United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: *idn.bids@unfpa.org*
Website: indonesia.unfpa.org

Date: 30 October 2021

REQUEST FOR QUOTATION
RFQ Nº UNFPA/IDN/RFQ/21/015

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

"Provision of Warehouse"

UNFPA requires the provision of warehouse services (rent a warehouse) to be store of Tent, Boxes of Dignity Kits, Printing/Publicaation Material and other UNFPA equipment related to humanitarian and LNOB project.

This Request for Quotation is open only to legally constituted companies that located in Indonesia (local companies) can provide the requested services.

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

II. Service Requirements/Terms of Reference (ToR)

The United Nations Population Fund in Indonesia intends to procure dignity kits and other related items for humanitarian programme. The exercise aims to provide a warehouse from 1 January until 31 December 2022, with companies who offer the most competitive price while committed to provide the service as specifically stipulated in Annex II.

III. Questions

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

Name of contact person at UNFPA:	*Mr. Untung S. Atmojo*
Email address of contact person:	*idn.bids@unfpa.org*

Questions will be answered in writing and shared with all parties as soon as possible.

IV. Content of quotations

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

a) Technical proposal, in response to the requirements outlined in the service requirements/ToRs.
b) Price quotation, to be submitted strictly in accordance with the price quotation form.
c) Company legal documents.

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The documents stated on point on a and b above 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, are to be sent by e-mail to **idn.bids@unfpa.org** no later than: **Saturday, November 13th 2021, at 23:59 Jakarta Time** [1].

Please note the following guidelines for electronic submissions to UNFPAs PSBs dedicated email address:

- The following reference must be included in the email subject line: **RFQ Nº UNFPA/IDN/RFQ/21/015 – 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.
- 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

Quotation will be evaluated based on the compliance to the requirements stated in the RFQ document and the price quotation (lowest priced technically acceptable offer):

The evaluation will be carried out in a step by step process by an ad-hoc evaluation panel:

1. All requirements set forth in Section IV received by the deadline.
2. Evaluation on the quotation of Provision Warehouse to determine:
   - Yes: meet the requirements
   - No: does not meet the requirements
3. Bidder(s) who obtain "yes" in the above number (2) will be processed for price comparison.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Lease Agreement on a fixed-cost basis with duration of 1 (*one*) year with possibility for extension to the Bidder that quote the lowest-priced technically acceptable offer, whose bid has been determined to be compliant with the RFQ documents

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 monthly invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

[1] http://www.timeanddate.com/worldclock/city.html?n=69

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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, representative's 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 at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at 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).

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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation Nº:	UNFPA/IDN/RFQ/21/015
Currency of quotation:	IDR
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)*	

- 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.
- The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples

TABLE 1: Price

Item No.	Product Name and Description	QTY	UoM	Unit price (IDR)	Total price (IDR)
1	Provision of Warehouse Services/Warehouse Rent for Humanitarian, area approximately 100 m^2	1	Year	[insert unit price]	[insert total price]
2	Provision of Warehouse Services/Warehouse Rent for LNOB, area approximately 130 m^2	1	Year	[insert unit price]	[insert unit price]
				TOTAL COST	[insert total price]

TABLE 2: Specification details of services quoted offer to Comply with Other Conditions and Related Requirements

Item No.	Product Name	Description of specification details
1	Provision of Warehouse Services/Warehouse Rent for Humanitarian, area approximately 100 m^2	[insert specification details]

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2	Provision of Warehouse Services/Warehouse Rent for LNOB, area approximately 130 m^2	[insert specification details]

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	**Your Responses**		
	Yes, we will comply	***No, we cannot comply***	***If you cannot comply, pls. indicate counter proposal***
Validity of Quotation is 3 months after the RFQ submission deadline	[insert answer]	[insert answer]	[insert answer]
All Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/21/015 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.

	Click here to enter a date.	
Name and title	Date and place	

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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

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ANNEX II:
Terms of Reference (TOR)

BACKGROUND

The United Nations Population Funds (UNFPA) Indonesia Country Office seek 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 part and safe 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 program.
Minimum floor space of the warehouse shall be followed:

- **Humanitarian Warehouse : minimum 100 square meters**
- **LNOB Warehouse : minimum 130 square meters**

of covered warehouse area. Higher floor space will be considered as an advantage and UNFPA will not pay the higher floor space.

UNFPA REQUIREMENTS/TECHNICAL PROPOSALS

1. Location and Access (attach photo):
   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 flloding 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-buurglary 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 exist 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 reinforces 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 opening in the warehouse walls.
     - All wires and electrical devices must be secured and correctly installed. An independent storm water drainage network (open channel or pipelines) 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 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 term of the warehouse lease is for one (1) year 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. The annual rent shall be payable within thirty calendar days upon signing of the lease agreement. In the event the UNFPA's use and occupancy of the demised Premises is for less than a year, the annual rent shall be pro-rated.
7. 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

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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 facility 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 included in the yearly rent.
- Backup Generator, its maintenance and fuel to be provided by 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.