

Terms of Reference (TOR)

Request for Quotations for Provision of Warehouse Services to UNFPA Country Office

Reference No.: UNFPA/IDN/RFQ/2024/006

BACKGROUND

The United Nations Fund for Population Activities (UNFPA) Indonesia Country Office seeks proposals from qualified suppliers to avail storage space for rental of non-food items and emergency relief supplies. The warehouse will need to handle both incoming and outgoing UNFPA supplies and be accessible by the main roads in a convenient and safe way as we want to consider proximity to our office in Jakarta as well as accessible for distribution.

General information

UNFPA Jakarta Country Office is looking for a warehouse, the preferred location for the warehouse is along main roads and accessible for loading and unloading, however other suitable secure areas within accessibility to main roads will also be considered.

Cargo to be stored may include Set of Tents, Boxes of Dignity Kits, Printing/Publication Material and other UNFPA material/equipment related to humanitarian programs.

Minimum floor space of the warehouse shall be followed:

- **Humanitarian Warehouse : minimum 170 square meters**

of covered warehouse area, with the option of extending/reducing the warehouse capacity as and when required by UNFPA through formal communication and with prior 15 days' notice. Higher floor space will be considered as an advantage. UNFPA will not pay additional rental for open space.

UNFPA REQUIREMENTS/TECHNICAL PROPOSALS

1. Location and Access:

The storage facilities shall be situated in the territory of the fenced compound and in the proximity of the main road or via a wide access road of minimum 20 meter width and within 100 meter maximum length. The compound shall be one and contiguous with sufficient space for minimum 2 trucks maneuvering and parking. The storage premises shall not be sited in an area susceptible to flooding and/or landslides. The warehouses must not be located near military quarters or close to hazardous substance manufacturing facilities.

2. Safety Considerations (attach photo):

The warehouses are to have strong and well-fitted metal gates and other anti-burglary protection elements such as strong metal bars on the windows, operational CCTV equipment with power back-up and digital recording capabilities, lighting the interior yards and fences with lighting units that are resistant to weather factors, of a minimal capacity of 250 Watts and should be connected to an independent distribution board in the guard's room. (*Preference may be given to the sheds having secondary existence for evacuation of personnel*). Layout of the storage compound must allow for limited and controlled access to the area.

3. Fire Prevention (attach photo):

The facilities must be secured against flammable materials from internal and external fire hazards such as wildfire, loose electrical wires, etc. Availability of regularly maintained fire extinguishers (portable and stationary units) with proximity to the operating water pipe or water tank with fire hoses will be considered an advantage.

4. Facility (attach photo):

- Structural soundness

- The Construction materials used for walls must be non-flammable.
- Flooring must be made of reinforced concrete (crack-free).
- Roof must be leak-proof and is being regularly inspected and maintained.
- Lighting of storage areas are recommended to be natural through lighting openings.

- Maintain the ventilation of the warehouses by providing industrial exhaust fans or depending on natural ventilation through opposite openings in the warehouse walls.
 - All wires and electrical devices must be secured and correctly installed. An independent storm water drainage network (open channel or pipe lines) is set up and connected to the street level to evacuate the rain water out of the warehouse.
 - Room height minimum 3 meters, good circulation of air, clean and room temperature isn't humid
 - **Functionality**
Preference will be given to the warehouses with multiple docks/gates for simultaneous IN and OUT goods' handling; availability of a strong shelving/racking system will be considered as an advantage; due consideration will also be given to the availability of ramp for simplified mechanical goods' handling.
 - **Dependable utilities**
Availability of electrical power grid and back-up power supply (cost of electricity and generator maintenance and fueling has to be included into the cost of rent);
 - **Office space**
Availability of AC office space of minimum 10 square meter for warehouse staff, water and toilet and sewage facilities for warehouse team;
 - **Open accessible and usable space of minimum 230 square meters.** The usable space must be flat, devoid of marshy land or low land prone to flooding. Higher open usable space will be considered as an advantage. UNFPA will not pay additional rental for open space.
5. **Lease Terms:**
The term of the warehouse lease is for a minimum of one (1) years with possibility of extension. The rate has to be inclusive of all stated expenses (**exclusive of all taxes**, since UNFPA is exempt from taxes) and including the maintenance.
6. **Yearly Rent Service**
The lease rental amount to be paid to the Contractor will be based on the yearly basis according to the value of the offer.
7. **Payment terms**
- UNFPA's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.
 - Payment once a year is made at the beginning of the rental period.
8. **Main duties and responsibilities of Contractor**
- Maintain unhindered access to UNFPA for the warehouse facilities throughout the contract period. This should be guaranteed with 24 hour availability in case of emergency so UNFPA can respond to a displacement on holidays and over the weekends.
 - Entrance access needs to be given to authorized UNFPA partner staff and vehicles in order to report to work daily.
 - The Contractor is responsible for appropriate Insurance of the warehouse Building. UNFPA shall arrange the insurance of its core relief items/ equipment stored in the warehouses.
 - Where damages to existing facilities occur, the contractor undertakes to repair them within 48 hours of notification given.
 - Obtain all necessary permission from authorities to carry out the warehouse operations.

Provision of utilities and other related services

The contractor shall be responsible to provide following utilities and services to UNFPA. The amount of any such utilities/services to be included in the Warehouse rental.

- Adequate inside and outside light and electricity;
- Adequate light in public spaces and stairwells;
- Payment of all utility charges (electricity, water) to be made by the Contractor;
- Backup Generator, its maintenance and fuel to be provided by the Contractor. The generator to be kept on especially during the night in case of no electric supply from the Government;
- All other facilities and services which it makes available generally to tenants in the building; and

- Cleaning services, adequate to maintain the entrances and common areas of the building in condition and at a standard of cleanliness appropriate for the use for which they are intended by UNFPA.

END