



INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE

MANPOWER SUPPLY SERVICES ON AN AS-NEEDED BASIS

Request for Proposals

RFP18-006_Manpower Supply Services on an As-Needed Basis

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

1.1 Purpose

The International Center for Biosaline Agriculture (ICBA) is looking for qualified licensed companies who can provide labor outsourcing services, where an employee is employed by will be employed with the company ("labor provider") and then works for ICBA ("outsourcing employer").

1.2 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.

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1.3 Deadlines

Deadline for requesting clarifications, meeting, site visit...	05 September 2018
Deadline for submission of proposals	09 September 2018

1.4 Submission of Proposals

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

1.5 Proposal Contents

Proposal responses should include the following:

- a. Technical and commercial proposals
- b. The Bidder company valid trade license
- c. At least 3 Client references
- d. Company Brochure or Website URL
- e. ISO certifications if any

1.6 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 will be considered as non- responsive proposals.

1.7 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.

1.8 Inquiries

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

Contact name : Ms. Jinky Aglipay
Procurement Assistant
Tel. no. : 009714 3361100- Ext. 313
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.

1.9 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.

1.10 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.

1.11 Costs for preparing proposals

Under no circumstances ICBA will not 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.

1.12 Clarification

During the evaluation process, ICBA may request additional information and samples from bidders if it is necessary for further clarifications in regard to the submitted proposal.

1.13 Evaluation of proposals

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

- Company legal documents
- Company references
- Company profile
- Capacity to provide manpower supply services on a need basis

1.14 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.

1.15 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.

1.16 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.

1.17 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.

1.18 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 tender to the next bidder.

1.19 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.

1.20 Governing Law and Language

This Tender 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 WORK

2.1 Manpower Supply Services On a Need Basis

The selected Contractor will be required to provide Manpower Supply Services On a Need Basis.

The outsourced employee is under the management authority of the outsourcing employer, but the labor relations between the outsourced employee and the labor provider will be maintained.

The main services ICBA expect from the labor provider are:

- To temporarily satisfy a sudden increase in the labor force for a certain period of time;
- To temporarily replace employees on maternity leave, suffering from work-related accidents or occupational diseases, or those entitled to a reduction in work hours; and,
- To satisfy a need for qualified and skilled employees in different business expertise, for long and short term

List of jobs ICBA may outsource (the list is not exhaustive):

1. Interpreter/Translator;
2. Secretary/Administrative assistant;
3. Receptionist;
4. Project Assistant;
5. IT Help Desk;
6. Operation of agricultural machines;
7. Skilled technicians such as plumber, AC maintenance;
8. Document Editor;
9. Guard/Security;
10. Dealing with financial and tax matters;
11. General Technician for office and campus repair and maintenance;
12. Graphic Designer; and,
13. Driver

The process of this contract execution:

- Manpower requirements on a need basis, will be requested indicating nature of each work-qualifications standards, skilled required, responsibilities with the duration of the contract
- The company to provide ICBA with a shortlist of candidates, that meet the minimum qualifications and the other criteria related to the job
- Making logistical arrangement for final interview at ICBA site.
- Depending on the results of the interview, ICBA will decide to hire the employee

All work produced or developed by ICBA will be the sole property of ICBA.

2.2 Contractor Performance

Contractor must meet the highest standards prevalent in the industry or business most closely involved in providing Manpower Supply Services On a Need Basis to ICBA.

2.3 Terms of the Contract

- The company is expected to be fully responsible for the sponsorship of the employee and completely handle the joining formalities – issuing offer letter, contracts, visa processing.
- In case of employee going for leave, ICBA may ask the company to secure a replacement.
- The contract of the employee should be shared with ICBA.
- Medical insurance should be provided by the company.
- ICBA will have the right to terminate the contract if the performance of the employee is not meeting the required level or the employee breaches the labor law.

2.4 Cost/prices

The company should include in the proposal the monthly charge applicable per position category and contract duration.