

REQUEST FOR QUOTATION NO. RfQ25/03189

Provision of cleaning, janitorial and gardening services in the UN House building located at 131, 31 August 1989 street, Chisinau city

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Common Services Account Project** in Republic of Moldova, kindly requests your quotation for the **Request for Quotation no. RfQ25/03189: Provision of cleaning, janitorial and gardening services including supply of goods and equipment for cleaning in the UN House building located at 131, 31 August 1989 street, Chisinau city** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Format for CVs for personnel

Pre-bidding meeting information:

Time and time zone: 11:00 AM (Moldova time / GMT+2)

Date: 05 December 2025

Venue: UN House Conference Room, 131, 31 August 1989 street

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00865** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register->

[supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D](#)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: Supplier Portal, using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID.</p> <p>In case you have never registered before, follow this link to register a profile: Supplier Registration.</p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> • File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. • File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review. • All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	<p>Quotations shall be quoted in only in the currency indicated in the system:</p> <p>Moldovan Leu (MDL) for local suppliers</p> <p>and</p> <p>US Dollars (USD) for international suppliers.</p> <p>For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange (to be found at https://treasury.un.org/operationalrates/OperationalRates.php) indicated in the portal.</p> <p>In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: https://treasury.un.org/operationalrates/OperationalRates.php</p> <p>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirements time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

SECTION 3: SPECIAL INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Liquidates damages shall be imposed as follows: Percentage of contract price: 0.33% per day of delay up to a maximum of 30 days, after which UNDP may terminate the contract
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: <input checked="" type="checkbox"/> be VAT inclusive
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	English, Romanian or Russian Including supporting documentation as applicable.
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.

	Requests for clarification from bidders will not be accepted any later than 3) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.
Pre-bid conference	<p>Will be conducted</p> <ul style="list-style-type: none"> ▪ Time and time zone: 11:00 AM (Moldova time / GMT+2) ▪ Date: 05 December 2025 ▪ Venue: UN House Conference Room, 131, 31 August 1989 street <p>The Pre-bid conference is:</p> <p>Not Mandatory but highly recommendable.</p> <p>Minutes of the Pre-bid conference will be disseminated by direct communication to prospective Bidders via Quantum and posting on the website UNDP Moldova tenders, UNDP Procurement Notices and UNGM websites.</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed and in accordance with list of requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 detailing the experience of the company, proposed methodology, approach and expertise to complete the assignment</p> <p><input checked="" type="checkbox"/> Annex 4: Format for CVs for personnel duly completed and signed by the proposed Key-personnel, such as:</p> <ul style="list-style-type: none"> • 1 (one) supervisor • 3 (three) cleaners • 1 (one) janitor <p><i>(The CVs of all proposed personnel shall clearly highlight their relevant experience)</i></p> <p><input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous experience related to the assignment</p> <p><input checked="" type="checkbox"/> Copy of registration documents officially authorized to provide cleaning services described in Extract from the State Register</p> <p><input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar cleaning services provision including the following information:</p> <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken <p><i>Copies of contracts might be requested during evaluation stage.</i></p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) for cleaning goods and supplies proposed</p> <p><input checked="" type="checkbox"/> Written confirmation of acceptance of working schedule or the justified counteroffer (best alternative offer)</p> <p><input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Products being supplied</p> <p><input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years</p>
Evaluation method	<input checked="" type="checkbox"/> UNDP will award a contract to one Bidder. The Contract will be awarded to the lowest price and substantially compliant offer based on the conducted evaluation.
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Be a legally registered entity officially authorized to provide cleaning services, described in Extract from the State Register</p> <p><input checked="" type="checkbox"/> Minimum 1 (one) year of relevant experience in the provision of cleaning services</p> <p><input checked="" type="checkbox"/> Availability of qualified personnel with the following experience:</p> <ul style="list-style-type: none"> • minimum 1 (one) year of experience for the cleaning personnel; • minimum 5 (five) years of experience for the janitorial and gardening personnel. <p><i>(The CVs of all proposed personnel shall clearly highlight their relevant experience)</i></p> <p><input checked="" type="checkbox"/> Minimum 2 (two) finalized or ongoing contracts for cleaning services</p>

Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	05 January 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS

Title: Provision of cleaning and janitorial services in the UN House building located at 131, 31 August 1989 street, Chisinau city

1. GENERAL INFORMATION

The UN House building in Chişinău, with a total area of 1,466.96 square meters, is located at the following address: 31 August 1989 Street, No. 131, Chişinău, MD 2012, Republic of Moldova. The building consists of two parts: (1) the old part – from 1951 – a two-story section located at the corner of 31 August and Sfatul Țării streets, and (2) the new part – from 1997 – a four-story building along 31 August Street.

UNDP Moldova, on behalf of the UN House participating agencies (UNICEF, UNFPA, UNRCO, UNAIDS) is looking for a service provider via Common Services Account Project to ensure effective provision of cleaning and janitorial services for its premises of approximately 1,466 m2 including such as follows:

- Total office area: 830.16 square meters.
- Total area of common spaces: 616.30 square meters, which are as follows:
 - Network communication room: 12.52 m²
 - Reception: 41.86 m²
 - UN House conference room: 31.15 m²
 - UN cafeteria: 24.15 m²
 - Boiler room: 22.97 m²
 - Electrical panel room: 3.93 m²
 - Radio room: 7.48 m²
 - Drivers' room: 30.13 m²
 - 11 Restrooms: 44.26 m²
 - Storage space: 15.20 m²
 - Security areas (Post 1 and Post 2)
 - Corridors: 20.80 m² + 307.89 m²
 - Staircase: 69.34 m²

Under the guidance and supervision of the UN House Administrative Associate, the Contractor shall provide cleaning and janitorial services ensuring high quality and accuracy of work. The Contractor shall demonstrate a client-oriented approach, high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural background. According to the Scope of Services, the Contractor shall provide service personnel, as well as cleaning and janitorial supplies, equipment and consumables. The Contractor shall also equip the restrooms with sanitary materials and hygiene products such as toilet paper, paper hand towels, antibacterial gel, and liquid soap for the available installed dispensers, and to take all necessary measures, as set forth herein, to ensure the proper performance of its obligations under the Contract.

2. SCOPE OF SERVICES AND EXPECTED OUTPUTS

In order to achieve satisfactory cleaning services in the UN House Moldova as specified in the schedule table below, the Contractor shall provide necessary cleaning and janitorial services with competent and trained workforce to perform the cleaning and janitorial related tasks.

Expected outputs:

1. The cleaning services will be performed from **Monday-Friday**, as per Table 3: **Proposed working schedule for the cleaning and janitorial staff**, as follows:
 - from **07:00 – 21:00** for **cleaning services**;
 - from **07:00 – 15:00** for **janitorial and gardening services**.
2. The Contractor shall provide the following personnel:
 - 1 (one) supervisor;
 - 3 (three) cleaners;
 - 1 (one) janitor.
 - The **Supervisor** will be responsible for monitoring and overseeing the performance of the staff assigned to the premises as well as the qualified cleaning, gardening and janitorial services provided. The **Supervisor** will perform all the tasks specified in the **Table 1a: Supervisory services for cleaning, gardening and janitorial services in the UN House**. The Supervisor is not required to be physically present on-site at all times but must ensure that adequate supervision, reporting, and performance control measures are in place.
 - The **Cleaners** will perform all the tasks specified in the **Table 1b: Cleaning services requirements for the United Nations House Moldova building**.
 - The **Janitor** will perform all the tasks specified in the **Table 1c: Gardening and janitorial services inside and outside UN House Moldova building**.

The Contractor shall take all necessary measures to protect its personnel, including providing appropriate protective equipment, training on occupational health and safety, and complying with applicable national legislation and shall bear responsibility for any accidents of the labor. Access by the Contractor's staff shall be allowed only for the purpose of performing cleaning services and, where necessary, only in the presence of a UNDP representative. Access to employees' work areas (computers, phones) is strictly prohibited.

3. The Contractor shall use environmentally friendly and non-toxic cleaning products, in accordance with the organization's environmental criteria, and ensure their economical use. The list of the cleaning products used in UN House in the last 12 months is described in **Table 4: Cleaning materials usage data in UN House premises average per year**.
4. The Contractor shall provide all consumable materials for dispensers in the UN House restrooms – including hand-drying paper, disposable toilet seat covers, toilet paper, liquid/foam soap, and air fresheners. These items shall be replenished and replaced daily, as needed, by the service personnel. The list of the necessary hygienic goods and dispensers is listed in the **Table 5: List of dispensers available in the UN House**.
5. The UNDP will provide a dedicated space for storing of cleaning and janitorial equipment, chemical solutions, and other necessary tools. This space must be accessible to the Contractor and comply with safety regulations.
6. The Contractor shall provide monthly act of receipt for all services carried out during the reporting period.
7. The Contractor shall provide uniforms for its personnel, and staff shall wear uniforms displaying the Contractor's company logo while performing duties under this contract.
8. All cleaning services shall be carried out in accordance with the applicable national and local standards in the field of cleaning services, gardening and janitorial services. The contracted company shall, at its own expense, repair any damage caused to the UNDP's and other UN Agencies located in the premises, equipment, or furniture during service delivery, within a maximum of 10 calendar days from receipt of written notification.

9. In exceptional circumstances or upon request from UNDP, the Contractor shall provide personnel services after working hours.
10. The UN House is equipped with a limited number of cleaning, gardening and janitorial equipment. A detailed inventory of these items is listed in the **Table 6: List of cleaning, gardening and janitorial equipment available in the UN House that can be used by the Contractor**. Based on the cleaning, gardening and janitorial tasks described in Table 1b and Table 1c, the Contractor shall identify, specify and submit a comprehensive list of all additional equipment, tools, and machinery that the Contractor will provide to ensure the effective delivery and quality of services, as well as to ensure their regular maintenance and sanitation so that they remain in proper working condition throughout the contract period.

Table 1a: Supervisory services for cleaning, gardening and janitorial services in the UN House

Supervisory tasks	
Duties and responsibilities	Periodicity
To ensure the effective delivery, quality, and continuity of all cleaning, gardening and janitorial services provided in the UN House.	As often as operationally needed
The Supervisor serves as the primary focal point of coordination between the service Company and UNDP, ensuring that all contractual obligations, service standards, and health and safety requirements are fully met.	As often as operationally needed
Conduct regular site inspections (physical or scheduled) to verify service quality and identify deficiencies.	As often as operationally needed
Ensure adequate staffing levels, including the timely provision of replacements during absences with prior notification and approval from UNDP.	As often as operationally needed
Respond promptly to UNDP requests, concerns, or instructions and ensure that all required follow-up actions are implemented.	As often as operationally needed
Maintain updated records of staff assigned to the premises, including attendance logs and verification of work performed.	As often as operationally needed

Table 1b: Cleaning services requirements for the United Nations House Moldova building

Cleaning tasks		
Daily tasks		
Spaces	Type of the service	Periodicity
Common Spaces: <i>Entrance area (hallways), Waiting room and reception, Stairs, Corridors (377.25 sq.m.)</i>	Wet/dry cleaning (local dirt) of the floor (screed/tiles/linoleum/parquet); Wet/dry cleaning of the floor (dust-absorbing mats).	Twice a day
	Wet cleaning (local dirt) of walls (up to 2 meters); Wet cleaning (local dirt) of doors; Wet cleaning of handrails; Vacuuming the floor (textile/carpets).	Once a day
Office area (830.16sq.m.)	Waste removal and replacement of trash bags in bins; Wet cleaning (local dirt) of doors; Wet cleaning (local dirt) of walls/partitions (up to 1.5 m); Wet/dry cleaning of window sills (interior); Dry cleaning of monitors (top surfaces); Dry cleaning of computer cases (top surfaces); Dry cleaning of simple telephone devices; Wet/dry cleaning of furniture (tables, shelves) without moving documents; Wet cleaning of furniture (chairs, armchairs);	Once a day

	Vacuuming the floor (4 carpets); Wet/dry cleaning of the floor.	
Sanitary area/WC (44.26 sq.m.) – 11 restrooms	Deep cleaning of toilets; Wet cleaning of urinals; Wet cleaning of sinks; Wet cleaning (local dirt) of mirrors; Wet cleaning of the floor.	Twice a day
	Waste removal and replacement of trash bags in bins; Wet cleaning (local dirt) of walls/partitions (up to 1.5 m); Wet cleaning (local dirt) of doors.	Twice a day
	Refilling of consumables: hygienic paper, foam soap in dispensers; Wet cleaning of dispensers; Wet cleaning of window sills (interior).	Once a day
Adjacent area – Terrace, Post 2 Security (4.16 sq.m.)	Wet cleaning of the floor; Wet/dry cleaning of furniture; Wet/dry cleaning of equipment.	Once a day – Post 2 Security
	Dry/wet manual cleaning of furniture (tables, chairs, terrace furniture); Dry/wet manual cleaning of metal bars.	Once a day in summer (autumn, spring, and winter) for maintenance From 07:00-08:00 am
Conference rooms (Floor 1 – capacity 30 people, 31.15 sq.m.; Floor 2 – capacity 25 people, 24.00 sq.m.; Floor 4 – capacity 6–8 people, 12.22 sq.m.) Total: 67.37 sq.m.	Washing cups, mugs, and dishes with detergent/cleaning solutions;	Upon request, between meetings
	Waste removal and replacement of trash bags in bins; Wet cleaning (local dirt) of doors; Wet/dry cleaning of window sills (interior); Wet/dry cleaning of furniture (tables, shelves); Wet/dry cleaning of the floor.	Once a day
Kitchens (Floor 1 – 24.15 sq.m., Floor 2 – 10.66 sq.m., Floor 4 – 10.28 sq.m.) Total: 45.09 sq.m.	Waste removal and replacement of trash bags in bins;	During the day, whenever needed
	Wet/dry cleaning of furniture (tables, shelves);	Upon the UNDP's request
	Wet/dry cleaning of the floor.	Once a day
Additional cleaning requirements		
Basic cleaning	Daily maintenance cleaning will be carried out, including carpet vacuuming (8 carpets in the building) and floor washing.	Daily

Office and conference room cleaning	Furniture will be cleaned with antistatic solutions, and special attention will be given to maintaining a hygienic environment in areas frequently used by employees. Preparing conference rooms for meetings including opening and closing every day (ensure Acs are turned on in time prior to meetings).	Daily
Offices of the Head of UN Agencies residing in UN House	Special attention will be given to the offices of the Heads of UN Agencies residing in the building: every morning between 08:00 – 09:00 (4 offices). This includes checking the offices and providing assistance during meetings, as well as preparing tea and coffee upon request throughout the day.	Daily
UN House Coffee Machines	Cleaning of the coffee machines	Daily, as needed
Assist staff	Assist staff with any special requirements that may come up from time to time and respond to any emergencies that may arise	Daily, as needed
Weekly tasks		
Spaces	Type of the service	Periodicity
Common Spaces: Entrance area (hallways), Waiting room and reception, Stairs, Corridors (377.25 sq.m.)	Wet/dry cleaning of window sills (interior);	Once a week or upon request/need
	Wet cleaning of radiators; Wet/dry cleaning of fire-fighting equipment; Replacement of mats at the building entrance.	Once a week
Network communication room, Electrical panel room, Boiler room, Driver's room, Storage space Archive Nursing room (97.71 sq.m.)	Wet cleaning of doors; Wet cleaning of walls/partitions (up to 1.5 m); Wet/dry cleaning of furniture (without moving documents); Vacuuming of furniture (tables, shelves, folders); Wet/dry cleaning of the floor.	Once a week
Sanitary area/WC (44.26 sq.m.) – 11 restrooms	Deep cleaning of the floor;	Once a week
Conference Rooms	Wet cleaning of walls/partitions (up to 1.5 m); Wet cleaning of radiators.	Once a week
Kitchens – 45.09 sq.m.	Wet cleaning of radiators; Technical/household cleaning of the refrigerator and microwave (Friday, 3:00 PM).	Once a week
UN House flowers	Plants and flowers in common areas (offices, hallways, conference rooms) shall be watered and maintained	Once a week
Monthly tasks		
Spaces	Type of the service	Periodicity
Office area (50 sq.m.)	Wet cleaning of dust and dirt from blinds.	Once a month
Yearly tasks		
Spaces	Type of the service	Periodicity

UN House Building 1466 sq.m.	Washing/wet and dry cleaning of windows (interior and exterior sides); Carpet cleaning	Once a year (in spring)
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Table 1c. Janitorial services requirements for the United Nations House Moldova building

Janitorial tasks		
Duties and Responsibilities	Type of the service in UN House 1466 sq.m.	Periodicity
Provide minor repair within the UN House premises	Doors, locks, windws etc.; To daily check a workability of bulbs and lamps placed in the office and replace the obsolete builds by new ones. This functionshould be carried out without repeated reminders; To immediately report to the UN House Administrative Associate and the relevant servicing agencies on any breakage of systems and to negotiate with service providers in case of non-operation or breakage of system; To undertake the minor repair works of electric machines and electrical household equipment; To act as the focal point in coordination of operational issues related to electric, conditioning, ventilation, lifting and pumping system maintenance.	Daily
UN House Maintenance	Provide support in cleaning the interior spaces, archives and storage rooms; Maintains and cleans all cleaning equipment utilized; Cleans the office building, the grounds surrounding it, and removes garbage and debris; Vlean-up/weeping/washing: <ul style="list-style-type: none"> - green area, courtyard, grounds surrounding the office, including the fence; - leafs – in the courtyard, outside the office, roof; - parking area, walkways and driveways, guard booth, around the fence; - snow – in the courtyard, outside the office; - tiles on walls in the courtyard; - washing windows (basement outside the office); - washing the fence, gates, bollards; - planting, moving the grass lawn, take care of landscaping, floor boxes, waters the vegetation and cuts grass and weeds; - planting flowers and other plants that can keep greening in the UN House - takes care of everything needed during rain and snowfall – close doors, windows etc.; - Distributes paper, water for coolers, etc. Changes flags, lapms etc.; - Moves, loads and unloads furniture, equipment and supplies. Performs a variety of unskilled tasks as a helper. Performs other duties as required. Acts as a focal point for receiving delivery for goods and supplies from the company	Daily
Control/monitor sanitary, water enginnerung and heating systems	Maintains the sanitary/lavatory and water engineering systems of the office premises in a good warkable condition by fullfilling the following primary tasks; To repair the sanitary/lavatory and water engineering's, if needed; To immediately report to the supervisor and UN House Administrative Associate on any breakage of systems; To control and maintain an operation of water meter; To monitor a pressure level in the water tubes and if needed, to connect them with additional feeding pumps;	Daily

	<p>To ensure that the heating system of the office premises is operated and maintained in a proper and safe manner as per the standard technical norms by performing the following primary tasks:</p> <ul style="list-style-type: none"> - To undertake the preventive exercises as required - To repair the heating engineering, if required - To immediately report to the supervisor and to UN House Administrative Associate the relevant servicing agencies on any breakage of systems <p>Record the heating meter's data within the heating season in order to control a proper workability of meter and inform the UN House Administrative Associate;</p> <p>Controls over the pressure in the heating season in order to control a proper workability of meter;</p> <p>Control over the pressure in the heating system for surplus air accumulation and corrosion;</p> <p>Acts as the focal point in coordination of operational issues related to electrical, water and heating service and reports immediately to UN House Administrative Associate and to the supervisor.</p>	
Other	Assist the company for cleaning the heating system in order to keep the building operational.	Yearly

Table 2: Cleaning and janitorial staff work schedule

Name of Agency	Workers	Working hours (Start)	Working hours (End)	Working hours/per person/per day	Weekly working hours	Number of personnel required
UNDP, UNICEF, UNFPA, UN RCO, UNAIDS	Supervisor	As often as operationally needed				1 supervisor
UNDP, UNICEF, UNFPA, UN RCO, UNAIDS	Cleaners	07:00	21:00	8 hours, including 1 hour lunch break	40 hrs each	3 cleaners
UNDP, UNICEF, UNFPA, UN RCO, UNAIDS	Janitor	07:00	15:00	8 hours, including 1 hour lunch break	40 hrs	1 janitor

Table 3. Proposed working schedule for the cleaning and janitorial staff

Working Hours	Cleaner 1	Cleaner 2	Cleaner 3	Janitor
07:00-08:00	V	-	-	V
08:00-09:00	V	-	-	V
09:00-10:00	V	-	-	V
10:00-11:00	V	-	-	V
11:00-12:00	Break	-	-	Break

12:00-13:00	V	-	-	V
13:00-14:00	V	V	V	V
14:00-15:00	V	V	V	V
15:00-16:00	-	V	V	-
16:00-17:00	-	Break	V	-
17:00-18:00	-	V	Break	-
18:00-19:00	-	V	V	-
19:00-20:00	-	V	V	-
20:00-21:00	-	V	V	-

***Companies may propose an alternative work schedule for the cleaning staff, as reasonably necessary to ensure uninterrupted cleaning services in the premises.**

Table 4: Cleaning materials usage data in UN House premises average per year

Scope of use	Consumables	Qty/per year
Waste Management Consumables	Garbage bags 120L (10) (25 rolls)	110
	Garbage bags 160L (20 rolls)	50
	Garbage bags 60L black (20 rolls)	320
	Garbage bags 35L (50 pcs)	250
Surface and general cleaning consumables	Universal microfiber cloth	20
	Viscose cloth	40
	Set of abrasive sponges	20
	Dishwashing sponges set	35
Cleaning Chemicals – Floors, Surfaces & General Areas	Dishwashing gel 5L	12
	Floor detergent 5kg	10
	Multi Active disinfectant with fragrance 750 ml	12
	Sprays for windows 750 ml	12
Cleaning Chemicals – Bathroom & Sanitary Areas	WC gel detergent 700 ml	100
	Detergent for sanitary objects 500 ml	30
	Pipe unclogger 1000 ml	20
Personal Protective Equipment (PPE)	Rubber gloves	30
Cleaning Tools & Equipment	Cleaning tools equipment set (brooms, dustpans, mops, string mops, buckets, etc.)	20
Hygienic goods for the equipped dispensers in the UN House	Paper Hand towel	1200
	Aerosol air freshener 75 ml	130
	WC seat cover paper	20
	Creamy soap 1L	150
	Toilet paper 150m	450
	Antibacterial gel	5L

Table 5. List of dispensers installed in the UN House

No	Description	Quantity	Location	Desired consumables code*	Materials used
1	Dispenser TORK	11/3	Restrooms/Kitchens	100585	Paper Hand towel
2	Dispenser TORK	11	Restrooms	236051	Aerosol air freshener 75 ml

3	Dispenser TORK	11	Restrooms	750160	WC seat cover paper
4	Dispenser Kimberly Klark	11	Restrooms	6342	Creamy soap 1L
5	Dispenser TORK	11	Restrooms	50003077/5058034	Toilet paper 150m
6	Dispenser Svavo	11	Restrooms	Any available	Antibacterial gel

****Company may propose to replace the existing dispensers at their own costs, and, respectively propose other eco-friendly consumables (described in Environmental criteria below).***

Table 6. List of cleaning, gardening and janitorial equipment available in the UN House that can be used by the Contractor

No	List of equipment available	Model	Scope of use
1	Vacuum cleaner	Karcher	Vacuum for dry clean for carpet
2	Vacuum Cleaner	Karcher	Vacuum for dry clean for carpet
3	Snow thrower machine	MTD ME 61	Snow thrower machine
4	Electric Leaves blower 3000W	Ergo Jet	Electric Leaves blower
5	Electric lawn mower	N/a	Electric lawn mower

****Company may propose any additional equipment required to supplement the object that shall be furnished.***

3. ENVIRONMENTAL CRITERIA

The Contractor shall demonstrate that they use cleaning products that are environmentally friendly, adhering to recognized environmental standards (e.g. Ecolabel, Green Seal, EPA Safer choice or equivalent). Products must come with clear dosing instructions and ensure efficient use, minimize waste, and reduce environmental impact. The bidder shall demonstrate how the cleaning products can be stored, used, and disposed of safely in order to not harm the environment or pose a risk to human health. Bidders must ensure that all cleaning materials supplied do not contain substances identified as of very high concern (SVHC).

4. ORGANIZATIONAL SETTING

The timeframe for the work of the Company is planned for the period 5th of January 2026 until 31st of December 2026. The Company will receive the necessary information and materials for the fulfilment of the assignment. The Contractor shall assign a Supervisor who will be responsible for coordinating the work with the UN House Administrative Associate, responding requests in a timely manner and for continuous monitoring of the quality of services on behalf of the Contractor. Any report related to the services provided should be submitted to UNDP Operations Manager.

During the contract period, the Contractor is responsible for hiring and maintaining sufficient cleaning staff to fulfill the tasks outlined in the contract.

The Contractor must comply with national legislation regarding fair remuneration, benefits, and the standard number of working hours per week.

The only contractual relationship exists between the Contractor and UNDP; no individual employment relationship shall be established between UNDP and the cleaning staff. However, the UNDP reserves the right to conduct background checks and to approve or reject any cleaning staff member designated by the Contractor to work within the UN House premises. The Contractor shall recruit, train, and remunerate the necessary personnel to perform the cleaning services described in the contract, ensuring that they have the required experience to fulfill their duties according to the national legislation. If any of the Contractor's staff do not meet the required qualifications, the Contractor must replace them immediately. The Contractor shall inform UNDP in writing about the identity of the staff assigned to perform activities on the UNDP's premises by providing a copy of their identification document.

The Contractor **shall replace any absent staff member**, regardless of the reason, and ensure uninterrupted provision of cleaning services. The Contractor shall also inform UNDP in writing and in advance about the identity of the replacement personnel. The Contractor's personnel are prohibited from removing any items belonging to the UNDP.

The Contractor should maintain the good level of staff turnover during the contractual period e.g. avoid the frequent change of the cleaner or other staffs without full consultation with the UNDP. Each staff should work for respective agencies for at least 6 months prior to any changes.

During national holidays that are not included in Official UN Holidays, Contractor's personnel shall also report for work to render regular services.

UNDP with other UN House located agencies, according to Memorandum of Understanding will discuss performance reviews of the Contractor on the UN House Management Committee meetings to ensure the services are meeting the agreed standards.

The Contractor will liaise with UNDP as the lead of UNDP agency for UN House Management Committee under Common Services Account Project for all the services under this agreement. All communications and documentation related to the assignment will be in Romanian or English.

The post payment shall be settled on monthly basis. The Contractor shall prepare and send invoice and act of receipt of services to UNDP for services rendered monthly.

5. CONFIDENTIALITY

Materials provided to the UNDP and all proceedings within the contract shall be regarded as confidential, both during and after the service delivery. Violation of confidentiality requirements may result in termination of the contract.

Cleaning personnel are strictly prohibited from participating in organizational activities or accessing sensitive documents or information. Strict confidentiality measures shall apply. The Contractor's staff are prohibited from becoming aware of any information, documents, or data to which they may have access during the performance of this contract and activities within the UN House premises. The confidentiality obligation applies to the Contractor and its employees both during and after the contract period. The Contractor must obtain **signed confidentiality declarations** from all personnel involved in executing this contract and provide copies to the UNDP at the start of the contract. In this declaration, each employee commits in writing to respect the confidential nature of any information accessed during their work and not to disclose or make such information public to third parties, nor use it for personal purposes during or after employment. The Contractor shall not use the UNDP's premises, equipment, or materials for purposes other than the execution of this contract and exclusively for office-related needs.

6. QUALIFICATIONS REQUIRED

A company registered as legal entity and meeting the following requirements may participate in the competition:

- The Company is a legally registered entity;
- Minimum 1 (one) year of relevant experience in cleaning services provision;
- Minimum 2 (two) finalized and/or ongoing contracts for similar cleaning services and complexity
- The supervisor shall have good communication skills;
- The cleaning and janitorial personnel, physically and mentally healthy, shall have minimum 1 (one) year experience in cleaning services provision and minimum 5 (five) years of janitorial services provision. All provided personnel must be over the age of 18;
- The cleaning and janitorial personnel, must possess ability to perform a variety of standard tasks related to cleaning and house maintenance services and to handle large volume of work possibly under time constraints;
- The cleaning and janitorial personnel, must possess the ability to operate office cleaning equipment;
- The Contractor shall fully recognize that non-compliance or violation of any of the above requirements and standards during the contractor's engagement with the UN may result to request for replacement or personnel or termination of the contract.
- The Contractor should have sufficient suppliers for goods and materials all time;

- The Contractor is expected to have agreements/understanding with relevant suppliers to provide above materials to fulfill obligations under the contract.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ25/03189: Provision of cleaning, janitorial and gardening services including supply of goods and equipment for cleaning in the UN House building located at 131, 31 August 1989 street, Chisinau city	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 2 (two) finalized and/or ongoing contracts for similar cleaning services and complexity				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value <i>(insert currency)</i>	Period of activity <i>(year, month)</i>	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ25/03189: Provision of cleaning, janitorial and gardening services including supply of goods and equipment for cleaning in the UN House building located at 131, 31 August 1989 street, Chisinau city	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- A brief description of your qualification, capacity and expertise that is relevant to the Annex 1.
- A brief methodology, approach and implementation plan.
- Team composition and CVs of key personnel.

Table 1: Financial Offer to Provide Services Compliant with Breakdown of Requirements

Provide a lump sum for the provision of the services stated in the requirements from Annex 1 of your technical offer. The lump sum should include all costs of the Services.

Currency of Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies, including VAT 20%

	Description	Unit	No. of months	Unit price per month, incl. VAT 20%	Total price, incl. VAT 20%
1.	Provision of cleaning, gardening and janitorial services in interior and exterior of the UN House (as per Annex 1) FIXED PRICE	Lump sum/per month	12		
Total price <i>(Please indicate the currency)</i>					

Table 1. 2. Breakdown of consumables Costs per month (included in the monthly rate)

List of Consumable Item/s	Brand name of the Item/s proposed	Estimated Average Consumption (per month)	Unit of Measure	Unit price	Total price per Item
Garbage bags 120L (10) (25 rolls)					
Garbage bags 160L (20 rolls)					
Garbage bags 60L black (20 rolls)					

Garbage bags 35L (50 pcs)					
Universal microfiber cloth					
Viscose cloth					
Set of abrasive sponges					
Dishwashing sponges set					
Dishwashing gel 5L					
Floor detergent 5kg					
Multi Active disinfectant with fragrance 750 ml					
Sprays for windows 750 ml					
WC gel detergent 700 ml					
Detergent for sanitary objects 500 ml					
Pipe unclogger 1000 ml					
Rubber gloves					
Cleaning tools equipment set (brooms, dustpans, mops, string mops, buckets, etc.)					
Paper Hand towel					
Aerosol air freshener 75 ml					
WC seat cover paper					
Creamy soap 1L					
Toilet paper 150m					
Antibacterial gel					
Total consumables price per month:					

Table 1.3. Breakdown of equipment Costs per month (included in the monthly rate)

List of other proposed Equipment Item/s	Scope of work	Unit price	Total price per Item
Total equipment usage price per month:			

Table 1.4. Breakdown of Fees for the personnel (included in the monthly rate)

Personnel/other elements	UOM	Qty	Unit price	Total price
Supervisor	Day			
Cleaner 1	Day			
Cleaner 2	Day			
Cleaner 3	Day			
Janitor	Day			
Total:				

Compliance with Requirements

Requirements	Your responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications (as per Annex 1: Schedule of requirements)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Compliance with national legislation in terms of fair remuneration, benefits, and the standard number of working hours per week	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms: on a monthly basis	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

ANNEX 4: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ25/03189: Provision of cleaning, janitorial and gardening services including supply of goods and equipment for cleaning in the UN House building located at 131, 31 August 1989 street, Chisinau city e to enter text.	Date: Click or tap to enter a date.

Position (as per ToR)		
Personnel Information	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

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Summarize professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature: _____

Date: _____