

REQUEST FOR PROPOSAL (RFP)

RFP/UNHCR/JOR/2026/3145

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT

FOR THE PROVISION OF CLEANING, JANITORIAL, GARDENING,

PEST CONTROL AND MINOR MAINTENANCE SERVICES

FOR UNHCR OFFICES IN JORDAN

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR), Jordan Operation, invites qualified service providers to submit firm proposals for the establishment of one or more Frame Agreements for the provision of Cleaning, Janitorial, Gardening, Pest Control and Minor Maintenance Services for UNHCR offices in Jordan.

UNHCR intends to establish one or more Frame Agreements for an initial period of two (2) years, extendable for one (1) additional year, subject to operational requirements, satisfactory contractor performance and the continued availability of funds. Successful bidder(s) shall maintain the quoted prices throughout the duration of the Frame Agreement.

REQUEST FOR CLARIFICATIONS

Requests for clarification shall be submitted through the Messaging functionality in the UNHCR Supplier Portal no later than 26 July 2026 at 23:59 hrs (Jordan Local Time).

MANDATORY SITE VISITS

Date	Location	Registration Time	Site Visit Starts
19-Jul-26	UNHCR Registration Center in Khalda, Amman	11:00 AM	11:15 AM
20-Jul-26	UNHCR RB MENA and CO Amman, Abdoun, Amman	11:00 AM	11:15 AM
21-Jul-26	Sub Office Mafraq (Zaatari Camp)	11:00 AM	11:15 AM
22-Jul-26	Field Office Azraq Camp	11:00 AM	11:15 AM

Bidders shall arrive no later than 11:00 AM to complete registration. Site visits will commence promptly at 11:15 AM. Bidders arriving after 11:15 AM will not be permitted to participate.

Site Visit Entry Permits to the camps:

The assembly time at the main gate will be at 11:00 am. Please use the messaging functionality through the system to submit the below documents maximum by 14 July 2026 in order to get the entry permission to the camp, please send the below documents:

- 1- Valid Vehicle License
- 2- National ID

PERIOD OF VALIDITY OF PROPOSALS

Proposals shall remain valid for one hundred and eighty (180) calendar days after the proposal submission deadline.

PAYMENT TERMS

UNHCR's standard payment terms are Net 30 days upon satisfactory completion of the services, receipt of a correct invoice and acceptance by UNHCR.

UNHCR GENERAL CONDITIONS OF CONTRACT

The UNHCR General Conditions of Contracts for the Provision of Services (2018) shall apply to any resulting contract.

RFP DOCUMENTS

- Annex A: Terms of Reference
- Annex B: Technical Evaluation Criteria
- Annex C: Financial Offer Form
- Annex D: UN Supplier Code of Conduct
- Annex E: UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex F: Supplier Portal Guidelines
- Annex G: Vendor Registration Form

RFP KEY DATES

Activity	Date
RFP Launch Date	07 July 2026
Site Visit – Khalda	19 July 2026
Site Visit – Abdoun	20 July 2026
Site Visit – Mafrag / Za'atari	21 July 2026
Site Visit – Azraq	22 July 2026
Questions Submission Deadline	26 July 2026

Proposal Submission Deadline	04 August 2026
------------------------------	----------------

IMPORTANT

All proposals shall be submitted exclusively through the UNHCR Supplier Portal before the submission deadline. New suppliers must complete registration before submitting a proposal. Existing suppliers should use their current Supplier Portal account.

Supply Unit
UNHCR Country Office Jordan

This document has important legal consequences. The information contained in this document is proprietary of UNHCR. It shall not be used, reproduced, or disclosed to others without the express and written consent of UNHCR.

Table of Contents

1 Overview.....6

 1.1 General Information.....6

 1.2 Schedule.....

 1.3 Negotiation Controls.....9

 1.4 Terms.....9

 1.5 Attachments.....9

2 Requirements.....9

 2.1 Section 1. Preliminary Information.....9

 2.2 Section 2. Administrative Requirements.....14

 2.3 Section 3. Technical Proposal.....16

 2.4 Section 4. Financial Proposal.....19

3 Lines.....20

 3.1 Line Information.....20

 3.2 Line Details.....20

 3.2.1 Line 1.....20

1 Overview

1.1 General Information

Title	UNHCR RFP 3145, CLEANING, JANITORIAL, GARDENING, PEST CONTROL AND MINOR MAINTENANCE
Synopsis	The Office of the United Nations High Commissioner for Refugees (UNHCR), Jordan, invites qualified service providers to make a firm offer for Cleaning, Janitorial, and Gardening Services & pest control and Maintenance For UNHCR Offices in Jordan, as described in Annex A - the Terms of reference (TORs).

Introduction

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR), Jordan Operation, invites qualified service providers to submit firm proposals for the establishment of one or more Frame Agreements for the provision of Cleaning, Janitorial, Gardening, Pest Control and Minor Maintenance Services for UNHCR offices in Jordan.

UNHCR intends to establish one or more Frame Agreements for an initial period of two (2) years, extendable for one (1) additional year, subject to operational requirements, satisfactory contractor performance and the continued availability of funds. Successful bidder(s) shall maintain the quoted prices throughout the duration of the Frame Agreement.

REQUEST FOR CLARIFICATIONS

Requests for clarification shall be submitted through the Messaging functionality in the UNHCR Supplier Portal no later than 26 July 2026 at 23:59 hrs (Jordan Local Time).

MANDATORY SITE VISITS

Date	Location	Registration Time	Site Visit Starts
19-Jul-26	UNHCR Registration Center in Khalda, Amman	11:00 AM	11:15 AM
20-Jul-26	UNHCR RB MENA and CO Amman, Abdoun, Amman	11:00 AM	11:15 AM
21-Jul-26	Sub Office Mafraq (Zaatari Camp)	11:00 AM	11:15 AM

22-Jul-26	Field Office Azraq Camp	11:00 AM	11:15 AM
-----------	-------------------------	----------	----------

Bidders shall arrive no later than 11:00 AM to complete registration. Site visits will commence promptly at 11:15 AM. Bidders arriving after 11:15 AM will not be permitted to participate.

Site Visit Entry Permits to the camps:

The assembly time at the main gate will be at 11:00 am. Please use the messaging functionality through the system to submit the below documents maximum by 14 July 2026 in order to get the entry permission to the camp, please send the below documents:

- 1- Valid Vehicle License
- 2- National ID

PERIOD OF VALIDITY OF PROPOSALS

Proposals shall remain valid for one hundred and eighty (180) calendar days after the proposal submission deadline.

PAYMENT TERMS

UNHCR's standard payment terms are Net 30 days upon satisfactory completion of the services, receipt of a correct invoice and acceptance by UNHCR.

UNHCR GENERAL CONDITIONS OF CONTRACT

The UNHCR General Conditions of Contracts for the Provision of Services (2018) shall apply to any resulting contract.

RFP DOCUMENTS

- Annex A: Terms of Reference

- Annex B: Technical Evaluation Criteria
- Annex C: Financial Offer Form
- Annex D: UN Supplier Code of Conduct
- Annex E: UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex F: Supplier Portal Guidelines
- Annex G: Vendor Registration Form

RFP KEY DATES

Activity	Date
RFP Launch Date	07 July 2026
Site Visit – Khalda	19 July 2026
Site Visit – Abdoun	20 July 2026
Site Visit – Mafraq / Za'atari	21 July 2026
Site Visit – Azraq	22 July 2026
Questions Submission Deadline	26 July 2026
Proposal Submission Deadline	04 August 2026

IMPORTANT

All proposals shall be submitted exclusively through the UNHCR Supplier Portal before the submission deadline. New suppliers must complete registration before submitting a proposal. Existing suppliers should use their current Supplier Portal account.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Schedule

Preview Date		Open Date	08/07/26 10:18 AM
Close Date	04/08/26 11:59 PM	Award Date	
Time Zone	Arabia Standard Time		

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**
Ranking Method **Multiattribute scoring**

1.4 Terms

Agreement Start Date		Agreement End Date	
Agreement Amount		Minimum Release	
(JOD)		Amount (JOD)	
Payment Terms	HCR Net 30	Freight Terms	
Shipping Method		FOB	None
Negotiation Currency	JOD (Jordanian Dinar)	☐	Buyer managed transportation
		Price Precision	2

1.5 Attachments

File Name or URL	Type	Description
Annex F	File	ERP Supplier Portal Guidelines
Annex D	File	UN Supplier Code of Conduct
Annex G	File	Vendor Registration Form
Annex E	File	UNHCR General Conditions of Contracts for the Provision of Services

2 Requirements

**Response is required*

2.1 Section 1. Preliminary Information (Technical)

1.

General Evaluation Information

Please review carefully the requirements and questions in this section. Provide responses as requested and upload the required supporting documents. Failure to provide the requested information and supporting documentation may result in the disqualification of your proposal from further evaluation.

Full Acceptance of the UNHCR General Conditions of Contracts

This is a mandatory requirement and cannot be deleted regardless of the nature of the services required. Non-acceptance of the UNHCR General Conditions of Contract may constitute grounds for rejection of the proposal.

Bid Evaluation

Each proposal submitted by a bidder will be considered separately and independently. Bidders shall submit a complete proposal for this solicitation. References to previous or ongoing proposals will not be considered. The award of any previous contract with UNHCR shall not, in itself, constitute a preference or guarantee for the award of future contracts.

For the award of this contract, UNHCR has established evaluation criteria that will govern the assessment of proposals. Evaluation will be carried out on the basis of technical and financial criteria as follows:

- Technical Evaluation: 60% of the total score.
- Financial Evaluation: 40% of the total score.

The technical proposals will be evaluated in accordance with the Technical Evaluation Criteria specified in this solicitation.

The minimum passing technical score is 42 out of 60 points. Only proposals achieving the minimum technical score will proceed to the financial evaluation.

Clarification of Proposals

To assist in the examination, evaluation, and comparison of proposals, UNHCR may, at its discretion, request a bidder to clarify the contents of its proposal. The request for clarification and the bidder's response shall be in writing. No change in the price or substance of the proposal shall be sought, offered, or accepted.

The financial proposals of only those bidders that meet the minimum technical score will be opened and evaluated.

The maximum financial score will be awarded to the lowest-priced technically compliant proposal. Financial scores for all other proposals will be calculated proportionally using the following formula:

$$\text{Price Score} = (\text{Lowest Evaluated Price} \div \text{Bidder's Evaluated Price}) \times \text{Financial Points}$$

For evaluation purposes only, proposals submitted in currencies other than Jordanian Dinar (JOD) will be converted into JOD using the applicable United Nations operational exchange rate in effect on the proposal submission deadline.

2.

Background

The Office of the United Nations High Commissioner for Refugees (UNHCR), Jordan Operation, invites qualified service providers to submit a firm proposal for the establishment of a UNHCR intends to award one or more Frame Agreements for an initial period of two (2) years, with the option to extend for an additional one (1) year, subject to satisfactory contractor performance and continued operational requirements. The successful bidder(s) shall maintain the quoted prices throughout the duration of the Frame Agreement.

The estimated annual requirements are provided in the attached Financial Offer Form for evaluation purposes only. These quantities are indicative and do not constitute a commitment by UNHCR to purchase any minimum quantity of services. Actual requirements will depend on operational needs, available funding, and will be communicated through individual Purchase Orders issued under the Frame Agreement.

Any Purchase Order (PO) issued under the resulting Frame Agreement will be in the currency of the successful proposal. UNHCR's standard payment terms are Net 30 days following satisfactory completion of the services and acceptance by the UNHCR Business Owner. Payments shall be made in accordance with the UNHCR General Conditions of Contract for the Provision of Services and in the currency stated in the Purchase Order.

UNHCR is an international humanitarian organization whose funding may be reduced, suspended or cancelled with little or no prior notice.

The successful bidder(s) shall maintain their quoted prices throughout the duration of the Frame Agreement and acknowledge that payment terms may temporarily be extended to Net 90 days, if required by the operation.

Other United Nations Agencies, Funds and Programmes may use the prices and conditions resulting from this solicitation and may establish separate Frame Agreements with the successful bidder(s).

IMPORTANT

When a Frame Agreement is awarded, either party may terminate the agreement by providing thirty (30) days' written notice to the other party. The initiation of conciliation or arbitration proceedings in accordance with Article 18 of the UNHCR General Conditions of Contract shall not constitute grounds for termination.

It is strongly recommended that this Request for Proposal (RFP) and all its annexes be read carefully. Failure to comply with the instructions contained in the solicitation documents may result in disqualification.

Subcontracting: Please refer to Article 5 of the UNHCR General Conditions of Contract under the "Requirements – Preliminary Examination" section.

INTENTION TO BID

Bidders intending to participate in this solicitation are requested to create a draft response in the ERP Supplier Portal.

REQUEST FOR CLARIFICATION

Requests for clarification shall be submitted only through the ERP Supplier Portal using the messaging functionality.

The deadline for submitting requests for clarification is 23:59 hrs (Jordan Time) on 26/07/2026.

UNHCR will respond to all requests for clarification through the ERP Supplier Portal by issuing responses to all participating bidders.

MANDATORY SITE VISITS

Date	Location	Registration Time	Site Visit Starts
19-Jul-26	UNHCR Registration Center in Khalda, Amman	11:00 AM	11:15 AM
20-Jul-26	UNHCR RB MENA and CO Amman, Abdoun, Amman	11:00 AM	11:15 AM
21-Jul-26	Sub Office Mafrag (Zaatari Camp)	11:00 AM	11:15 AM

22-Jul-26	Field Office Azraq Camp	11:00 AM	11:15 AM
-----------	-------------------------	----------	----------

Bidders shall arrive no later than 11:00 AM to complete registration. Site visits will commence promptly at 11:15 AM. Bidders arriving after 11:15 AM will not be permitted to participate.

Site Visit Entry Permits to the camps:

The assembly time at the main gate will be at 11:00 am. Please use the messaging functionality through the system to submit the below documents maximum by 14 July 2026 in order to get the entry permission to the camp, please send the below documents:

- 1- Valid Vehicle License
- 2- National ID

SUBMISSION OF PROPOSALS

Proposals shall be submitted exclusively through the ERP Supplier Portal. All supporting documents shall be uploaded in PDF format (additional editable formats such as Excel may also be attached where applicable).

Technical and Financial Proposals shall be uploaded in their respective sections. Failure to do so may result in disqualification.

The proposal submission deadline is indicated in the Overview section. Proposals received after the deadline or outside the ERP Supplier Portal will not be considered.

UNHCR reserves the right to extend the submission deadline and to amend the solicitation documents where necessary. Any amendments will be communicated through the ERP Supplier Portal.

The bidder is responsible for ensuring that the proposal is successfully submitted before the deadline.

The maximum attachment size per upload field is **24 MB**.

UNHCR will not be responsible for obtaining information not included in the proposal. Bidders are therefore encouraged to include all documentation necessary to support their proposals.

ACCEPTANCE OF PROPOSALS

UNHCR reserves the right to accept the whole or part of any proposal and may award one or more Frame Agreements where considered to be in the best interest of the organization.

UNHCR may increase or decrease the quantities of services required during the implementation of the Frame Agreement, depending on operational requirements.

UNHCR is under no obligation to award a contract to the lowest-priced bidder. The contract(s) will be awarded to the bidder(s) whose proposal(s) are determined to provide the **best overall value for money**, taking into consideration technical compliance, financial evaluation, and UNHCR procurement principles.

Please review carefully all requirements and questions contained in this solicitation and upload all requested supporting documents. Failure to provide the required information may result in disqualification from further evaluation.

*3. Terms of Reference (ToRs) - Annex A
Technical Evaluation Criteria - Annex B

Please download and study the attached ToR (Annex A) and Technical Evaluation Criteria (Annex B) for the details of the required services

Attachments:

File Name or URL	Type	Description
Annex B	File	Technical Evaluation Criteria
Annex A	File	Terms OF Reference ToR

Hint: Please review the attached Terms of Reference (TOR) and Technical Evaluation Criteria before submitting your proposal.

Select one of the following:-

☐ a. ToR downloaded and studied

Comments:

2.2 Section 2. Administrative Requirements (Technical)

*1. Please provide a copy of a valid Commercial Registration Certificate issued in Jordan.

Hint: Upload a valid Commercial Registration Certificate.

Select one of the following:-

☐ a. The requested document has been uploaded. *(Response attachments are required)*

Comments:

-
- *2. Please provide evidence that your company is registered/licensed to provide cleaning services in Jordan.

Hint: Upload a valid commercial registration or license clearly indicating cleaning services as part of the company's registered activities.

Select one of the following:-

☐ a. The requested document has been uploaded.(Response attachments are required)

Comments:

-
- *3. Please provide evidence demonstrating that your company has at least five (5) years of experience in providing cleaning services.

Hint: Upload supporting documents such as contracts, purchase orders, completion certificates, or recommendation letters demonstrating the required experience

Select one of the following:-

☐ a. The requested information and supporting documents have been uploaded.(Response attachments are required)

Comments:

-
- *4. Please provide the completed Vendor Registration Form (Annex G) and confirm that the company has a commercial bank account.

Attachments:

File Name or URL	Type	Description
Annex G	File	Vendor Registration Form

Hint: Complete, sign, stamp and upload Annex G (Vendor Registration Form).

Select one of the following:-

☐ a. The completed Vendor Registration Form (Annex G) has been uploaded.(Response attachments are required)

Comments:

-
- *5. Please confirm your acceptance of the UNHCR General Conditions of Contracts for the Provision of Services, including UNHCR payment terms, by submitting a signed and stamped copy of Annex E.

Attachments:

File Name or URL	Type	Description
Annex E	File	UNHCR General Conditions of Contracts for the Provision of Services

Hint: Download, sign, stamp and upload Annex E.

Select one of the following:-

☐ a. The signed and stamped UNHCR General Conditions of Contracts (Annex E) have been uploaded.(Response attachments are required)

Comments:

- *6. Please confirm your acceptance of the UN Supplier Code of Conduct by submitting a signed and stamped copy of Annex D.

Attachments:

File Name or URL	Type	Description
Annex D	File	UN Supplier Code of Conduct

Hint: Download, sign, stamp and upload Annex D.

Select one of the following:-

- ☐ a. The signed and stamped UN Supplier Code of Conduct (Annex D) has been uploaded. *(Response attachments are required)*

Comments:

- *7. Attendance at all four mandatory site visits is required. Compliance will be verified through the signed attendance sheets maintained by UNHCR. No document upload is required from the bidder.

Hint: Attendance will be verified by UNHCR using the signed attendance sheets.

Select one of the following:-

- ☐ a. The bidder attended all four mandatory site visits. *(Response attachments are required)*

Comments:

2.3 Section 3. Technical Proposal (Technical)

*1.

Please provide a detailed company profile, including the organizational and management structure, company objectives, years of experience, number of employees, functions, and areas of expertise.

Hint: Upload the company profile and organizational structure.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded *(Response attachments are required)*
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *2. Please provide evidence demonstrating the company's experience in managing similar cleaning contracts, including the value and volume of ongoing and completed contracts, number of sites served, contract duration, and supporting documents such as contracts, purchase orders (POs), or completion certificates.

Hint: Please upload contracts, purchase orders, completion certificates, or equivalent supporting documents demonstrating the company's experience.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded *(Response attachments are required)*
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *3. Please provide evidence of satisfactory performance during the last five (5) years with United Nations agencies, diplomatic missions, hospitals, banks, NGOs, international organizations, or other similar high-standard facilities. Supporting documents may include recommendation letters, performance certificates, completion certificates, or client references.

Hint: Please upload the client list and supporting recommendation letters, performance certificates, or other evidence demonstrating satisfactory performance.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded *(Response attachments are required)*
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *4. Please provide evidence that the company currently employs at least **45 full-time cleaners**.

Hint: Upload a list of employees and supporting documents.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded *(Response attachments are required)*
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *5. Please provide proof that the proposed employees are primarily employed and sponsored by the bidder, including valid work permits where applicable.

Hint: Upload employment records and work permits.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded *(Response attachments are required)*
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *6. Please provide evidence that the proposed employees are enrolled in Social Security.

Hint: Upload Social Security records for the proposed employees.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded *(Response attachments are required)*
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *7. Please provide evidence that the proposed employees are covered by valid medical insurance.

Hint: Upload copies of the medical insurance policy or certificates.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded *(Response attachments are required)*
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *8. Please provide valid non-conviction certificates for the proposed employees.

Hint: Upload the requested certificates.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded(*Response attachments are required*)
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *9. Please provide employment contracts indicating annual leave and sick leave entitlements for the proposed employees.

Hint: Upload signed employment contracts.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded(*Response attachments are required*)
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *10. Please submit a detailed work plan and methodology describing how the required services will be delivered in accordance with the TOR.

Hint: Upload the work plan and methodology.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded(*Response attachments are required*)
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *11. Please provide the proposed staffing structure, including the number of personnel and their roles and responsibilities.

Hint: Upload the proposed organization chart and staffing plan.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded(*Response attachments are required*)
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *12. Please provide a list of the cleaning materials and equipment proposed for this contract, including technical specifications. Preference should be given to high-quality and environmentally friendly products where available.

Hint: Upload the list of equipment, cleaning materials, and technical specifications.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded(*Response attachments are required*)
☐ b. The requested information and supporting documents have not been uploaded

Comments:

- *13. Please provide supporting documents demonstrating the implementation of environmental and recycling practices, such as agreements with recycling companies or records of previous recycling activities.

Hint: Upload supporting documents demonstrating current sustainability practices.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded(*Response attachments are required*)

- ☐ b. The requested information and supporting documents have not been uploaded
- *14. Please describe the company's environmental and sustainability practices, including waste management and recycling initiatives.

Hint: Upload the sustainability statement.

Select one of the following:-

- ☐ a. The requested information and supporting documents have been uploaded. *(Response attachments are required)*
- ☐ b. The requested information and supporting documents have not been uploaded.

2.4 Section 4. Financial Proposal (Commercial)

*1.

Financial Proposal

The Financial Proposal shall account for **40% of the total evaluation score**.

The Financial Proposal will be evaluated **only for bidders who achieve the minimum passing technical score of 42 out of 60 points**.

The maximum financial score (**40 points**) will be awarded to the lowest-priced technically compliant proposal. The financial scores of all other proposals will be calculated proportionally using the following formula:

$$\text{Price Score} = (\text{Lowest Evaluated Price} \div \text{Bidder's Evaluated Price}) \times 40$$

Important: Financial proposal documents shall be uploaded **only** under the **Financial Proposal (Commercial)** section. If any financial information is included in the Technical Proposal, the proposal may be rejected.

Please complete the attached **Financial Offer Form (Annex B)** and upload it under this requirement. The total amount entered in the Financial Offer Form shall correspond to the total amount entered in the commercial section of the ERP submission.

Bidders are required to submit the completed Financial Offer Form in both PDF and Microsoft Excel (editable) formats. The PDF version shall be signed and stamped by the authorized representative of the bidder. In the event of any discrepancy between the **PDF and Excel versions**, the signed PDF version shall prevail.

The Financial Proposal shall be submitted in **Jordanian Dinar (JOD)** and shall be **exclusive of VAT**. The quoted prices shall include all costs necessary for the provision of the required services in accordance with the Terms of Reference.

The Financial Proposal shall remain valid for **180 days** from the proposal submission deadline.

UNHCR will not reimburse any costs incurred in the preparation or submission of the proposal.

UNHCR's standard payment terms are **Net 30 days** following satisfactory completion of the services and acceptance by the UNHCR Business Owner.

Attachments:

File Name or URL	Type	Description
Annex C	File	Financial Offer Form RFP3145

Hint: Please download the attached financial offer form, fill in the required details and upload it under this requirement.

Select one of the following:-

- ☐ a. Financial Offer Form Submitted *(Response attachments are required)*
☐ b. Financial Offer Form not submitted

Comments:



3 Lines

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-CLEANING				

3.2 Line Details

3.2.1 Line 1 CLEANING

Category Name	ADM Building and facility maintenance and repair services		
Allow Alternate Lines	No		
Target Minimum Release Amount (JOD)	Estimated Total Amount (JOD)		
Start Price (JOD)			