

Ufficio di Yangon

Prot. No. AICS-OUT-678/2016-12-13

Subject: Invitation to bid. Auxiliary support services for the Italian Agency for Development Cooperation in Yangon (AICS-Y) Office/Compound.

The Italian Agency for Development Cooperation in Yangon (AICS-Y) intends to select one organization for providing the services of selection, organization and management of the auxiliary support services for its Office/Compound in Yangon, under standards of decorum, security, confidence, work experience and expertise.

The AICS-Y invites all the interested organizations (NGOs/Private Companies) operating in Myanmar to submit the bid for this awarding procedure. The bids and all the possible other documents shall be only in English language or clearly translated in English.

The organizations are kindly requested to submit their bid by hand, in a sealed envelope (directly or through an authorized representative) to the address below:

**ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – AICS-Y
41/7B INYA MYAING, SHWE TAUNG GONE
BAHAN TOWNSHIP – YANGON**

1) DEADLINE FOR SUBMISSION

The **closing time** for receipt of bid is the **30th of December 2016, 4.30 p.m.**

Bid must be delivered to the designated address during the AICS-Y working hours from 9:00 a.m. to 4:30 p.m. Monday through Friday.

Bids received after this time and date shall not be considered.

Lodging of the bid will be acknowledged by means of a receipt dated and signed by the official of the above-mentioned office to whom the documents are handed over. AICS-Y will keep a copy of the receipt.

2) DESCRIPTION OF THE SERVICE

All the details and requirements on the services are provided in the Annex 1 (List of staff, tasks, obligations, requirements and costs).

The amounts contained in the Annex 1 are inclusive of and in accordance with the statutory provisions of Myanmar Labor Law.

The services will be provided for a period of twelve (12) months. They can be extended for a limited period, according to the Italian legislation, that is the time strictly necessary to finalize the procedure for the selection of a new contractor.

The AICS-Y, after giving 30 days' notice to the organization, may at its sole discretion, decrease the organization's number of the workers and suspend or permanently terminate the contract without incurring in any claim or responsibility toward the organization.

The AICS-Y reserves itself the right to request the replacement of the workers employed by the organization in the following cases:

- I. spreading (directly and indirectly) of knowledge or information acquired during his service and related to the work that has been done;
- II. putting into action behaviors which may involve criminal acts (corruption, fraud, misuse of office equipment and funds, use or distribution of illegal substances);
- III. demonstrating misconduct, proved incompetence, hierarchical insubordination, unjustified absence from work, failure to comply with schedules and work assignments, voluntary damage of the AICS-Y Office property.

The organization's workers must have the features of decorum, security, confidence, experience and professionalism.

If the quality of the service provided will be not considered satisfactory by the AICS-Y, the contestation of charge will be notified to the organization which will proceed to the replacement of the worker deemed unsuitable. If the termination is requested by the worker, the organization will notify it to the AICS-Y.

The bid may not under any circumstances exceed the amount of MMK 24,045,000.00 (twenty four million forty five thousand /00 Kyat) (approximately EURO 17,000.00) and it is inclusive of all other costs and taxes connected to the provision of the above mentioned services.

The bidder is solely responsible for the payment of service, tax, insurance and all other taxes and government dues as may be applicable.

It should be clear that the workers employed by the organization for the above mentioned auxiliary services remain the employees of the organization for all intents and purposes and that there is no relationship of employer-employee between the workers and the Italian Agency for Development Cooperation.

Moreover the organization shall also be solely responsible for providing all the statutory benefits (as per Myanmar relevant laws) to eligible Auxiliary staff employed by it and it shall make payment of compensation (as per Myanmar relevant laws) in case of injury or death of any of its workers.

3) SEALING AND MARKING OF THE BID AND REQUIRED DOCUMENTS

The interested organizations shall submit the bid in an outer sealed envelope containing two inner separated and sealed envelopes.

1. **The first (sealed) envelope, marked as “Administrative Documents and the name of the bidder” shall contain:**

- A. CERTIFICATE OF REGISTRATION as national organization in Myanmar;
- B. FACT SHEET listing and describing the principal services connected to staff management provided to international cooperation offices and agencies in the past three years with letters of appreciation, sums, dates and recipients, public or private;
- C. A DULY SIGNED SELF-DECLARATION stating that the criminal records of the persons having power of representation, or decision making, or control over the organization, is clean;
- D. A DULY SIGNED SELF-DECLARATION proving that the person who signs on behalf of the organization is duly authorised to do so;

The organizations must answer to this invitation to bid sending the required documents (see above points A, B, C and D) in an inner separated sealed envelope, duly signed and stamped, marked as “Administrative Documents and the name of the bidder”.

2. **The second (sealed) envelope, marked as “Technical and Economic Offer and the name of the bidder” shall contain:**

The bid form is the Annex 1 (List of staff, tasks, obligations, requirements and costs) - in only one (1) original for both:

- a. **The Technical Offer** – All the details and requirements on the services are included in the Annex 1.

TECHNICAL OFFER			
N.	Job position	Function / Main tasks/ Organization's obligations	Requirements

In the technical offer declaration, the bidder agrees to guarantee the tasks, organization's obligations, etc. as specified in the above columns. The declaration must be duly signed and stamped by the bidder/ his duly authorized representative and clearly legible to eliminate any possible doubt as to wording.

TECHNICAL OFFER DECLARATION
THE UNDERSIGNED BIDDER AGREES TO GUARANTEE THE PROVISION OF THE AUXILIARY SUPPORT SERVICES FOR THE OFFICE/COMPOUND OF THE AICS-Y AS SPECIFIED IN THE ABOVE COLUMNS OF THE TECHNICAL OFFER.
NAME AND SURNAME OF THE BIDDER OR HIS DULY AUTHORIZED REPRESENTATIVE
SIGNATURE OF THE BIDDER OR HIS DULY AUTHORIZED REPRESENTATIVE
STAMP OF THE BIDDER

- b. **The Economic Offer** – The detailed budget of the services should be duly filled in the columns B, C and D of the Annex 1.

ECONOMIC OFFER			
Gross Monthly amount (MMK)	Management cost on Gross Monthly amount (MMK) <i>not exceeding 14.5%</i>	Gross Monthly amount including management cost (MMK)	Total 12 months amount (MMK)
A	B	C = A+B	D = C*12

The budget must be in KYAT (MMK) currency only, no other currency will be accepted.

The total budget may not exceed the amount of MMK 24,045,000.00 (twenty four million forty five thousand /00 Kyat), as mentioned above (Description of the service). It means that management costs over the 14.5% of the gross amount for worker will not be accepted.

In the economic offer declaration, the bidder agrees to guarantee for each service the figures as indicated in the above mentioned columns of the economic offer and the total amount of the column D. The declaration must be duly signed and stamped by the bidder/ his duly authorized representative.

The economic offer should be clearly legible to eliminate any possible doubt as to wording or figures.



ECONOMIC OFFER DECLARATION
THE UNDERSIGNED BIDDER AGREES TO GUARANTEE FOR EACH SERVICE THE FIGURES AS INDICATED IN THE ABOVE COLUMNS OF THE ECONOMIC OFFER AND THE TOTAL AMOUNT OF THE COLUMN D.
NAME AND SURNAME OF THE BIDDER OR HIS DULY AUTHORIZED REPRESENTATIVE
SIGNATURE OF THE BIDDER OR HIS DULY AUTHORIZED REPRESENTATIVE
STAMP OF THE BIDDER

The organizations must answer to this invitation to bid sending the required Annex 1, duly filled in and completed, in one (1) original and submitted with the present invitation to bid letter (duly signed and stamped for acceptance by the bidder) in an inner separated sealed envelope, duly signed and stamped, marked as “Technical and Economic Offer and the name of the bidder”.

The inner and outer envelopes must be sealed with adhesive tape and the bidder must sign across the tape seal.

The following information should be clearly indicated on the outer envelope:

- a. **Closing Date of the Invitation.**
- b. **Invitation to bid for “Auxiliary support services for AICSY Office/Compound – CAP 2171”.**
- c. **Name of the Bidder.**
- d. ***DO NOT OPEN.***

4) AWARD OF CONTRACT

The AICS-Y will open the first inner envelope, in order to evaluate the presence of all the requested “Administrative Documents”.

Only for the bidders presenting a complete administrative documentation, the AICS-Y will open the second inner envelope, in order to evaluate the completeness of the “Technical and Economic Offer”.

AICS-Y will communicate to the excluded bidders that they do not pass the first step “Administrative documents”.

The AICS-Y will award the contract to the bidder who:

- has duly signed and stamped the “Technical offer declaration”;
- has duly filled in the “Economic Offer”;
- has duly signed and stamped the “Economic offer declaration”;
- has offered the lowest evaluated price for the provision of the requested services.

AICS-Y will communicate to the excluded bidders that they do not pass the second step “Technical and Economic Offer”.

The contract period is twelve (12) months.

The contract can be renewed for a limited period according to the Italian legislation that is the time strictly necessary to finalize the procedure for the selection of a new contractor, as mentioned above (Description of the service).

The organization will be paid on a monthly basis after the submission of the following documents:

- a) invoice showing the amount paid to each worker and the total amount to be paid by the Italian Agency for Development Cooperation – CAP 2171;
- b) report listing all the salaries paid to the workers duly signed by each worker;
- c) receipt showing the payment of all the taxes related to the salary issued by the local qualified Authority.

5) BID VALIDITY

Period of validity of the bid is 60 consecutive days from the date of bidding opening prescribed above. Bidders will be informed of the outcome of their bid.

6) CLARIFICATION AND CORRECTION OF ERRORS

If, after the bids have been opened, some clarification is required in connection with the bid, the AICS-Y may contact the bidder for further clarifications.

7) ITALIAN AGENCY FOR DEVELOPMENT COOPERATION’S RIGHT

This invitation to bid is in no way binding upon the Italian Agency for Development Cooperation. The Italian Agency for Development Cooperation’s contractual obligation commences only upon signature of the contract with the successful bidder. The Italian Agency for Development Cooperation may, before the contract is signed, either abandon the procurement or cancel the award procedure without giving rise to any compensation entitlement on the part of the bidders. Where appropriate, such decision must be substantiated and be brought to the attention of the bidders.

Furnishing of false, misleading, inaccurate information or particulars in the bid document or in any other manner shall lead to the disqualification of the bid and bidder at any stage or time. It shall also lead to termination of the contract, if awarded.

The Italian Agency for Development Cooperation has the right to carry out security controls over the successful bidder. Failure of the successful bidder to comply with the requirements of the security controls shall lead to the annulment of the award or termination of the contract if already awarded.



AGENZIA ITALIANA
PER LA COOPERAZIONE
ALLO SVILUPPO



In this event, the Italian Agency for Development Cooperation may make the award to the next lowest evaluated bidder who successfully accomplish with the above mentioned controls or, if there are no eligible bidders, call for new bids.

For queries on this invitation to bid, please contact the Italian Development Cooperation Agency in Yangon, in writing ten days (10) before closing date to the following address:
aics.info@aicsyangon.org.

Bidders are reminded that above e-mail address may be used only to send queries.

BIDS MUST NOT BE SENT TO THIS E-MAIL ADDRESS.

Best regards,

AICS Yangon Director
(Maurizio Di Calisto)



Annex 1 - Auxiliary support services for the Office/Compound of the Italian Agency for Development Cooperation in Yangon (AICSY) – CAP 2171 Operating Expenses
List of staff, tasks, obligations, requirements and costs

TECHNICAL OFFER				ECONOMIC OFFER			
N.	Job position	Function / Main tasks/ Organization's obligations	Requirements	Gross Monthly amount (MMK)	Management cost on Gross Monthly amount (MMK) <i>not exceeding 14.5%</i>	Gross Monthly amount including management cost (MMK)	Total 12 months amount (MMK)
				A	B	C = A+B	D = C*12
1	Maintenance-Caretaker Supervisor	<p>Coordinate operations for maintenance-caretakers, provide day and night shifts to cover - in 4 persons - 7 (seven) days per week, 24 (twenty four) hours per day, for the maintenance and security services, the technical and logistical assistance activities of the Compound of the AICSY Office, as needed, according to AICSY management requirements. In particular:</p> <ul style="list-style-type: none"> - to supervise the access to the premises; - to register and to search the persons and vehicles incoming and outgoing (excluding the staff of the Italian Agency for Development Cooperation Office and/or the Embassy of Italy in Yangon); - to take care of the security of the buildings and the materials in the compound; - to patrol the premises; - to assure the generators starting in case of outage. <p>The organization shall supply to the Maintenance-Caretaker Supervisor:</p> <ul style="list-style-type: none"> - uniforms for the security guards; - high performance torch lights; - portable metal detector and reflector. 	<p>At least 2 years of work experience.</p> <p>Features of decorum, security, confidence, experience and professionalism.</p>	350,000.00			
2	Maintenance-Caretaker	<p>Provide day and night shifts to cover - in 4 persons - 7 (seven) days per week, 24 (twenty four) hours per day, for the maintenance and security services, the technical and logistical assistance activities of the Compound of the AICSY Office, as needed, according to AICSY management requirements. In particular:</p> <ul style="list-style-type: none"> - to supervise the access to the premises; - to register and to search the persons and vehicles incoming and outgoing (excluding the staff of the Italian Agency for Development Cooperation Office and/or the Embassy of Italy in Yangon); - to take care of the security of the buildings and the materials in the compound; - to patrol the premises; - to assure the generators starting in case of outage. <p>The organization shall supply to the Maintenance-Caretaker:</p> <ul style="list-style-type: none"> - uniforms for the security guards; - high performance torch lights; - portable metal detector and reflector. 	<p>At least 2 years of work experience.</p> <p>Features of decorum, security, confidence, experience and professionalism.</p>	300,000.00			
3	Maintenance-Caretaker	<p>Provide day and night shifts to cover - in 4 persons - 7 (seven) days per week, 24 (twenty four) hours per day, for the maintenance and security services, the technical and logistical assistance activities of the Compound of the AICSY Office, as needed, according to AICSY management requirements. In particular:</p> <ul style="list-style-type: none"> - to supervise the access to the premises; - to register and to search the persons and vehicles incoming and outgoing (excluding the staff of the Italian Agency for Development Cooperation Office and/or the Embassy of Italy in Yangon); - to take care of the security of the buildings and the materials in the compound; - to patrol the premises; - to assure the generators starting in case of outage. <p>The organization shall supply to the Maintenance-Caretaker:</p> <ul style="list-style-type: none"> - uniforms for the security guards; - high performance torch lights; - portable metal detector and reflector. 	<p>At least 2 years of work experience.</p> <p>Features of decorum, security, confidence, experience and professionalism.</p>	300,000.00			

Annex 1 - Auxiliary support services for the Office/Compound of the Italian Agency for Development Cooperation in Yangon (AICSY) – CAP 2171 Operating Expenses
List of staff, tasks, obligations, requirements and costs

TECHNICAL OFFER				ECONOMIC OFFER			
N.	Job position	Function / Main tasks/ Organization's obligations	Requirements	Gross Monthly amount (MMK)	Management cost on Gross Monthly amount (MMK) <i>not exceeding 14.5%</i>	Gross Monthly amount including management cost (MMK)	Total 12 months amount (MMK)
				A	B	C = A+B	D = C*12
4	Maintenance-Caretaker	Provide day and night shifts to cover - in 4 persons - 7 (seven) days per week, 24 (twenty four) hours per day, for the maintenance and security services, the technical and logistical assistance activities of the Compound of the AICSY Office, as needed, according to AICSY management requirements. In particular: - to supervise the access to the premises; - to register and to search the persons and vehicles incoming and outgoing (excluding the staff of the Italian Agency for Development Cooperation Office and/or the Embassy of Italy in Yangon); - to take care of the security of the buildings and the materials in the compound; - to patrol the premises; - to assure the generators starting in case of outage. The organization shall supply to the Maintenance-Caretaker: - uniforms for the security guards; - high performance torch lights; - portable metal detector and reflector.	At least 2 years of work experience. Features of decorum, security, confidence, experience and professionalism.	300,000.00			
5	Cleaner	Ensure cleaning activities, 5 days/ per week, of the premises at the AICSY Office, keep proper hygienic and working conditions of the equipment, report any need to restore the stocks, as needed, according to AICSY management requirements.	At least 2 years of work experience. Features of decorum, security, confidence, experience and professionalism.	350,000.00			
6	Gardener	Provide, 1 day/ per week, the general maintenance of the garden of the AICSY Office, as needed, according to AICS management requirements. In particular: - overall supervision for the wellbeing of the garden; - maintenance of the ground, trees and (indoor and outdoor) plants; - to follow the given assignments and implement the necessary operations as asked by the AICSY Office's staff; The organization shall supply to the gardener the necessary equipment, tools, fertilizers and chemicals.	At least 2 years of work experience. Features of decorum, security, confidence, experience and professionalism.	150,000.00			
Total				1,750,000.00			

TECHNICAL OFFER DECLARATION	ECONOMIC OFFER DECLARATION
THE UNDERSIGNED BIDDER AGREES TO GUARANTEE THE PROVISION OF THE AUXILIARY SUPPORT SERVICES FOR THE OFFICE/COMPOUND OF THE AICS-Y AS SPECIFIED IN THE ABOVE COLUMNS OF THE TECHNICAL OFFER.	THE UNDERSIGNED BIDDER AGREES TO GUARANTEE FOR EACH SERVICE THE FIGURES AS INDICATED IN THE ABOVE COLUMNS OF THE ECONOMIC OFFER AND THE TOTAL AMOUNT OF THE COLUMN D.
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