



INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE

MANPOWER SUPPLY SERVICES – FIELD HELPERS

Request for Proposals

RFP21-011-Facilities - Field Helpers

Procurement Section
00971 4304 6331
Procurement@biosaline.org.ae

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) produces agricultural crops for the purpose of research and instructions for preparation, care, and harvesting are critical. To support these activities, ICBA is seeking relevant and licensed outsourcing companies to submit proposals for an annual contract to provide general field helpers agricultural farm labor services for ICBA experiment Stations.

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.

1.3 Deadlines

Deadline for submission of proposals	Tuesday 10 th August 2021
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1.4 Submission of Proposals

Proposals may be submitted via email to pprocurement@biosaline.org.ae or electronically through ICBA procurement website: <http://procurement.biosaline.org/>

1.5 Proposal Contents

Proposal responses should include the following:

- The Bidder company valid commercial license (manpower supply license)
- At least 2 Client references
- Company profile
- VAT Certificate

1.6 Validity of Proposal

Proposals must remain valid and open for the acceptance of ICBA for 30 days from the RFP closing date. Proposals specifying a shorter acceptance period may 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 deadlines table:

Contact name : Ms. Zareen Nyambura - Procurement Assistant

Tel. no.: 009714 304 6331

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/ commercial registration license.
- Bidder must have the technical and financial capacity to perform the contract successfully.

1.11 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.

1.12 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.

1.13 Evaluation of proposals

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

- Company valid commercial license and VAT Certificate
- Company References. The references must include company name, address, contact name, phone number, email address. Failure to comply with this request may eliminate your proposal from consideration.
- Company profile

Only compliant proposals will pass to the financial evaluation. The evaluation committee will evaluate the proposals against the criteria below. Proposals not meeting the criteria will be rejected without further consideration. Proposals that meet all the criteria will then be evaluated and scored. By responding to this RFP, bidders will be deemed to have agreed that the decision of the evaluation team will be final and binding.

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 shall initiate discussions should clarification be necessary. After the initial evaluation of proposals, successful bidders shall be invited to submit their best final offer.

1.18 Contract award

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.

1.19 Bidder Responsibility

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

- To examine thoroughly the RFP 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 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 WORK

Manpower Supply Services – General Field Helpers

The selected Contractor will be required to provide a proposal for Manpower Supply Services as highlighted below;

- 14 permanent general field helpers for 6 days a week for 10 hours including 1- hour break.
- Demand responsive ad hoc services as and when required.
- Specify the lead time for dispatching the requested manpower supply.

The outsourced employees shall be under the management authority of the outsourcing company and the labor relations between the outsourced employee and the labor provider will be maintained.

Financial proposal

The financial proposal should be as below;

- The monthly cost of providing 14 permanent general field helpers
- The daily rate for demand responsive ad hoc basis
- The overtime cost per hour. This shall be for our reference

Terms of the Contract

- The outsourcing 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, the outsourcing company shall provide a replacement
- The contract of the employee should be shared with ICBA
- Medical insurance should be provided by the company
- ICBA reserves the right to terminate the contract in cases of under-performance or in cases of breaching the labor law