



INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE

AGRICULTURAL FARM- LABOR SUPPLY SERVICES

REQUEST FOR PROPOSAL

11 January 2018

RFP18-001-Facilities-Cleaning Services

Procurement Section
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International Center for Biosaline Agriculture - ICBA is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.

I. GENERAL INFORMATION

1. Purpose

The International Center for Biosaline Agriculture (ICBA) produces agricultural crops for the purpose of research; the crops are small (comparing to commercial production) therefore instructions for preparation, care, and harvesting are more frequent. To support these activities, ICBA is seeking relevant companies to submit Proposals for an annual contract to provide agricultural farm labor services for ICBA Experiment Stations.

2. Instruction to Bidders

Bidders are requested to read the bidding documents carefully to be able to submit a responsive proposal. In submitting the proposal, bidders must respect all instructions, forms and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified may lead to the rejection of the proposal.

3. Deadlines

Deadline for requesting clarifications, meeting, site visit...	January 16, 2018
Deadline for submission of proposals	January 21, 2018

4. Submission of Proposals

Proposals must be submitted in sealed envelopes at ICBA reception or electronically through ICBA procurement website: <http://procurement.biosaline.org/>

5. Proposal Contents

Proposal responses should include the following:

- The Bidder company valid trade license
- 3 Client references
- Company Brochure or Website URL
- ISO certifications if any

6. Validity of Proposal

Proposals must remain valid and open for the acceptance of ICBA for 120 days from the RFP closing date. Proposals specifying a shorter acceptance period may be considered as non- responsive proposals.

7. Incomplete and Late Offers

Incomplete and late proposals will not be accepted. It is the bidder's responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions.

8. Inquiries

Bidders may submit questions in writing through e-mail to the following address and before the deadline stated in the deadlines table:

Contact name : Ms. Imane Boujidane

Senior Procurement Executive

Tel. no. : 009714 3361155- Ext. 201

Email : Procurement@biosaline.org.ae

Any clarification issued by ICBA will be communicated in writing to all the bidders before date stated in the table above. No further clarifications will be given after the stated date.

Note: Any clarification issued by ICBA will be communicated in writing to all the bidders & will be published on ICBA- Procurement website: www.procurement.biosaline.org

Any prospective bidders seeking to arrange individual meetings with ICBA or any of its employees concerning this contract during the bidding period may be excluded from the bidding process.

9. Alteration of Proposals

Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

10. Eligible Bidder

Bidders considered eligible to submit proposals are defined as follows:

- Entity /organization that is legally registered to do business in UAE and can provide a valid certificate of legal registration/ trade registration license.
- Bidder must Have the technical and financial capacity to perform this Contract successfully.

11. Costs for preparing proposals

Under no circumstances will, ICBA, be liable for any costs incurred in connection to the preparation and submission of proposals even if ICBA decides to reject all the proposals or cancel the bid.

12. Clarification

During the evaluation process, ICBA may request additional information and meetings from bidders if it is necessary for further clarifications regarding the submitted proposal.

13. Evaluation of proposals

Each Proposal will first be examined to determine compliance with requirements identified in this RFP:

- Company Trade license
- Company References
- Company profile

Only compliant proposals will pass to the technical and financial evaluation.

The proposals will be evaluated against the criteria below:

Range		Criteria	Weight
Non-Price	50%	Company expertise, client reference, presence if the market	50%
Price	50%	Cost	50%

14. Amendments

During the proposal submission period, if ICBA decides to modify/ change any requirement/s of the RFP, the modification/s shall be released through the issuance of an amendment to the RFP. Any amendment will be issued in writing and will be sent to all bidders.

15. Confidentiality

The entire evaluation procedure is confidential, and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than ICBA.

16. Bid Cancellation

ICBA has the right at any stage in the bidding process to cancel the whole bid without the need to give a justified reason to any of the bidders. Bidders will be notified in writing of the cancellation.

17. Discussion/Negotiation

ICBA may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

18. Award Letter & Contract

ICBA reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, the contract form and the scope of services to be provided pursuant to the contract, rests with ICBA. A contract may be awarded to more than one bidder based on the quality of the proposals and ICBA's needs. Please note that an award letter is not a contract and can be withdrawn at ICBA sole discretion.

Bidder's Failure to accept the award at the time of receiving notification from the bidder will give ICBA the right to award the contract to the next bidder.

19. Performance Bond

The Vendor will be required to secure a performance bond in an amount equal to 10% of the total estimated award amount within 10 days from signing the contract and to be in effect for the duration of the contract period. The performance bond may be used to satisfy penalties for lack of delivery and/or loss incurred in the event of the Vendor's failure to deliver or perform according to the requirements of this RFP and the purchase order. The performance bond may be liquidated by ICBA to satisfy penalties should they be applicable.

20. Bidder Responsibility

It is the responsibility of each bidder before submitting a proposal:

- To examine thoroughly the contract documents and other related data identified in the proposal documents.
- To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.
- To promptly notify the Procurement Section of all conflicts, errors, ambiguities, or discrepancies in or between the contract documents and such other related documents.

21. Governing Law and Language

This Bid is subject to and shall be construed according to the applicable laws and regulations of the United Arab Emirates. The bid documents and all notices pursuant to the provisions thereof shall be in English.

II. SCOPE OF SERVICES

Contractor shall provide ICBA with the following services during the Term of the Contract:

- 1- **Provision of 05 full time Agricultural Labor Services:** Contractor shall assign qualified persons to perform agricultural labor services for 8 hours a day. The services will be specified by ICBA.
- 2- **Provision of temporary Agricultural Labor Services:** Upon request by ICBA, Contractor shall assign qualified persons to perform agricultural labor services. The services and timings will be specified by ICBA quarterly and monthly.
- 3- **Work to be Performed:** Contractor must ensure that farm laborers understand and follow specific instructions. Necessary work to be performed includes, but is not limited to, the following:
 - a) Harvesting Crops: Tasks include picking, cleaning and sorting crops by hand or machine. Tree orchard crops may require ladder work.
 - b) Planting and care of crops, including, but not limited to, pruning, thinning, weeding, tree training, etc.
 - c) Assemble complex irrigation control systems.
 - d) Help with set siphon tubes, dig corrugates and other general irrigation tasks.
 - e) Clean crop samples.
 - f) Work on grading table operations.
 - g) Heavy lifting.
 - h) Clean-up tasks, including sweeping, shoveling, water wash down.
 - i) Light equipment maintenance and repair.
 - j) Spray general use pesticides from a backpack sprayer.
 - k) Other odd jobs such as tree trimming and landscape duties.
- 4- **Agricultural Labor Training:** Contractor shall provide all labor specific training necessary to provide ICBA with qualified, trained personnel in satisfaction of ICBA farm labor personnel needs.
- 5- **Contractor's Responsibilities as Employer:** Contractor shall remain employer of the personnel during their placement with ICBA. Contractor shall maintain all legal responsibilities as the employer of the laborers, including but not limited to payment of their wages, worker's



compensation fees, providing housing, medical insurance, uniforms and any other compensation. Contractor shall comply with UAE labor law as employer of the farm laborers.