

Request for Quotations

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite pre-qualified consultants to submit a quotation for the provision of the description of the goods or the services described below as per requirements set out in this request for quotations.

Reference number: RFQ/2021/91051/02

Project number: 91051

Posting date: 19.11.2021

Deadline for submission of the Request for Quotation form: 26. 11. 2021, 17:00 Geneva Time.

Country/ies of deployment: Not applicable

Currency: The quotation shall be presented in Swiss Francs (CHF)

Language: The quotation shall be submitted in English

Submit to: r.evans@gichd.org cc: n.singh@gichd.org

Area of work: Explosive Ordnance

Scope of work (ToR)

The project involves technical updating of ordnance entries within the CORD database. CORD is an ordnance identification database used for the identification of explosive hazards in the field. CORD currently has over 5000 entries. The database requires ongoing improvements. The scope of work is divided into two mandates, and the applicant is required to bid for up to a maximum of one of the two mandates.

Mandate 1

There is a need to ensure that CORD entries are accurate, alongside a requirement to create new entries, especially in ordnance groups such as **Mortar Rounds**. The consultant will create or update entries as directed by the GICHD Project Manager. She/he will fulfil work for up to 20 days, 8 hours a day. All work started must be agreed by the Project Manager.

Indicators of results/quality

All entries updated are subject to quality control of the GICHD Project Manager. No entry can go live in the database without the project manager's approval. Plagiarism will be deemed a gross violation of the contract and can lead to its cancellation.

Reporting requirements

The company will maintain a detailed hourly timesheet of all work done on named entries for any future audit purposes. This timesheet may be compared with CORD database records to ensure the contract has been faithfully executed.

Mandate 2

There is a need to ensure entries are accurate, especially in ordnance groups such as **Rockets**. The consultant will create, or update entries as directed by the GICHD Project Manager. She/he will fulfil work for up to 20 days, 8 hours a day. All work started must be agreed by the Project Manager.

Indicators of results/quality

All entries updated are subject to quality control of the GICHD Project Manager. No entry can go live in the database without the project manager's approval. Plagiarism will be deemed a gross violation of the contract and can lead to its cancellation.

Reporting requirements

The consultant will maintain a detailed hourly timesheet of all work done on named entries for any future audit purposes. This timesheet may be compared with CORD database records to ensure the contract has been faithfully executed.

Delivery dates of the services

Mandates 1 and 2 are anticipated to run from the 01st December 2021 to 31st December 2021.

Estimated workdays to deliver the services

For Mandate 01, up to 20 days of work at 8 hours a day must be conducted during the above-mentioned work periods.

For Mandate 02, up to 20 days of work at 8 hours a day must be conducted during the above-mentioned work periods.

The following sections will be completed by the consultant completing the quotation

Project resources

Name of the company: ADD NAME

Name of individual: ADD NAME OF INDIVIDUAL

Address: ADD ADDRESS

Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES WITHIN THE REQUIRED TIMELINE. TEXT SHOULD INCLUDE CLEAR STATEMENT ON PROFICIENCY TO TECHNICALLY DESCRIBE ORDNANCE AND ITS FUNCTIONING. THE CONSULTANT MUST DEMONSTRATE AN IN DEPTH KNOWLEDGE OF CONVENTIONAL ORDNANCE.

Pricing

The consultant shall only provide the cost of his / her services by day and for entire duration of services for the project(s) of interest.

Equipment such as laptops with word processing software are not covered by the GICHD and should be included in the consultant services at no extra cost.

The consultant must provide their own reference material to support their professional expertise and knowledge of Explosive Ordnance.

Mandate 1:

Services	Days/Units	Rate in CHF	Total
Fees			
Daily fees	20		
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			

Mandate 2:

Services	Days/Units	Rate in CHF	Total
Fees			
Daily fees	20		
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			