



Date: 26 February 2017

REQUEST FOR QUOTATION RFQ N° UNFPA/BKK/RFQ/17/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Provision of offsite document storage service”

UNFPA APRO and its sister agencies, UNWOMEN ROAP, and UNOPS requires the provision of offsite document storage service, and would like to establish the Long Term Agreement to the qualified service provider for this service.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver this service in Bangkok, Thailand, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Service Requirements

Background

The United Nations Population Fund, Asia and the Pacific Regional Office (UNFPA APRO) and its 3 sister agencies, United Nations Population Fund, Thailand country office, United Nations Office for Project Services (UNOPS), United Nations Entity for Gender Equality and the Empowerment of Women, Regional office for Asia and the Pacific (ROAP) in Bangkok (UNWOMEN) are seeking for the offsite document storage and retrieval services.

Due to the limit space in the UN premise, there is space in the UN Building to set up document storage in the building. Using offsite document storage service is the optimal choice. The professional document storage also has the barcode system affixed at the standard carton to support the efficient document retrieval system.

UNFPA APRO and its sister agencies are currently using the offsite document service. However, the current contract with the service provider will be expire on 31 March 2017. Therefore, according to the UN procurement rules and regulations, the recruitment of the service provider must be through competitive bidding exercise. The objective of this bidding exercise is to establish the three-year long term agreement with the service provider who passes the technical evaluation criteria and proposes the lowest service fee. Volume of document to be kept at offsite storage is as below.

	UNFPA APRO (boxes per month)	UNFPA Thailand (Number of boxes per month)	UNOPS (Number of boxes per month)	UNWOMEN (Number of boxes per month)	Total
Number of boxes kept in the storage in 2016	222	0	765	274	1,261
Estimate number of boxes to keep in the offsite storage per month in 2017	270	60	756	350	1,436
Estimate number of boxes to keep in the offsite storage per month in 2018	320	80	713	400	1,513
Estimate number of boxes to keep in the offsite storage per month in 2019	370	100	690	450	1,610

Remark: Box means the standard carton size W 12.5" x L 16" x H 11"

Required Services

In summary, the required services can be described as below:

1. The service provider provides offsite storage/retrieval services for UNFPA APRO and its sister agencies by collecting, indexing, storing, retrieval, refile delivery to the UN Premise, providing standard carton, and destruction as per UNFPA APRO and its sister agencies' request.
2. The service provider must be able provide collection/retrieval of document services from the UN Premise to the storage as per below standard.
 - 2.1. Normal or routine schedule
 If receiving the request to collect/send document from 8:00-15:00 of working days, the service provider is able to send its vehicle/transportation to collect document in the next business day.
 - 2.2. Special schedule
 If receiving the request to collect document between 8:00-10:00 of working days, the service provider is able to send its vehicle/transportation to collect/send document on the same day.
 In urgent case, the service provider is able to collect/send document within 4 hours, even on holiday.
3. The service provider must provide the collection service and delivery to the UN premise, inclusive of requested cartons to the UN Building, Rajdamnern Nok Avenue, Bangkok 10200.
4. The service provider must provide storage service, storing cartons in purpose built storage facility with all necessary climate and quality control equipment, as well as equipment and computerized infrastructure for rapid location, viewing and delivery.
5. The service provider must provide retrieval services for initial removal of cartons from the storage racks for either permanent withdrawal (destruction), onward delivery to client offices or to viewing room



6. The service provider must provide standard carton, size W 12.5” x L 16” x H 11” and deliver cartons to UNFPA APRO and its sister agencies’ office.
7. The service provider must be able to provide document destruction service. The service provider must ensure of non-reused of UN documents by any means. The service provider shall destroy the requested cartons, upon receipt of the official notification from UN within one month.
8. The service provider must have the barcode identification system, providing barcode identification label with the computerized tracking and retrieval system for the monitoring of cartons in storage, their description, and history and destruction date.
9. The service provider is able to provide on-site audit during its business hours (viewing room).
10. The service provider must fumigate boxes before store them in the storage.
11. The service provider shall keep/store document cartons confidentially and safely with no incident of loss or damage.
12. The service provider must have a Liability insurance coverage which covers the documents deposited in its offsite storage in case of fire.

Evaluation criteria

There are two steps of evaluation as below:

1st Evaluation:

The pass/fail criteria will be used to evaluate the service providers. If the service provider does not have any one of the facilities or could not provide any of the services as below, the price proposal will not be evaluated.

1. The service provider must be a registered company with requisite experience and background
2. The service provider must have minimum 5 years of experience in providing document storage facility and services in providing document storage facility and services for multi-national organizations, inter-government organizations, organizations, business companies and the United Nations agencies is an advantage.
3. Provision of boxes at the size of W12.5” x L 16” x H 11.
4. Provision of barcode system and computerized infrastructure for rapid location, viewing and delivery. Provision of identification label with the computerized tracking and retrieval system for the monitoring of cartons in storage, their description, and history and destruction date.
5. Provision of onsite viewing room.
6. Provision of document destruction services.
7. Fumigation boxes of document before keeping in storage
8. Having insurance to cover the document in storage.

2nd evaluation:

The long term agreement will be awarded to the service provider who passes the first evaluation and proposes the most competitive price.

The price proposal consists of the below elements

No.	Description	Unit	Price per unit in Thai Baht, VAT exclusive



1.	Provision of standard box	each	
2.	Monthly storage fee	each	
3.	Provision of identification label (barcode)	each	
4.	Transportation charge for delivering boxes and barcode	per trip	
5.	Transportation charge for picking up boxes to keep in storage	per trip	
6.	Transportation charge for retrieval services (normal schedule)	per trip	
7.	Transportation charge for retrieval services (Special schedule)	per trip	
8.	Any other services offered (if any)		

Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ms. Nantiya Tipmanee</i>
Tel N ^o :	<i>+66 2 687 0107</i>
Fax N ^o :	<i>+66 2 282 1550</i>
Email address of contact person:	<i>tipmanee@unfpa.org</i>

The deadline for submission of questions is Tuesday, 7 March 2017 at 15:00 hours Bangkok time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

II. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

III. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than : Tuesday, 14 March 2017 at 15:00 hours, Bangkok time

Name of contact person at UNFPA:	<i>Nantiya Tipmanee</i>
Email address of contact person:	<i>tipmanee@unfpa.org</i>

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **RFQ N^o UNFPA/BKK/RFQ/17/003**

- **Provision of offsite document storage service.** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

IV. Overview of Evaluation Process



The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based using pass/fail criteria. If the service provider does not have any one of the facilities or could not provide any of the services as below, the price proposal will not be evaluated.

1. The service provider must be a registered company with requisite experience and background
2. The service provider must have minimum 5 years of experience in providing document storage facility and services in providing document storage facility and services for multi-national organizations, inter-government organizations, organizations, business companies and the United Nations agencies is an advantage.
3. Provision of boxes at the size of W 12.5" x L 16" x H 11.
4. Provision of barcode system and computerized infrastructure for rapid location, viewing and delivery. Provision of identification label with the computerized tracking and retrieval system for the monitoring of cartons in storage, their description, and history and destruction date.
5. Provision of onsite viewing room.
6. Provision of document destruction services.
7. Fumigation boxes of document before keeping in storage
8. Having insurance to cover the document in storage.

Financial Evaluation

The long term agreement will be awarded to the service provider who passes the first evaluation and proposes the most competitive price.

V. Award Criteria

UNFPA shall award a Long Term Agreement with duration of 3 years (three years) to the Bidder(s) that propose(s) the most competitive price.

VI. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

VIII. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not



be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

IX. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

X. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to Ms. Yoriko Yasukawa, Director, UNFPA Asia and the Pacific Regional Office in Bangkok at yasukawa@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XI. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/BKK/RFQ/17/003
Currency of quotation :	THB
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	120 days

Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

No.	Description	Unit	Price per unit in Thai Baht, VAT exclusive
1.	Provision of standard box	each	
2.	Monthly storage fee	each	
3.	Provision of identification label (barcode)	each	
4.	Transportation charge for delivering boxes and barcode	per trip	
5.	Transportation charge for picking up boxes to keep in storage	per trip	
6.	Transportation charge for retrieval services (normal schedule)	per trip	
7.	Transportation charge for retrieval services (Special schedule)	per trip	
8.	Any other services offered (if any)		

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BKK/RFQ/17/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	



United Nations Population Fund
Asia and the Pacific Regional Office in Bangkok
4th Floor, UN Service Building, Rajdamnern Nok Avenue
Bangkok, 10200, Thailand, Tel +66 2 687 0107
E-mail: tipmanee@unfpa.org
Website: <http://asiapacific.unfpa.org/>

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)