

FACSIMILE COMMUNICATION

URGENT

NORMAL

ROUTINE

To: Whom it may concern
Attention: Phone number:
0704151314
From: Mohammad Tariq Sailab, Logistics Officer
cc: Fahim Wali, S.Logistics & Proc.officer Our file ref: 2941/LOG/AFCD/2021
N° of pages including this page:17
Issue Date: 26/June/2021
Closing date: 04/July/2021 14:00 hrs. Late offers will not be considered.
Re: **Quotation Request for providing repair and maintenance for IFRC premises**

If you do not receive all pages, please contact us immediately. Thank you.

MESSAGE:

REQUEST FOR QUOTATION

The International Federation of Red Cross and Red Crescent Societies in Afghanistan kindly requests your best offer for providing repair and maintenance for IFRC premises as per the attached Term of Reference ToR (Annex II):

All services and goods **MUST MEET** the ToR specifications, as well as all services & goods Must be of sound, fair and marketable quality & fit for its intended use.

For more queries all interested companies can come to IFRC office and raise their queries to the IFRC logistic team on Tuesday 29/06/2021 at 10:00AM.

Any variance from the required specifications must be clearly stated in your Quotation/Offer.

Please acknowledge receipt of this request and indicate your intention to bid.

To our email: mustafa.qiyam@ifrc.org

Our telephone number for further information: 0704151314

1. Pertinent information:

- a)The IFRC shall have the right to reject the services/goods or any part thereof if they do not conform to specifications.
- b)The IFRC reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to its beneficiaries.
- c)In the case of goods purchased based on specifications the Supplier warrants their conformity as well as the company needs to provide a one-year warranty card for all items starting from the date the items submitted to IFRC.



- d)The IFRC General Terms & Conditions for all service contracts attached hereto are applicable (**Annex I**).
- e)Failure to comply with the IFRC requirement will justify rejection of your offer.
- f)Within the contractual period any changes of the price will not be allowed and any approaches from the vendor requesting for price increase or stock unavailability will be considered as non-performance and thus the contract will be void.
- g)The total quantity may increase or decrease with the final order. Therefore, no objection would be granted from the supplier's side.
- h)All the supplied items must be in accordance with given specification, brand and quality.
- i)If not clear in any item specification, please communicate and confirm before delivery.

2. Your offer should be submitted as below with the below information:

- a)Your offer should be submitted in **Sealed Envelope** and submitted in the bids box at the IFRC Afghanistan Country Office Reception; Offers submitted in other places will not be considered;
- b)Mark the envelope **'2941/LOG/AFDEL/2021 providing Repair and Maintenance Services for IFRC Premises'**. Offers not addressed and sent as such will not be considered. Do not send your offer by fax and/or email.
- c)When submitting the offer, the bidder should sign the bids submission **logbook sheet**;
- d) The envelope should be properly **marked** with the bidder's company name, date and time of submission, RFQ reference number and items description;
- e)Your offer should be **clear and legible**, (in English language preferable, local language acceptable);
- f)Your offer should be submitted in letter head and/or **duly stamped and signed**;
- g)Your offer should state the offer **issuing date**;
- h)Your offer should be **numbered**;
- i)Your offer should state the RFQ number;
- j)Your offer should be specific on the offer **validity date**;
- k)**Price** should be quoted in Afghani (AFN);
- l)Your offer should provide the **Unit Price** per item and **total price**;
- m)Your offer should provide **Unit price** per item at the requested delivery place and **total price**;
The price should include all costs and the goods to be DAP to the requested delivery place;
- n)Price should be net after deduction of any discount. **Changes in prices after the tender time is closed will not be acceptable. If changes in prices the offer will be disqualified;**
- o)Make sure your arithmetic calculations are correct; Changes after the tender closing date will not be acceptable;
- p)Your offer should state the **goods ready date** and capacity for delivery;
- q)**Specifications** for each item – confirmation to comply with the required specifications, if you meet the specifications. If not, state clearly.
- r)Confirmation to agree to **accept** the terms & conditions as per this RFQ and the IFRC general **Terms & Conditions** attached as Annex I. These documents should be attached with your offer dully signed and stamped;
- s)Your offer should be duly signed and stamped;

4. Offer Validity:

Your offer must remain valid **90 days** from the date of submission of the quotation, before which a contract/order, if placed should be accepted by you.

5. Bid Bond:

Bidders should submit a bid bond of **5%** of the actual total bid amount with **three months** validity in the form of a Bank Certified Cheque (demand draft). Cheque will not be accepted. Bid guaran-



tee(amount) of unsuccessful bidders will be returned as soon as the contract will be signed with the successful supplier. **Offers not accompanied with a bid guarantee will not be considered.** Bid bonds are not returnable before signing the contract with the successful bidder. The service contract, if awarded within the quotation validity period and not accepted by the successful bidder, the bid amount will stand forfeited. And the contract shall be awarded to the second or third preferred bidder.

6. Performance Bond/Bank Guarantee:

The successful bidder(s) must deposit **10 %** of the value of the Service Contract as performance security in the form of a PAY ORDER from the schedule bank in favor of International Federation of Red Cross and Red Crescent Societies at the time of signing the purchase agreement/order. The performance bond should be valid for Twelve months which covers both the contract period and maintenance period. This security money/performance bond will be refunded after 1 month of satisfactory completion of the total contract. If the contract is partially cancelled due to the non-performance by the supplier, all rights of refund of security money will be forfeited.

7. Delivery time:

The Service Provider needs to take immediate action within two hours after receiving notice(Phone call or email) and fix the problem.

9. Delivery Term and Destination:

The repair and maintenance should be delivered to the IFRC premises:

IFRC/ARCS Compound, Qargha Road, Afshar, District 5

Kabul, Afghanistan

Office Tel: (0093) 704151314

CONSIGNEE: Necephor / IFRC Head of Country Delegation, Afghanistan.

CONTACT PERSON/ NOTIFY PARTY:

Name: Mohammad Tariq Sailab / Logistics Officer

Contact number: 0700223822

Email: Mohammadtariq.Sailab@ifrc.org

Seller shall be responsible for all costs arising from forwarding and delivering of services and products to actual point of delivery including loading, unloading and transportation, insurance, government tax etc.

10. Inspection:

Services and Goods supplied must meet the required specification as per specification mentioned here-with in this RFQ. Quality and quantity inspection will be carried at the destination by the IFRC team.

The services not found in accordance with the specifications will not be accepted and in that eventuality the service provider must replace the services/goods at their own cost. The supplier will be responsible for breakage or any loss before final handing over of the item and issuance of goods received note by the consignee which will be necessary for release of payment.

Payment by the Buyer does not imply acceptance of Services/Products nor of any related work or services provided pursuant to this Agreement. Failure to inspect and accept or reject Products shall neither relieve the service provider from responsibility for non-conforming services/goods nor impose liabilities on the Buyer therefore. Quality and quantity will be determined by an International Federation of the Red Cross (IFRC) staff member or a third part Inspection company, appointed and paid for by the Buyer. The IFRC staff member/inspection company shall have the right to inspect the services/goods called for under this order at the service provider's facilities and the Service provider shall cooperate and provide all facilities for such inspection.

11. Liquidated Damage for delays:



Please be advised that the goods arrival after the agreed delivery schedule may be subject to a deduction from the invoice of 0.1% per day up to 10 % of the total DAP value of the Service Contract.

12. Default:

In case of default by the Service provider, including but not limited to failure or refusal to make deliveries within the time limit specified, the Buyer may procure the services or goods from other sources and hold the Service provider responsible for any excess costs occasioned thereby. Furthermore, the Buyer may, by written notice, terminate the right of the Service provider to proceed with the deliveries, or such parts thereof as to which there has been default.

13. Payment Terms:

Should your offer be accepted, you will be required to sign and return our formal Service contract confirming your acceptance of the agreed terms and conditions.

The payment shall be made as per IFRC standard payment terms, which is within 30 days from the date of receipt of the services/goods with all supporting documents in order by the Buyer. No advance or partial payment will be done.

In order to claim the payment for the goods or services, the seller shall provide:

- i. Commercial invoice; (dated, stating the PO number, concept, correct amounts etc.)
- ii. Copy of the Company Bank statement;
- iii. Copy of the purchase order and IFRC T&C signed and stamped;
- iv. Packing list of items delivered;
- v. Delivery Challan / Delivery note, duly signed by the seller and consignee/delivery;
- vi. Manuals and Warranty letter for the items that require it;
- vii. Quality certificates (if required);

14. Integrity Line:

Report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to speakup@ifrc.integrityline.org, or call (Phone List).

NOTE: This email message and accompanying information is intended only for the named recipient(s) above and may be privileged and/or confidential. All rights to privilege are expressly claimed. If you are not the intended recipient, any reading, distribution, copying or disclosure of this communication is prohibited. Please immediately notify the sender and delete this e-mail message.

15. Principles of Conduct Clause:

Supplier seeking to work with the Federation shall respect the following principles:

- 1. Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Federation.
- 2. Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.



3. Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

4. Officials not to benefit: The Supplier represents and warrants that no official of the Federation has been, or shall be, admitted by the Supplier to any direct or indirect benefit arising from this Request for Quotation, Purchase Order / Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Service Contract.

5. If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the supplier.

16. Supplier Registration:

If your company NOT an IFRC registered vendor, you are obliged to submit the below documentation if you wish your offer to be considered:

1. Supplier registration form Annex III (attached);
2. Legal business registration/certificates;
3. Copy of tax clearance certificate;
4. The latest financial accounts and audit reports (last 3 years);
5. Copy of the bank statement where the name of the company and the bank account is legible (certifying the bank account and owner of the bank account). No need to disclose balances.
6. Any other documents required by the applicable laws in Afghanistan;
7. Past performance evidence (copy of past contracts);

Note: If your company has changed bank account details and/or address and/or name you will have to submit the above list of documentation.

Tender name: Providing Repair and Maintenance for IFRC Premises
Tender ref. No.: 2941/LOG/AFDEL/2021
Attn: Necephor Mghendi, Head of IFRC AFG Country Delegation
IFRC, ARCS Compound, Qargha Road, Afshar, District 5
Kabul, Afghanistan
Office Tel: 0700 223822

Yours Sincerely



Mohammad Tariq Sailab /Logistics Officer

Date: 27/06/2021

Place: Kabul

Enclosures:

Annex - I / IFRC General Terms and Conditions for services

Annex – II/Term of Reference ToR

Annex-III/ IFRC Supplier registration form



Annex I

IFRC GENERAL TERMS AND CONDITIONS FOR ALL SERVICE CONTRACTS

1. LEGAL STATUS

The Service Provider shall be considered as having the legal status of an independent Service Provider. Agents or employees of the Service Provider shall not be considered in any respect as being employed or in any manner officials or staff members of the IFRC.

2. ASSIGNMENT OF PERSONNEL

The Service Provider shall not assign any persons other than those accepted in writing by the IFRC for work performed under this contract.

3. OBLIGATIONS

The Service Provider and all individuals assigned by it to perform Services under this contract:

- (a) Shall neither seek nor accept instructions from any authority external to the IFRC in connection with the performance of its/their Services under this contract.
- (b) Shall refrain from any action which may adversely affect the IFRC and shall fulfil its/their commitments with the fullest regard for the interests of the IFRC.
- (c) Shall assure compliance with all applicable laws of the country where the Service Provider is registered as well as those in which the activities are performed.
- (d) Ensure that all duties are conducted with integrity, free from any taint of dishonesty, corruption or fraud and that all persons are respected equally without any distinction or discrimination based on nationality, race, gender, religious beliefs, class or political opinions.
- (e) Shall not advertise or otherwise utilize to its/their advantage the fact that it is or has been a Service Provider with the IFRC.
- (f) Shall not, in any manner whatsoever use the name, emblem, logo or official seal of the IFRC or any abbreviation of the name of the IFRC in connection with its business or otherwise, except as required for the fulfilment of its contractual duties hereunder and then only with the express prior written approval of the IFRC Secretary General or his/her designate.
- (g) Shall not communicate at any time to any other person (legal or natural), Government, National Society or authority external to the IFRC any information known to it/them by reason of its/their association with the IFRC which has not been made public, except in the course of their duties or by authorisation of the IFRC Secretary General or his/her designate; nor shall Service Providers or assigned individuals at any time use such information to its/their private advantage.
- (h) When performing the Services on IFRC premises or at any location when representing the IFRC, shall act in a manner consistent with the values of the International Red Cross and Red Crescent Movement and shall abide by the rules of conduct set out in the IFRC's Code of Conduct (a copy of which has been provided by the IFRC). The Service Provider acknowledges and accepts that any violation of these rules of conduct by it or any individual assigned by it to perform Services on its behalf shall be considered breach of an essential term of this contract.
- (i) The obligations set out in sub-clauses Shall not advertise or otherwise utilize to its/their advantage the fact that it is or has been a Service Provider with the IFRC., Shall not, in any manner whatsoever use the name, emblem, logo or official seal of the IFRC or any abbreviation of the name of the IFRC in connection with its business



or otherwise, except as required for the fulfilment of its contractual duties hereunder and then only with the express prior written approval of the IFRC Secretary General or his/her designate. and Shall not communicate at any time to any other person (legal or natural), Government, National Society or authority external to the IFRC any information known to it/them by reason of its/their association with the IFRC which has not been made public, except in the course of their duties or by authorisation of the IFRC Secretary General or his/her designate; nor shall Service Providers or assigned individuals at any time use such information to its/their private advantage. above shall continue upon expiration or termination of this contract with the IFRC.

4. REPRESENTATIONS AND WARRANTIES

The Service Provider represents and warrants:

- (a) It is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof.
- (b) To ensure the respect of internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of exploitative child labour.
- (c) It is not engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including the requirement that children be protected from performing any work that is likely to be hazardous, to interfere with their education, or to be harmful to their health and development.
- (d) It respects the basic social rights and working conditions of its employees, servants, agents and sub-Service Providers.
- (e) There are no material claims or allegations outstanding against the Service Provider that might adversely affect the IFRC or its reputation.
- (f) The Company is not a terrorist organisation, nor does it finance or otherwise assist in the commission of terrorist acts by any individual or entity designated by the UN Security Council, pursuant to Security Council Resolution 1267 (1999) and 1989 (2011) (available at <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>) or any other terrorism-related resolutions.

5. TITLE RIGHTS

- (c) During the term of this contract, the Service Provider shall disclose to the IFRC all ideas, inventions, business plans or any other materials developed by it during the term of this contract as a consequence of the Services provided to the IFRC by the Service Provider.
- (d) The IFRC shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the Services provided to the IFRC by the Service Provider. At the request of the IFRC, the Service Provider shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights and transferring them to the IFRC in compliance with the requirements of applicable law.
- (e) All materials prepared as well as all data collected and processed in the course of the Service Provider's work for the IFRC is the property of the IFRC. Such information cannot be used by the Service Provider for any purpose, other than that agreed under the terms of this contract, without the prior written approval of the IFRC Secretary General or his/her designate.



(f) Title to any equipment and supplies which may be furnished by the IFRC shall rest with the IFRC and any such equipment shall be returned to the IFRC as soon as possible, when no longer needed by the Service Provider. In any event, all equipment and supplies must be returned to the IFRC upon the termination or expiration of this contract. Such equipment, when returned to the IFRC, shall be in the same condition as when delivered to the Service Provider, subject to normal wear and tear. The Service Provider bears all responsibility for lost or damaged equipment and supplies.

6. TAX EXEMPTION

The Service Provider's fee shall reflect any tax exemption to which the IFRC is entitled by reason of any immunities which it enjoys. If it is subsequently determined that any taxes which have been included invoiced are not required to be paid, the IFRC shall deduct the amount from the service fee or, if it has paid any such taxes, it shall be refunded by the Service Provider.

7. DELAY

Without prejudice to clause TERMINATION OF CONTRACT below, if the Services have not been completed during the agreed time period, any additional costs or damages incurred by the IFRC due to such delay may be withheld from any amounts owed to the Service Provider.

8. USE OF NAME AND LOGO

(a) The Parties maintain sole authority over their respective names and logos (the "Signs"). The Service Provider is not authorized under this Agreement to make use of the IFRC's Signs, other than as explicitly agreed in writing by the IFRC.

(b) Notwithstanding any other provision of this Agreement, it is clearly understood that any violation of this Article is grounds for immediate termination of this Agreement.

9. CONFLICTS OF INTEREST, FRAUD, CORRUPTION, MISUSE OF FUNDS

(a) The Service Provider shall maintain appropriate standards of conduct and control mechanisms to minimise the risk of conflicts of interest, fraudulent or corrupt conduct or other misuse of funds. The standards of conduct shall govern the performance of Service Provider personnel, consultants, and others engaged by the Service Provider to provide the Services. The Service Provider shall ensure that its contractors, suppliers and any other third parties involved with providing the Services are bound by the same standards of conduct.

(b) The Service Provider shall investigate and take rapid action, including preventative measures, in response to any substantiated allegation of conflict of interest, fraud, corruption or misuse of resources in accordance with applicable rules, regulations, policies and laws.

(c) The Service Provider shall immediately inform the IFRC of any substantiated allegations and any actions or measures taken, including the findings of investigations and related sanctions.

(d) In the event that the Service Provider fails to investigate, or the IFRC is not satisfied with the investigation, the Service Provider consents in advance to the IFRC commissioning an investigation and will provide the IFRC with access to all relevant documents and other records.



- (e) The Service Provider shall repay to the IFRC any funds which are found to have been misused, without prejudice to any other remedies available to the IFRC.

10. TERMINATION OF CONTRACT

- (a) This contract may be terminated at any time by the IFRC before the expiry date of the contract by giving written notice to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period.
- (b) This contract may be terminated by the IFRC with immediate effect at any time if the Service Provider has breached any of its contractual obligations with the IFRC or if in the reasonable opinion of the IFRC the Service Provider has brought or is reasonably likely to bring the International Red Cross and Red Crescent Movement's reputation into disrepute.
- (c) In the event of the contract being terminated prior to its due expiry date in this way, the Service Provider shall be compensated on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of the IFRC up to the effective date of termination. Where all or part of the service fee has been paid in advance to the Service Provider, the Service Provider shall reimburse the IFRC *pro rata* for any advance service fee covering the remainder of the term of the contract, as from the effective date of termination. Additional costs or damages incurred by the IFRC resulting from the termination of the contract by the Service Provider or by the IFRC in accordance with para (b) above, may be withheld from any amount otherwise due to the Service Provider by the IFRC.

11. BANKRUPTCY

Should the Service Provider file any petition for bankruptcy, or should the Service Provider make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Service Provider's insolvency, the IFRC may under the terms of this contract, terminate the same forthwith by giving the Service Provider written notice of such termination

12. FORCE MAJEURE

Force majeure, as used herein, shall mean any event or condition, not existing as of the date of signature of this Agreement, not reasonably foreseeable as of such date and not reasonably within the control of either party, which prevents in whole or in material part the performance of the obligations under this Agreement, in spite of all due diligence. Without limiting the foregoing, the following shall constitute events or conditions of force majeure: acts of State or governmental action, riots, disturbance, war, strikes, lockouts, slowdowns, prolonged shortage of energy supplies, epidemics, fire, flood, hurricane, typhoon, earthquake, lightening and explosion.

If at any time during the course of this contract it becomes impossible for either party to perform any or all of their obligations for reasons of force majeure, that party affected by the force majeure shall give to the other party notice and full particulars in writing within 7 days of such occurrence, and shall keep the other party advised during the duration of the force majeure event. The parties shall consult on the appropriate action to be taken, which may include suspension or termination of this contract with seven days' prior written notice to the other party from the last date of consultation, or the relief of the party from such obligations as long as force majeure persists.

13. INDEMNIFICATION AND INSURANCE

- (a) The Service Provider shall indemnify, hold harmless and defend at its own expense the IFRC, its officers, agents, employees and volunteers from and against all suits,



claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts or omissions of the Service Provider or its employees in the performance of this contract.

- (b) The Service Provider shall provide and thereafter maintain for the duration of this contract and any extension thereof all appropriate insurance and furnish proof to the satisfaction of the IFRC of adequate liability insurance (including, as relevant, employers liability insurance, comprehensive general liability insurance, automobile liability insurance and professional liability insurance). The Service Provider shall further provide such health and medical insurance for its agents or employees as the Service Provider may consider advisable.

14. LIABILITY

The Service Provider is expected to fulfil its obligations under this contract in a professional and competent manner. The Service Provider shall be liable for any loss or damage suffered by the IFRC as a result of the Service Provider breaching its obligations under this contract including the obligation to provide Services in a professional and competent manner. This liability is not restricted to cases where negligence can be proved and covers both direct and indirect losses.

15. OFFICIALS NOT TO BENEFIT

The Service Provider represents and warrants that no official of the IFRC has been, or shall be, admitted by the Service Provider to any direct or indirect benefit arising from this contract or the award thereof. The Service Provider agrees that breach of this provision is a breach of an essential term of this contract.

16. AMENDMENTS AND ASSIGNMENTS

No change in or modification of this contract shall be made except by prior written agreement between the Service Provider and the IFRC's authorised representative. The Service Provider shall not assign, transfer, pledge, sub-contract or make other disposition of this contract or any part thereof, or of any the Service Provider's rights, claims or obligations under this contract except with the prior written consent of the IFRC.

17. DISPUTE RESOLUTION

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, that is not amicably settled by the Parties within one (1) month shall be settled by arbitration to the exclusion of the jurisdiction of local courts.

The arbitration shall be held in accordance with the United Nations Commission on International Trade Law (UNCITRAL) arbitration rules at present in force of which the Parties have taken due notice. The language of arbitration shall be English and the place of arbitration Geneva, Switzerland. The arbitral tribunal shall have no authority to award punitive damages. The arbitral award shall be binding and final.

18. GOVERNING LAW

This contract shall be governed by Swiss law.

19. IFRC PRIVILEGES AND IMMUNITIES

Nothing in or relating to this contract shall constitute or be deemed a waiver, express or implied, of any of the privileges and immunities of the International Federation of Red Cross and Red Crescent Societies.



Terms of Reference

[Repair and Maintenance Services to IFRC Premises]

1. Background/Justification:

IFRC has two separate premises (Office and Residence) with three generators in capacity of 150, 40 and 20 KVA for electricity supply along with city power. There is total 20 numbers of air-conditioners.

The Bidder shall provide plumbing, sanitary and Drainage Maintenance services to entire IFRC premises. There is total 16 toilets in the IFRC residence and 11 toilets in IFRC Office.

IFRC residence and office has 3 rooftop water tanks and one underground water pressure tank.

2.Goal / Objective: The primary objective of the contract is to provide efficient repair and maintenance services to IFRC's leased property as set below in the scope of work.

3. Specific Tasks / Procedures to be performed:

The contractor shall provide repair, maintenance, and installation services for the following work in the IFRC property and to provide one full time standby staff for below tasks:

1. Electrical System including generators
2. General Maintenance (all equipment in IFRC residence and office based on request)
3. Plumbing
4. Carpentry
5. Masonry
6. Painting
- 7- taking garbage
- 8- Gardening

A. Daily Duties

The Administrative Officer will report any repair, maintenance and issues to the contractor company and collect the receipts on monthly base

i) Electrical:

The contracted company will perform the below tasks based on request:

- Routine check-up of all the electrical System & appliances and replace defective bulbs, tube lights, parameter lights, fans, switches, sockets, plug points, short circuiting/Tripping lines, re-wiring, managing tangled wires, load balancing and any other should be provided by the contractor as needed.
- Checking the electric current load between each electrical phase to ensure electric load is equally shared in each phase to avoid accident while installation of various electrical equipment/device i.e. Heater, AC, UPS etc. where necessary.
- Be able to repair or arrange to repair all kinds of electronic and electrical items which are available at the residence and office.



- Maintenance of Power equipment - AC, Fan, all lights, sockets, Electricity supply distribution and kitchen equipment/appliances – Repair & maintenance for Refrigerator, Microwave, Oven, Mixer-Grinder, Electric kettle etc.

ii) Plumbing

Installation/repair of flush, shower, repair of leakages from pipelines both internal & external, surface drains, manhole cleaning, commode leak repair, tap, flushing cistern and removal of blockage in the pipelines using pressure pump if necessary.

- Pipelines (Cold and Hot water supply pipeline)
- Commode leak repair
- Wash basin/Sink leakage repair
- Tap repair & replacement
- Sewer pipe
- Fixtures
- Flush, shower repair of leakages from pipe both internal and external
- Manhole cleaning
- Removal of blockage in the pipeline using pressure pump
- Cistern repair

iv) Carpentry

Standby staff will do the Carpentry work on as & when required basis which will include:

- Repair of desk, chair, cupboards
- Aluminium/ wooden windows & door disorder
- Door Frame and Door Lock
- Sealing Doors and Windows
- Local made panel door shutter
- Mosquito screen window shutter
- Fixed chicken wire mesh with fly mesh
- Aluminium Skirting
- Repair of desk, chair, windows/door disorder, doorframe, door lock, sealing doors and window.

v) Masonry: Basic Masonry work

Repair & maintenance of basic masonry work as and when needed.

- Brick Works
- Fairfaced Brick Work
- Concrete Work
- Cement Plaster
- Tiling Works (Ceramic Floor Tile, Ceramic Wall tile, etc...)
- Marble Works (flooring works, granite boarder works, granite wall partition, etc...)

vi) Painting: Basic Painting Work



Painting in the offices (including oil and plastic painting) and premises and polish on wooden furniture as and when needed.

B. Other Regular Maintenance to be provided by the Contractor

i) cleaning of tanks

- 1-Cleaning of Roof tanks and underground water tanks and testing of water quality of the Office Buildings.
- 2- cleaning of fuel tanks

Frequency of intervention: As and when required

ii) Drainage

The drainage work includes cleaning of manholes, rainwater drainages and rooftop rainwater drainage. The contractor will be responsible for taking out the debris and cleaning of ground manholes, connection pipes & rainwater drainages and to clear all the blockages. The debris from all the drainages to be thrown out from the UNICEF ROSA premises.

The cleaning work for manholes and drainages to be done on weekends or public holidays or as per the need.

Frequency of intervention: As and when required

using one skilled worker with one helper

iii) Electrical, Plumbing, Carpentry, Masonry, Painting:

The contractor shall provide the expert services to resolve any issues related to electrical, plumbing, carpentry, masonry, and painting.

Frequency of intervention: As and when required.

4. Charges:

Contractor shall quote for the cost as below:

The contractor shall charge per hour and on daily base for mentioned services and repairs (Electrician, Plumbing, Carpentry, masonry, generator mechanic, AC services, painting, garbage collection and gardening) as mentioned in the scope of work.

5. Deliverables: To provide efficient repair and maintenance services for general maintenance, plumbing, carpentry, masonry, painting for the smooth functioning of the abovementioned Services.

The Service Provider needs to take immediate action within two hours after receiving notice(Phone call or email) and fix the problem.



SUPPLIER PROFILE/REGISTRATION FORM N°

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY:
 MAILING ADDRESS:
 COUNTRY:
 CONTACT PERSON(S):
 TELEPHONE:
 FAX:
 INTERNET (E-mail):
 WEBSITE:

2. **TYPE OF ORGANISATION (Please check)**

Individual Partnership Non-Profit Organisation
 Private Limited Liability Company Public Limited Liability Company
 Other () Please explain:.....
 Year Established:..... Under the laws of
 Quoted on the Stock Exchange
 Please attach copy of registration certificate

3. **TYPE OF BUSINESS (Please check)**

Manufacturing Construction Trading Consultancy
 Service Provider (e.g. transport, warehousing, quality control, etc.)
 Other Please explain:.....
 Please describe your company's major business activity:

 Please indicate on page 3 the main commodities/services your company offers.

4. **SIZE OF BUSINESS (Please provide a copy of your latest audited financial statements)**

Turnover (last financial year) Ended: ___/___/___ US\$ _____ (previ-
 ous financial year) Ended: ___/___/___ US\$ _____
 (previous financial year) Ended: ___/___/___ US\$ _____
 Annual Reports from last three years.

No. of Employees: No. of Branches:
 No. of International Offices:
 Location of Factories:
 No. of Plants:
 No. of Warehouses:
 Countries to which you do not export:

5. **AFFILIATED/HOLDING/SUBSIDIARY COMPANIES**



Name	Address	Nature of Affiliation

Please attach an organisation chart

6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS

Name	Position	Telephone / Fax

7. BANKING INFORMATION

Name:
 Address:.....
 Account Number: SWIFT Code:
 IBAN:

8. REFERENCES

- a. Dunn and Bradstreet (Dunn's) number, if available:
- b. Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)

Date (date/month/year)	Service or Product	Value (US\$)	Buyer/contact and Telephone

c. Please specify your quality assurance standards

.....

9. NAMES OF OFFICERS, OWNERS OR PARTNERS

Owner(s):
 Chief Executive Officer:
 Chief Financial Officer:

10. ENVIRONMENTAL CONSIDERATIONS

Have you identified the main environmental impacts / risks of your activity?

Yes No (If yes, please provide details)

Have you set up any policy/ objectives in order to limit your environmental impacts?

Yes No (If yes, please provide details)

Are there any resources dedicated to environmental management, (i.e. systems, team)?

Yes No (If yes, please provide details)

11. PAYMENT TERMS: The International Federation shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.



For your information, the International Federation's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the International Federation.

Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

12. QUALITY ASSURANCE (Please attach any certificates or documents which denote quality assurance)

13. GENERAL TERMS AND CONDITIONS: Please carefully read the attached General Terms and Conditions of the International Federation of Red Cross and Red Crescent Societies and confirm your acceptance of these terms and conditions as final by way of signing and returning.

14. PRINCIPLES OF CONDUCT: Supplier seeking to work with the Federation shall respect the following principles:

Business Ethics: supplier is expected to maintain the highest degree of business ethics when working with the Federation.

Transparency of information provision: supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above mentioned principles, that supplier's request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions, and must be accepted by you as a condition of contracting with the Federation. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination

15. REGISTRATION REJECTION: Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established Federation standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Refusal of the Federation standard payment terms

14. CERTIFICATION: The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Federation's payment terms of 30 days credit.

Name and Title:.....

Signature:..... **Date:**



List of Supplies and Services Provided

Provided Commodity/Service

Goods:

- _____ Agricultural Produce
- _____ Meat, fish, fruit, vegetables, oils and fats
- _____ Dairy Products
- _____ Grain mill products
- _____ Textiles, fabrics
- _____ Fabrics, wearing apparel
- _____ Leather products, footwear
- _____ Wood, wood products
- _____ Paper, paper products
- _____ Refined petroleum products
- _____ Pharmaceutical products and vaccines
- _____ Chemical products, rubber and plastic products
- _____ Glass and glass products
- _____ Furniture, other non-metal goods not listed elsewhere
- _____ Fabricated metal products not machinery and equipment
- _____ Machinery, general purpose
- _____ Machinery, special purpose
- _____ Office, accounting, and computing machinery
- _____ Electrical apparatus, telecommunications equipment
- _____ Audio-visual equipment
- _____ Medical appliances, precision equipment
- _____ Transport equipment

Services:

- _____ Architecture, engineering, construction
- _____ Water resources
- _____ Maintenance and repair services
- _____ Legal services
- _____ Financial services and insurance
- _____ Trade and business services
- _____ Transportation, storage and materials handling
- _____ Information technology
- _____ Manufacturing technology and quality control
- _____ Product support and packaging
- _____ Office support, printing, small parcel services

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.

