



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 July 2018

Country: Republic of Moldova

Description of the assignment: UN House Cleaner

Project name: Common Services Account

Period of assignment/services: 90 working days during September – December 2018

Proposals should be submitted online by pressing the "Apply Online" button, no later than 06 August 2018.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: diana.lisnic@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The Common Services Account Project was established to improve coordination and coherence of all United Nations Agencies located in the UN House (Chisinau, Moldova) and achieve cost savings. The Project cites different types of administrative activities, linked with the common premises such as utilities, security, cleaning and maintenance of the UN House.

The Common Services Account Project is established by all UN Agencies (UNDP, UNICEF, UNFPA, UNAIDS and OHCHR) located in the UN House and to provide oversight and day-to-day support to management of UN Common Premises in Chisinau.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The scope of the Contract shall include but not be limited to the following:

- Cleaning of office spaces, conference rooms, stairways and common areas;
- Cleaning of all bathrooms and their fixtures;
- Cleaning of the kitchens;
- Cleaning of windows, glass partitions and doors;
- Waste management.
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Daily tasks

- Act as UN House Cleaning Focal Point, by ensuring safekeeping of all CSA cleaning devices and assets; keeping track of and preparing for purchasing the list of cleaning supplies; daily monitoring the quality of the delivered outsourced cleaning services, and in case of poor quality, shall eliminate all deficiencies and immediately inform the outsourced company Administrative Unit and the UN House Administrative Unit, as well. Act as liaison person between the CSA/UN House and the outsourced company.

- Offices / Reception – empty paper/waste bins, dust and water all UN House flowers and clean pots;
- IT equipment – dust and clean all printers located in the UN House. For this purpose, IT Units shall provide special cleaning kits. Cleaning of the desks and equipment of the desks (computer, computer screens, keyboard, mouse, calculator, telephone, desk lamp, etc.) will not be part of this contract. Computer screen, keyboard and mouse cleaning will be done by the people occupying the desks, while computers, calculators, telephones, lamps etc. cleaning will be done by the outsourced cleaning company;
- Meeting / conference rooms – empty paper/waste bins, clean and re-arrange tables and chairs. As per requests, ensure and/or serve water/coffee/tea for and/or during various events in UN House;
- Bathrooms, nursing room – wash floors, clean mirrors, disinfect washbasins and toilet seats, replenish with toilet paper, paper towels, liquid soap, toilet disinfectant, etc.;
- Kitchens – clean floors, tables, sinks, empty waste bins, replenish with soap, dishes washing liquid, kitchen paper towels. **Maintain and clean kitchens' appliances (refrigerator, microwaves, coffee machines, tea kettles, etc.).** Wash the dishes - cups and glasses used during the meetings only.
- Corridors – wash floors, dust and clean equipment (printers, shredders), water flowers, ensure wet cleaning of the carpets in the reception/common area;
- UNH elevator & platform – clean inside walls, handrails, knobs, buttons, using distinctive sprays only;
- Terrace – clean and re-arrange tables and chairs. As per requests, ensure and/or serve water/coffee/tea for and/or during various events in UN House;
- Staircase – sweep and wash the outdoor front entry steps & access ramp, clean the handrails;

Weekly tasks

- Offices, corridors, kitchens, meeting / conference room – clean coolers;
- Kitchens – polish cupboards, clean the refrigerators (each Friday noon), microwaves, coffee machines, tea kettles, etc.).
- Basement – wash floors, remove the spider webs;
- Garage & Server Room – provide support to UNH Janitor in cleaning out the garage space;

Supplies and equipment

The organization shall provide all equipment, as well as environmentally friendly cleaning supplies required for carrying out the work. This comprises of but is not limited to, all the supplies for toilets, kitchenettes, and desk cleaning, including – toilet paper, paper towels, disinfectants, kitchen paper towels, washing-up liquids, liquid hand soap for soap dispensers, detergents for the kitchenettes, dishwasher supplies, garbage bags, vacuum cleaners, dusters, brooms, brushes, buckets and mops.

Work schedule

The cleaning services will be carried out every day, from Monday to Friday, from 8.30 a.m. to 5.30 p.m. with the lunch break of 1 hour.

The contractor will be provided with the UN official holidays, which may not be coinciding with the Moldovan national holidays.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Primary education in any field
- Minimum 3 years of relevant experience
- Experience in an international organization is a strong advantage
- Knowledge of Romanian and/or Russian. Knowledge of English is an asset.
- Corporate Competencies: displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Functional competencies: ability to perform a variety of standard tasks related to cleaning and house maintenance services and to handle a large volume of work possibly under time constraints; ability to operate office cleaning equipment.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - Explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar activities.

5. FINANCIAL PROPOSAL

- Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Primary education in any field;
- At least 3 years of hands-on experience in cleaning services.

The short-listed individual consultants will be further evaluated based on the following methodology:

Lowest priced technically compliant offer

The award of a contract shall be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR requirements.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS