



# International Rescue Committee SUDAN COUNTRY PROGRAM

## Request for Proposal (RFP) For OFFICE CLEANING SERVICES

Ref: #: IRC/SDN/MSA/2023/02

Planned Timetable	
Issue Request for Proposal	<i>19 March 2023</i>
Questions from Suppliers due date	<i>28 March 2023</i>
Answers to Suppliers questions due date	<i>30 March 2023</i>
Bid submission due date	<i>2 April 2023</i>
Suppliers return signed Intent to Bid forms due date	<i>2 April 2023</i>
Bid Opening and Evaluation date	<i>4 April 2023</i>
Suppliers visit if applicable	<i>18 April 2023</i>
Award of Business	<i>26 April 2023</i>
Contracts start	<i>30 April 2023</i>

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## A. INTRODUCTION

### 1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

### 2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee **Sudan, Khartoum Office** for the provision of Office Cleaning Services to IRC **Khartoum Office**. All qualified and interested Suppliers are invited to submit their proposals.

The winning bidder(s) will enter into a fixed price agreement for the period of executing Office Cleaning Services, for a period of 12 calendar months. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in **Sudan**. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2022/23. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### 3. *Cost of Bidding.*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## B. THE BIDDING DOCUMENTS:

### 4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

### 5. *Clarification of Bidding Documents*

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at [SU-KhartoumProcurement@rescue.org](mailto:SU-KhartoumProcurement@rescue.org). The request for clarification must reach the purchaser not later than **28 March 2023**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **30 March 2023**. Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

**C. PREPARATION OF BIDS:****6. Language of Bid**

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in **English Language**. Any printed literature furnished by the Bidder and written in another language shall be accompanied by an **English Language** translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the **English Language** version shall prevail.

**7. Documents Comprising the Bid**

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

- **A Bid detailing price in the sheet given for the purpose. Annex A**
- *Intent to bid form, completed and signed. Annex E*
- *Profile of the company with **detailed proposal** on; the recruitment process of cleaning staff, timeline for providing staff, management structure, customer service and reporting mechanism to ensure efficient service delivery.*
- *Valid: - Certificate of Business registration/Incorporation*
- *Memorandum and Article of Association with names of the owners/shareholders/directors of the company*
- *Copies of National I.D or Passport Bio-page of company owners/directors*
- *Tax Registration Certificate*
- *Valid Tax Clearance Certificate in Sudan*
- *Bank Statement for the last two months (January and February 2023)/Last audited report (2022)*
- *Price schedule as per the format provided (**do not change the format**)- Annex A*
- *Three (3) References from current or past clients (at least in the last one year). The same clients should appear in the Vendor information form in **Annex C**, References section.*
- *Vendor Information form completed and signed. **Annex C***
- *IRC Conflict of Interest and Vendor Code of Conduct. Annex D*

**8. Bid Prices.**

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

**9. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **USD (United States Dollars) only**.

**10. Document Establishing Goods Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 7 the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

**11. Bid Security**

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

**12. Period of Validity of Bids**

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

**13. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same*

family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.

**D. SUBMISSION OF BIDS**

**14. Submission and Marking of Bids:**

Bidder shall submit sealed bids addressed to

**The Procurement Committee,  
International Rescue Committee  
22 Badr Street Building #43, Taif Area, Khartoum, Sudan**

**All bids shall be submitted before 4:00pm on the 2<sup>nd</sup> of April 2023 (Sudan Time).**

All bids are to be put into the tender box by the Provider provided for the purpose. **NOTE: Bids submitted after the deadline will not be accepted. Bids submitted through email will not be considered.**

The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

**Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.**

**Format**

The Bidder’s proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes.

ENVELOPE	CONTENT
Technical/ Administrative Proposal Envelope	<ul style="list-style-type: none"> <li>• Intent to bid form, completed and signed. Annex E</li> <li>• Profile of the company with <b>detailed proposal</b> on; <u>the recruitment process of cleaning staff, timeline for providing staff, management structure, customer service and reporting mechanism</u> to ensure efficient service delivery.</li> <li>• Valid certificate of business registration/Incorporation</li> <li>• Memorandum and Article of Association with names of the owners/shareholders/directors of the company</li> <li>• Copies of National I.D or Passport Bio-page of company owners/directors</li> <li>• Tax Registration Certificate</li> <li>• Valid Tax Clearance Certificate in Sudan</li> <li>• Bank Statement for the last two months (January and February 2023)/Last audited report (2022)</li> <li>• Three (3) References from current or past clients (at least in the last</li> </ul>

	<p>one year) The same clients should appear in the Vendor information form in <b>Annex C</b>, References section.</p> <ul style="list-style-type: none"> <li>• Vendor Information form completed and signed. Annex C</li> <li>• IRC Conflict of Interest and Vendor Code of Conduct. Annex D</li> </ul> <p><b>(It is highly recommended that bidders arrange their technical/ administrative documents in the sequence as highlighted above)</b></p>
Financial Proposal Envelope	<b>Price schedule as per the format provided (do not change the format)- Annex A. Duly Signed and Stamped.</b>
Submission Envelope	Shall contain both sealed financial proposal and technical/administrative proposal. – This envelope shall only be marked with the tender reference as described below

No markings identifying the bidder shall appear on the outside envelope. The only writing on the outside envelope shall be **OFFICE CLEANING SERVICES “REFERENCE NUMBER”. IRC/SDN/MSA/2023/02”**

**15. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

**E. BID OPENING AND EVALUATION**

**16. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

**17. Evaluation and Comparison of Bids**

Bids determined to be substantially responsive as per section 7 above will be considered and evaluated by the IRC Procurement Committee, with the below scoring criteria.

Evaluation Criteria	Description	Weight (%)
Eligibility	Refers to Bidder’s ability to demonstrate that they have valid business registration, tax certificate, and all registration as required by the laws of Sudan.  Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical evaluation and NO will be excluded from the next step.	Preliminary to pass to the next stage
Quality of Service and Delivery lead-time	Refers to the Bidder providing profile of the company with <b>detailed proposal on; the recruitment process of cleaning staff, timeline for providing staff, management structure, customer service and reporting mechanism</b> to ensure efficient service delivery. The quality of the proposal offered and the bidder providing the most advantageous timeline providing cleaners to IRC Office within the shortest lead time (within 48 Hours lead time).	20%
Supplier organization and capacity is appropriate	Refers to the supplier’s organization providing a well set-up office located at the same address as provided in bid documents or on letterhead.	10%
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice	5%
Past Experience	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the services required, experience providing similar services or working with INGOs and UN Agencies. Three (3) References from current or past clients (at least in the last one year).	15%
Financial proposal	Most competitive offer as per price (Ensure to use Price schedule template as provided in the Annex A.)	50%

**18. Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

**19. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and,



selected for Master Service Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

## **F. CONTRACTING**

### **20. Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Service Agreement and perform its obligations satisfactorily.

### **21. Warranty**

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bids advantages, and shall in no case be less than that which is provided for by Sudan Law.

### **22. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputable relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

### **23. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award, and a ceiling is established.

### **24. Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser reserves the right to request and retain samples before award.

The Purchaser does not bind itself to accept the lowest or any proposal.

The sample photos provided in the Annex B are mainly to guide the bidders and should not be considered as the purchaser's preferred choice.

## G. ETHICAL OPERATING STANDARDS

### 1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
- (ii) Reports such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

### 2. Bidder Non-Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender.
- b) Separate companies owned by the same person submit separate bids for the same tender.
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender.
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender.

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

**H. Annexes**

- Annex A: Price Schedule
- Annex B Detailed Scope of Work
- Annex C Vendor Information form
- Annex D IRC Conflict of Interest and Supplier Code of Conduct form
- Annex E Intent to Bid Form



## Annex: A Price Schedule

Description	Unit of Measure	Quantity	Unit Price (USD)	Total (USD)
Fees for Cleaners	Monthly	7		
Fees for Cleaning Supervisor	Monthly	1		
Total Annual cost of cleaning materials as provided in Annex B (Scope of Work)	Lumpsum	1		

## Annex B: Scope of Work

### CLEANING SERVICES FOR INTERNATIONAL RESCUE COMMITTEE (IRC)

The purpose of this procurement action is to obtain cleaning services for INTERNATIONAL RESCUE COMMITTEE (IRC), Badr Street, Taif Block 22, House 43- Khartoum, Sudan. The contractor shall perform cleaning services in all designated spaces including interior and exterior spaces, including halls, bathrooms, offices, kitchens, living or social areas, entrance ways, sidewalks, roof, and stairways.

#### 1. GENERAL REQUIREMENTS

The Contractor shall include all planning, administration, and management necessary to ensure that all services comply with the contract, schedules, instructions from the Country Office and all applicable laws and regulations. The Contractor shall comply with all specifications and requirements in the contract.

##### 1.1 LOCATION OF SERVICES

This office is located at Badr Street, Taif Block 22, House 43- Khartoum, Sudan. The infrastructure has Four levels of office space and a basement including storage area, in addition there is a front and back yard with a social area utilized as lunch area and occasionally for events.

##### 1.2 MANAGEMENT AND SUPERVISION

1.2.1. The Contractor shall designate a supervisor who shall execute, through day-to-day operation, the management and overall supervision of the entire cleaning services effort. The supervisor should have a minimum of 2 years' experience in a cleaning service provider company (IRC will be requesting the contractor to provide evidence)

1.2.2. MONTHLY MEETINGS. The Supervisor shall participate in monthly scheduled meetings with the IRC. Feedback on quality control results and any required corrective measures should be discussed during these meetings as well as any challenges affecting the correct rendering of services as well as notifications of future changes.

1.2.3. CLEANING SUPERVISOR. The Contractor shall designate specialized cleaning supervisor on a daily basis. The cleaning supervisor shall be responsible for all the work being performed at the work site under the contract.

1.2.4. SCHEDULES. The Contractor shall be responsible for coordinating all work to be performed under this office. The Contractor shall maintain work schedules based on an eight-hour workday.

Seven (7) cleaning workers to perform the following duties: Office cleaning (including office furniture and office equipment), windows, bathrooms, stairs, walls, Yard cleaning, office outdoor space, removing trash outside daily as well as, roof cleaning (swiping to prevent clotting of drainage pipes from the roof) routine cleaning in areas difficult to reach or requiring heavy work/Strength.

### 1.3.1 General Cleaning

The Contractor shall perform cleaning work, including, material, tools/equipment, and services, for the office space indoors and outdoors. Offices cleaning services includes but are not limited to cleaning of office space (including office furniture and office equipment), windows, bathrooms, stairs, walls, while maintaining their working area and rest/lunch area clean at all times.

The required cleaning services shall include:

1.3.2. Sweep all floor areas including wet mopping with appropriate cleaning products specific to cleaning materials such as Dettol, etc. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Furniture, appliances, trash receptacles, and other moveable items shall be tilted or moved to clean underneath and behind. When completed, the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.

1.3.3. Dust, vacuum, polish (wood) and cleaning of all furniture including, but not limited to, office furniture, desks, chairs, kitchen appliances, entertainment place, desks, chairs, computer tables, bookshelves with or without glass doors, lamps and other common furnishings found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces or areas. After cleaning is completed, the furniture needs to be replaced to the original position.

1.3.4. Dust and polish all wooden surfaces to include, but not limited to, doors, windows, stairs, cupboards, etc.

1.3.5. Thorough cleaning and sanitation of toilets, bidets, bathroom mirrors, and shower/tub facilities, vanities and any other bathroom fixtures using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges.

1.3.7. Thorough cleaning of kitchen, to include sweeping and mopping the floor, wiping down and sanitizing the sinks, counters, and other surfaces, cleaning the inside, outside and on top of cabinets microwaves, stove/oven, and refrigerator. Cleaning appliances will include vacuuming dust from around motor areas.

1.3.8. Dust and wipe window blinds with a damp cloth to ensure that all dirt and smudges are removed.

1.3.9. Spot cleaning walls.

1.3.10. Sweep terraces and balconies to remove all accumulated dirt and debris and pressure-wash.

## 2. WORKING HOURS

Working days from Sunday to Thursday Weekdays between 7:00 and 2:00, except for Government holidays.

2.1 OFFICE CLEANING: The Contractor shall maintain that the office is clean throughout the day by cleaning at minimum three times a day **before office resumption at 8:00AM, 11:00 AM and late afternoon.**

2.2 RESTROOM CLEANING: Every two hours that should be documented on a tracking sheet attached behind the restroom door and keep replenishing the restrooms with toilet paper, liquid soap and air fresheners.

## 3. PERSONNEL REQUIREMENTS

3.1. GENERAL. The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful conduct by Contractor employees at the site. The Contractor shall preserve peace and protect persons and property on site. The Contractor has the right to remove an employee from the worksite for failure to

comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to the IRC.

### **3.2. STANDARD OF CONDUCT**

3.2.1. UNIFORMS AND PERSONAL EQUIPMENT. The Contractor's employees shall wear clean, and complete uniforms when on duty. All employees shall wear uniforms. The Contractor shall provide, to each employee and supervisor, uniforms, and personal equipment. The Contractor shall be responsible for the cost of purchasing, cleaning, pressing, and repair of the uniforms.

3.2.2. NEGLECT OF DUTIES. The Contractor shall ensure that there is no sleeping while on duty, unreasonable delay, or failure to carry out assigned tasks.

3.2.3. MISBEHAVIOR. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient office operations.

3.2.4. WORKING AGE. According to IRC Way manual and Sudanese law the worker should be more than 18 years old, underage staff are not allowed to work with IRC.

### **4. PERSONNEL SECURITY**

4.1. Ten days after contract award, the Contractor shall provide the following list of data on each employee who will be working under the contract. The Contractor shall include a list of workers and supervisors assigned to this work, including planned back-up personnel. The IRC will run background checks on these individuals. For each individual the list shall include:




- Full Name
- Place and Date of Birth
- Current Address
- Personal ID number

### **5. MATERIALS AND EQUIPMENT**





The Contractor shall provide all necessary cleaning supplies and equipment to perform the work identified in this contract. Please see below a list of the minimum materials, equipment, supplies to be supplied monthly base





**INTERNATIONAL RESCUE COMMITTEE CLEANING MATERIALS**





Materials/Expendables to be used and provided by the Contractor:



Material	Quantity /Month	Specifications	
Broom and dustpan			
Dusting towels	2 dozen / changed every two months	65 x 40 cm, heavy duty	
Bucket	7	For multitude of jobs, 10 liters capacity, easy to grip handle	



Broom	4	Stiff basin broom with long plastic handle, suitable for outdoor use	
Microfiber cleaning towels	2 dozen / changed every two months	Microfiber cleaning cloths ranked, generally, as good, better or best. Hand towels size 55 x 40 cm	
Disinfectant spray 400ml	50 Monthly	Sprays contain antimicrobial agents that work by destroying microorganisms living on surfaces	
All-purpose cleaner, 750ml	50 Monthly	Can be used for different cleaning tasks in and around the house, such as cleaning floors, windows, and mirrors	

Bleach 750ml	50 Monthly		
Tissues, 100 per box	120 Monthly	Paper Tissue 3 Layers are often used for body hygiene such as wiping the face. The product comes in a compact and convenient box that makes it to use.	
Garbage bags	100 Monthly	Have a maximum thickness of 10 microns or less	
Toilet papers	120 Monthly	Toilet Paper is specially made with 3 high-quality plies with delicate patterns, soft and providing highest level of Absorbency	

Air freshener 300ml	100 Monthly		
Disinfectant liquid 200 ml bottles	100 Monthly	liquid antiseptic and disinfectant light in the concentrated form but, as several of the ingredients are insoluble in water	
antibacterial soap 500ml	100 Monthly	An antibacterial soap or handwash includes ingredients with active antimicrobial activity	
Hand sanitizer 500 ml bottle	100 two months	hand gel to be effective against viruses such as SARS-CoV-2, the final product should contain 80% ethanol or 75% isopropyl alcohol	

Flush disinfectant (750ml)	32 Monthly		
Toilet brush set	16 / changed every six months		



**Annex C: Vendor Information form**

**INTERNATIONAL RESCUE COMMITTEE  
Vendor Information Form**

*The information provided will be used to evaluate the Company before contracting with the IRC.*

*Please complete all fields.*

**Fields marked (\*) are mandatory.**

**Vendor Information**

*Company\Organization Name  *For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

**Financial Information**

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No <u>Cash</u> Yes   No
*Name under which company is registered at bank	
*Bank account number	<u>This field is to be completed upon notification of awarding of order/contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order/contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order/contract</u>

**Product/Service Information**

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

**Documentations as applicable:**

*Registration	Provided ____ Not provided: ____ Reasons: ____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes ____ No ____

**References (optional)**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

**Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
  - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or aliases that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form, you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

## **Annex D: IRC Conflict of Interest and Vendor Code of Conduct**

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyl>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation to care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.



**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions, and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Supplier hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Supplier hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org)

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the supplier with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer, or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date:

**Annex E: Intent to Bid Form**



**International Rescue Committee, Inc.  
Intent to Bid**

**IRC Reference #:** \_\_\_\_\_

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

1.  It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2.  This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_