



Date: 5 August 2020

REQUEST FOR QUOTATION RFQ N° UNFPA/BKK/RFQ/2020/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“The Provision Offsite Document Storage Service”.

UNFPA requires the provision of “Provision of Offsite Document Storage Service” as specified in the Terms of Reference (ToR).

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.

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

UNFPA APRO has surplus office document and requires the service of ‘Offsite Document Storage’. The objective of the RFQ is to identify a supplier who can provide UNFPA with ‘Provision of Offsite Document Storage Service’ as indicated in the Term of Reference (TOR). The selected vendor is expected to sign the three-year Long Term Agreement (LTA) with UNFPA APRO to provide the ‘Provision of Document Storage Service’ to have a standard price list which selected vendor and UNFPA can use the services upon needs and requirement.

II. 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. Jarintorn Kiatniyomrung</i>
Tel N°:	+66 2 687 0159
Email address of contact person:	<u>kiatniyomrung@unfpa.org</u>

The deadline for submission of questions is Friday 21st August 2020 at 17:00 hours, Bangkok time. Questions will be answered in writing and shared with all parties as soon as possible after this.

III. Content of quotations

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

a) **Technical proposal**, in response to the requirements outlined in the service requirements /TORs.

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm and financial and managerial capacity to provide the services.
2. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid. Please also attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
3. Proposed Approach, Methodology, Timing and Outputs to satisfy expected TOR deliverables, accompanied by detailed description of the manner in which your company would deliver required services.
4. Copies of current certificates such as company registration certificate, VAT/Tax Registration Certificate and etc.

b) **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.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to Email address for bid submission at apro-procurement@unfpa.org no later than: Friday 4th September 2020 at 17:00 hours, Bangkok time.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/2020/004 for 'The 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.



V. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote). The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Pass/ Fail criteria will be used to evaluate whether or not the proposed service plan meets minimum UNFPA's requirements outlined below. Only those bids that pass minimum requirement of the service will be accepted for further evaluation.

Minimum requirement of the Document Storage Service	Pass	Fail
<ul style="list-style-type: none"> ● Being able to provide collection/retrieval of document services from the UN Premise to the storage as per below standard; <ul style="list-style-type: none"> ○ 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. ○ 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. ○ Urgent schedule: The service provider is able to collect/send document within 4 hours, even on holiday. ● The bidder 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. ● The bidder must provide the collection service and delivery to the UN premise, inclusive of requested cartons to the UN Building, Rajdamnern Nok Avenue, Bangkok 10200. ● The bidder 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. ● The bidder is able to 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 ● The bidder is able to provide standard carton, size W 12.5" x L 16" x H 11" or the other closer size and deliver cartons to UNFPA APRO and its sister agencies' office. ● The bidder is able to provide document destruction service. The bidder must ensure of non-reused of UN documents by any means. The bidder is able to destroy the requested cartons, upon receipt of the official notification from UN within one month. ● The bidder is able to provide on-site audit during its business hours (viewing room). ● The bidder must fumigate boxes before store them in the storage. ● The bidder is able to keep/store document cartons confidentially and safely with no incident of loss or damage. ● The bidder must have a Liability insurance coverage which covers the documents deposited in its offsite storage in case of fire. 		



VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Long Term Agreement with duration of three (3) years with the possibility to extend for one year and another one year to the Bidder that obtain the lowest-priced technically acceptable offer.

VII. 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.

VIII. 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.

IX. 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](#).

X. 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](#).

XI. 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 the UNFPA Designated staff to receive procurement related complaints: Ms. Annette Sachs Robertson, Deputy Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok at robertson@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Designate Official, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org

XII. 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°:	UNFPA/BKK/RFQ/2020/004
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>	

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

Group	Description	Unit	Unit Price (THB)
A	Monthly Storage Fee - Space Storage (Document)	per carton box	
B	Service Charges - Retrieval	per carton box	
C	Supply Carton (to pack new document)	per carton box	
D	Transportation Charge to/from UN Premises to the storage warehouse		
	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		
	- 1-50 boxes	per trip	
	- 51-100 boxes	per trip	
	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		
	- 1-10 boxes	per trip	
	- 11-20 boxes	per trip	
	3. Urgent schedule: The service provider is able to collect/send document within 4 hours, even on holiday.		
	- 1-10 boxes	per trip	
	- 11-20boxes	per trip	
	4. Transportation for the first time moving from the warehouse of		
		per project	



	current service provider to the warehouse of the new service provider under this LTA (if any) (Stick the new barcode on the current boxes at the warehouse of current service provider and moving the boxes to the new warehouse (if any) (Working 1-2 Days)		
D	Other cost		

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/2020/004 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 Pacific Regional Office (APRO)
4th Floor United Nations Service Building
E-mail: apro-procurement@unfpa.org
Website: <https://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](#)

ANNEX II

TERMS OF REFERENCE (TOR)

1. The service provider provides offsite document storage/retrieval services for UNFPA APRO 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;
 - a. 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.
 - b. 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.
 - c. Urgent schedule: 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" or the other closer size 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.
13. Currently UNFPA keeps approximately 300 boxes of documents in the offsite storage. It is expected that UNFPA will keep 320-350 boxes in the offsite storage in the following 3 years.