



Ref No: _ADE-PLU-2021-21297

Date: _02/11/2021

REQUEST FOR QUOTATION (RFQ)¹

Project Name: **LTA- Long Term Agreement for Provision of Cleaning Services for IOM Yemen Office**

Dear Mr./Ms. _____:

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

Deadline for Submission: 18th Nov 2021 before 2:00 PM Aden Local Time

Please submit your best quotation for the items listed below:

Item No.	Description	Qty	Unit	Date Needed (Expected Delivery Date)
1	supervisor	1	PC	
2	cleaner	1	PC	

- All inclusive service fees for each cleaner and supervisor rates.
- Insurance: All cleaners and supervisor should be covered by a comprehensive public liability insurance policy.
- The price should include the health insurance.
- Duty hour: 06:00 AM to 04:00 PM and could be deployed in all IOM Yemen Office (Aden, Sana'a, AlMokha, Marib)

All prices to be quoted must be valid at least within thirty (90) calendar days from the date of quotation.

¹ For use in procurement of very simple goods, works and services.

Eligible Service Providers for the LTA (One-year Long Term Agreement):

Only Service Providers that are determined to be qualified shall be considered for award. In order to establish their eligibility, together with the Quotation the Service Provider **shall submit the following**;

1. Valid Registration Documents
2. Valid Taxation Card
3. Past performance/experience of the same type of business for at least three years with UN/INGOs.
4. Vendor Information Sheet (VIS) with all the required documents and Signed IOM Yemen Vendor Code of Conduct. All the suppliers are requested to mandatory registration on the IOM system SCMS through the below link:
[Vendor Registration Platform](#)
5. Copy of Insurance Policy
6. Company structure & Staff structure

Kindly send an advance original of your duly signed quotation via email at iomyemenproctender@iom.int on or before **18th Nov 2021 before 2:00 PM**
Thank you.

Terms of References

Daily Cleaning Schedule:

Offices:

- Dusting of shelves, furniture, office equipment
- Garbage Disposal
- Floor Cleaning
- Glass Cleaning of mirrors and windows

Bathrooms:

- Floor Cleaning
- Garbage Disposal
- Wall Cleaning
- Cleaning of toilet bowls, lavatory basins and mirrors with disinfectant products
- Monitoring paper towels, toilet paper and proper hand soaps etc.
- Restrooms with disinfectant products

Kitchens:

- Sweeping and mopping floor
- Garbage Disposal
- Cleaning of dishes, all kitchen utensils
- Sinks

Others:

- Replenish and load water dispensers
- Clean building entrances
- Wash, mop and wipe staircases
- Cleaning all balconies
- Sweep and Clean the parking areas
- Empty and clean all trash bins, dispose in designated areas and replace the removed trash bags

All other services upon IOM Management request.

IOM reserves the right to accept or reject any quotation, and to cancel the procurement process and reject all quotations at any time prior to award of Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IOM's action

Very truly yours,

Akram Al-Najjar

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.