

Terms of reference (ToRs) for the procurement of services below the EU threshold

Provide cleaning services for GIZ office in Ramadi

**Project number/
cost centre:
21.1811.5-001.00**

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List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference

0. Context

The GIZ has its own Project Office building in Ramadi, Anbar, for which it requires the provision of cleaning services. The GIZ Project Office has two floors with roof, 8 bathrooms, one kitchen and 16 rooms as shown in the attached drawing. It is expected to have 30 workstations at the office.

1. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- General cleaning service & garbage disposal service from office building.
- Ensure that all rooms in the building are well organised.
- Supplies of cleaning supplies and disinfectants.
- Service is completed daily for each regular working day until no later than 10:00 hrs, except one person works from 09:00 to 17:00 to provide additional cleaning and light hospitality during the office day.
- Disinfectant mopping of all floors in the building.
- Dusting/wiping of all furniture, office and IT equipment and wall decorations.
- Removing rubbish from the building and disposing of it in selected rubbish bins, in accordance with local health regulations.
- Kitchen benches and sinks must be cleared of crockery and cutlery regularly throughout the day. All kitchen appliances such as microwave ovens, coffee machines, etc. must be kept clean.
- Regular cleaning of windows, frames, windowsills and interior glazing.
- Responsible for collecting laundry and ironing clothes.
- All required cleaning materials (for mopping, dusting, wiping, kitchen cleanliness) will be provided by the Contractor. The contractor will use its own cleaning equipment, as well as environmentally friendly cleaning supplies required for carrying out the work. The cleaning supplies should be compliant with green housekeeping criteria as it will make part of the technical evaluation. They should be - to the extent possible - free of phosphates, nitrilotriacetic and ammonia, free of substances that contribute to ozone depletion and made from plant-based ingredients, a renewable resource.

Supply of all consumables in adequate quantities must be included as part of in the overall pricing quoted.

Period of assignment: From 01.11.2022 until 31.10.2023.

2. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 1 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 0). Following this, the bidder

presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 1).

Other specific requirements

- The gender of the staff needs to consider the equality, at least one female cleaner (see evaluation grid 1.7).
- In the absence of an employee, the contractor must be replaced by another person with the same qualifications for the work.
- The Contractor and its staff commit themselves to not reveal information (administrative, budgetary, technical, organizational, operational, etc.) obtained during the execution of the contract, all information and all documents being considered as confidential

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the workers assigned to perform the tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor is required to closely coordinate with the Admin staff of GIZ in Ramadi.

3. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

Cleaners: One full time and four halftime cleaners are required. The cleaners will be responsible of the tasks that mentioned in point number 2.

4. Costing requirements

Assignment of personnel

Cleaner 1: On-site assignment for up to 12 months (from 09:00 to 17:00)

Cleaner 2: On-site assignment for up to 12 months (until 10:00)

Cleaner 3: On-site assignment for up to 12 months (until 10:00)

Cleaner 4: On-site assignment for up to 12 months (until 10:00)

Cleaner 5: On-site assignment for up to 12 months (until 10:00)

5. Inputs of GIZ or other actors

- N.A.

6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 3 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

7. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. Individual points:

1. **Type and scope:** The contract can be extended up to 100% either in the form of an extended implementation period (up to 12 months), in the form of additional workers, or in the form of a combination of both.
2. **Requirements:** The option becoming effective is subject to the performance and quality of service provision of the service contractor

The option is exercised in the form of an extension to the contract based on the already offered individual rates.

8. Annexes

Map for the office.