, Regional Office Surkhet located at Avas Chhetra, Ward#8, Birendra Nagar Municipality.

Annex: 01

1. **Introduction**

Plan International is an independent development and humanitarian organisation working in 51 developing countries that advances children's rights and equality for girls. 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 24 districts in Nepal.

2. **Background:**

Plan International Nepal, Plan International Nepal Regional Office-Surkhet Ward# 8 Awas Chhetra Birendranagar requires the effective provision of cleaning services for its office premises which staffs approximately 32 people.

3. **Scope of Work:**

This is to provide cleaning services of high standard. The office has 11 bath rooms, 20 rooms and open space. Below are the details which needs to be carried out.

   i. Cleaning of 11 bath rooms and their fixtures – **daily basis**
   ii. Cleaning of open space and common areas. – **daily basis**
   iii. Cleaning of meeting halls and its furniture- **daily basis**
   iv. Waste management. – **daily basis**
   v. Cleaning of windows & Doors – internal-external – **twice a week**
   vi. Additional cleaning or support work as and when required.
   vii. Serve tea/coffee once a day (10:00 AM) to all staff and visitors **in absence of OA**.
   viii. Provide sufficient clean drinking water in jar and water dispenser for all staff **in absence of OA**.

4. **Work schedule:**

The thorough cleaning work will be carried out from 07:00 AM to 11:00 AM, from Monday to Friday, except holidays of Plan International Nepal. The Contractor will be provided with Plan official holidays list.

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<tr>
<td>Part time (from 7:00 AM to 11:00 AM)</td>
<td>1 Person</td>
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5. **Qualification of Contractor:**

   i. The firm should be registered with relevant authority of Government of Nepal and registration should have been renewed as per law. The firm must fully comply the Nepal Labor Law.
   ii. The firm should be registered with income Tax office and certificate of Tax Payment/clearance is obtained for latest year FY 2077/78.
   iii. Proven track record in rendering satisfactory services to high end premises.
   iv. The personal must have training and experience in similar environments; and must not have any criminal records.
   v. Child labor is not to be used under any circumstances. All employees must meet the minimum age requirement set by local laws.
   vi. Contractors represents and warrants that neither it nor any relevant party nor any of its or their directors, employees or consultants has been involved or is suspected
HAS ever been suspected of involvement in an incident of abuse of a child or children.

6. **Duration of Contract:**
The contract will be from **1 October 2022 till 31 December 2023 (15 Months Period)**. The performance will be reviewed every day. 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 Scope of work.

7. **Deliverables:**
The contractor shall perform the duties according to Plan International Nepal’s instruction and consultation with the Logistics and Procurement Coordinator and submit the monthly duty attendance with claims/bills to Logistics and Procurement Coordinator of Plan International Nepal, Regional Office West Surkhet by the end of every month.

8. **Fee Structure:**
The contractor should submit the hourly cost in Nepali currency in the quotation form with detail breakdown including applicable taxes.

9. **Payment:**
Payment to the contractor will be made on monthly basis upon satisfactory work done certification from Logistics and Procurement Coordinator. **Payment will be made on actual working days/hour.** Absent hour will be deducted.

10. **Agrees to:**
1. The contractor will provide the trained, literate person for the Office cleaning service to Plan International Nepal Regional Office-Surkhet. The duty hours will be 4 hrs in the morning from 07:00 AM – 11:00 AM from Monday to Friday of every month.
2. The name list of the person to be deployed on Plan International Nepal duty will be provided to Plan International Nepal upon start of the agreement. Any changes in personnel should be notified immediately in writing to Plan International Nepal.
3. The personnel supplied will be employee of the contractor and all statutory liabilities will be paid by it.
4. The contractor will cover its personnel for personal accident and death whilst performing the duty.
5. The contractor will provide the adequate supervision to ensure proper performance of the deployed personnel in accordance with the prevailing assignment instruction agreed up on between the two parties.
6. The deployed person will take proper and reasonable precautions to preserve any loss, destruction, waste or misuse the area of responsibility given to him/her by Plan International Nepal.
7. The contractor will be responsible to ensure the safety and security of Plan International Nepal property and equipment entrusted to its deployed personnel.
8. The contractor will submit request for payment with valid VAT bill by end of the month.
9. Plan International Nepal will have the right within reason to remove the deployed personnel if considered undesirable.

Agree by:

__________________  ____________________  
Witnessed by Sign and date:  

CONTRACTOR:  
Sign & Date:  
Office Stamp