



Date: 13 November 2022

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/22/024

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### Provision of Warehouse

UNFPA requires the provision of warehouse - under a Long Term Agreement - to store goods related to UNFPA humanitarian programme.

#### I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

#### Service Requirements/Terms of Reference (TOR)

Please refer to Annex II

#### II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>indn.bids@unfpa.org</i>

The deadline for submission of questions is **Monday, November 28<sup>th</sup> 2022 at 17:00 Jakarta Time<sup>1</sup>**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

#### III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

#### IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal form, in response to / should comply with the requirements outlined in the specifications. It is to be submitted strictly in accordance to the format provided, duly completed.
- b) Price quotation form, to be submitted strictly in accordance to the format provided, duly completed and signed.
- c) Company profile.
- d) Company registration certificate.
- e) List and value of similar products provided for the last three (3) years plus client's contact details who may be contacted for further information on those contracts.
- f) Written Self-Declaration of not being included in the UN Security Council list and other UN Ineligibility List.

All parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

#### V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Sunday, December 4<sup>th</sup> 2022 at 23:59 Jakarta Time<sup>2</sup>**.

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>indn.bids@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/IDN/RFQ/22/024 - Provision of Warehouse**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

<sup>2</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

**VI. Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

Evaluation criteria (pass/fail criteria):

No	Criteria	
1	Location and access	in the territory of the fenced compound
		sufficient space for minimum 2 trucks maneuvering and parking
		flood free location
2	Safety	operational CCTV equipment available
		fire prevention and fire extinguishers available
		building insurance available
3	Facilities	construction materials used for walls is non-flammable
		crack free of flooring
		leak proof of roof
		adequate lighting available
		adequate ventilation (good circulation of air, clean and room temperature is not humid)
		room height minimum 3 meters
		racking system available
		office space available (include AC and toilet)
all utility charges inclusive in the rent (electricity, water, phone)		

**VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Long Term Agreement with duration of three years to the Bidder that obtain the lowest-priced technically acceptable offer.

**VIII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

**IX. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.



#### **X. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

#### **XI. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

#### **XII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Ms. Anjali Sen Sen at [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

#### **XIII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



## TECHNICAL PROPOSAL FORM

<b>Name of Bidder:</b>	[insert name of company]
<b>Date of the quotation:</b>	[insert quotation date]
<b>Request for quotation N°:</b>	UNFPA/IDN/RFQ/21/024

- The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Provision of warehouse, area approximately 100 m <sup>2</sup> (± 10%)
[insert description of quoted services stated in the price quotation form, that referring to the requirements stated in annex II Terms of Reference]
1. Location and Access
2. Safety Considerations
3. Fire Prevention and Insurance
4. Facility
5. Provision of utilities and other related services



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	[insert name of company]
<b>Date of the quotation:</b>	[insert quotation date]
<b>Request for quotation N°:</b>	UNFPA/IDN/RFQ/22/024
<b>Currency of quotation:</b>	IDR
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Bidders are required to complete this form, sign it and return it as part of their quotation.
- The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

**TABLE 1: Financial Offer:**

No	Description	Qty	UoM	Unit price (IDR)	Total price (IDR)
1	Provision of warehouse, (state how many m <sup>2</sup> you quote) - YEAR 1	1	Year	[insert cost]	[insert cost]
2	Provision of warehouse, (state how many m <sup>2</sup> you quote) - YEAR 2	1	Year	[insert cost]	[insert cost]
3	Provision of warehouse, (state how many m <sup>2</sup> you quote) - YEAR 3	1	Year	[insert cost]	[insert cost]
<b>TOTAL COST</b>					[insert cost]

**TABLE 2: Compliance with Requirements:**

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Validity of Quotation is at least 3 months after the submission deadline	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNFPA General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.



Comply to meet the requirements stated in Annex II - Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted to provide clarification(s) related to the submission	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

*Vendor's Comments:*  
 [insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/22/024 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

[insert name, title, signature and company's seal/stamp]	[insert date and place]
Name and title	Date and place



United Nations Population Fund  
7<sup>th</sup> floor Menara Thamrin  
Jl. MH Thamrin Kav.3, Jakarta 10250  
E-mail: [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org)  
Website: [indonesia.unfpa.org](http://indonesia.unfpa.org)

**ANNEX I:  
General Conditions of Contracts:  
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)





## ANNEX II: TERMS OF REFERENCE

### Background

The United Nations Population Fund in Indonesia intends to procure provision of warehouse - under a Long Term Agreement - to store goods related to UNFPA humanitarian programme. The bidding exercise aims to engage a qualified supplier who offer the most competitive package price/rate while committed to provide the service as specifically stipulated here under.

### Objective

A storage space for UNFPA goods and supplies; 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, if in a convenient and safe way as we want to consider proximity to our office in Jakarta as well as accessible for distribution.

Goods to be stored may include set of tents, boxes of individual kits, printing or publication material and other goods related to UNFPA humanitarian programme.

Floor space of the warehouse: **approximately 100 square meters ( $\pm$  10%)** of covered warehouse area. Higher floor space will be considered as an advantage. UNFPA will not pay additional rental for open space.

### Requirements

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. The warehouses must not be located in areas prone to flooding and should be built and equipped in a manner that allows proper drainage of rainwater and prevents water accumulation on the warehouse floor or in adjacent areas.

2. Safety Considerations:

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:

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:

- 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.

5. Lease Terms:

- The duration of lease under a Long Term Agreement is three years. The rate is including the maintenance.
- The lease amount to be paid to the Contractor will be on the yearly basis (during a calendar year). In the event the UNFPA's use and occupancy of the demised Premises on a calendar year is for less than a year, the annual rent shall be pro-rated.

6. 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 the 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, included in the yearly rent;
- 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.