

## RFP: Providing Commercial Cleaning Service

<b>No. and Date of Issue</b>	SDFC/AP/IU/2023/26
	23rd July 2023
<b>Project Name</b>	Providing commercial cleaning Service
<b>Purchaser</b>	SME Development Finance Corporation Pvt Ltd
<b>Address</b>	SME Development Finance Corporation, M. Kaneeru Villa, 2 <sup>nd</sup> Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: 3026010, 9998309 Mail: <a href="mailto:info@sdfc.mv">info@sdfc.mv</a>
<b>Information</b>	Interested parties are requested to attend the information session which will be conducted on <b>31<sup>st</sup> July 2023, 1100hrs</b> at SDFC (M. Kaneeru Villa 2nd Floor, Orchid Magu)
<b>Clarification</b>	Interested parties can send written queries via email to <a href="mailto:procurement@sdfc.mv">procurement@sdfc.mv</a> before <b>11:00hrs, 2<sup>nd</sup> August 2023</b>
<b>Bid Submission Deadline</b>	Bid collection meeting will be held on <b>3<sup>rd</sup> August 2023, 11:00hrs</b> at SDFC (M. Kaneeru Villa 2 <sup>nd</sup> Floor, Orchid Magu)
<b>Bid Validity</b>	60 Calendar days from the date of submission
<b>Contract Duration</b>	1 Year
<b>Bid language</b>	English

### 1. General Information

SDFC was established as a specialized financial institution providing financial products and ancillary services to MSMEs and entrepreneurial start-ups with the primary purpose of easing access to finance for MSMEs.

SME Development Finance Corporation invites you to submit your bids for the services described herein. Partial bids and bids that do not meet specific requirements may be rejected.

### 2. Eligible Bidders

The invitation is open to all interested local parties with a formal intent to enter into an agreement.

### 3. Scope of Work and Deliverables

In consultation with designated staff from SDFC, the successful bidder is expected to deliver the minimum scope of work outlined in the information sheet in ANNEX I.

### 4. Bid Prices

All bids shall be quoted inclusive of all applicable local taxes and GST. Where prices quoted are not indicated or mentioned as “exclusive” of GST or local taxes, SDFC has the right to take the quoted price deemed to be inclusive of GST and all applicable local taxes.

If the Price Quoted in the Bid Form differs from those given quotations, then the Price given in the Bid Form will prevail.

## 5. Payment terms

The payment will be paid monthly upon submission of the invoice.

## 6. Right to Reject

The SDFC reserves the right to accept or reject any bids or to cancel the procurement process and reject all tenderers at any time prior to the contract award.

## 7. Award of Contract

The bidder who scores the highest points from the total evaluation which is substantially responsive to the requirements of this Request for Proposal (RFP) shall be recommended for award of the Contract.

## 8. Corrupt Practices

The Government of the Republic of Maldives requires that Procuring Entities, as well as Tenderers, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

- SDFC will reject a recommendation for an award if it determines that the Tenderer recommended for the award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.

## 9. Evaluation Criteria and Procedure

9.1. Price- Monthly charges for cleaning services 80%

9.2. Price- Charges for support service on hourly basis (per person)10%

The points will be given using benchmark marking criteria where the lowest proposed price will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

9.3. Experience of the bidder 10%

The bidder must submit a portfolio of relevant work done accompanied by references about the satisfactory delivery of finished projects. The bidder should give contact numbers and names of references for each project. The projects listed as references should be carried out in the last 5 years (July 2018 –present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows:

- Maximum number of letter counts is 5

$$\text{MAX\%} = (\text{No. of projects} / \text{Benchmark}) \times \text{weightage}$$

## **10. Documents to be submitted**

All bids should be submitted with the following forms and any bids submitted without the forms will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and a work schedule for the proposed task.

- 10.1 Cover Letter
- 10.2 Form 1 – Application for BID submission
- 10.3 Form 2 – Bidder profile and technical proposal
- 10.4 Form 3 – Price schedule for the contracting service
- 10.5 Declaration on Ethical Conduct and Fraud and Corruption (Annex ii)
- 10.6 Tax clearance report
- 10.7 A copy of the bidder's Business Registration Certificate.
- 10.8 A copy of the bidder's GST registration Certificate
- 10.9 Experience letters as specified in 9.3

## Annex I

### Scope of Work

The successful bidder is required to provide Cleaning Services at SDFC's office premises. The cleaning work shall be provided on weekdays (5 days) as per the schedule provided by SDFC. Cleaning services should be provided by using the contractor's own equipment including machinery, dustbin bags, and cleaning items.

### Deliverables:

1. Dusting and polishing doors, windows, and glass surfaces at least once a week.
2. Dusting and polishing all the glass partitions once a week.
3. Dusting and polishing all the equipment and gadgets daily
4. Dusting and mopping all the rooms daily.
5. Dusting and mopping of lobby area daily.
6. Cleaning and washing toilets (10 toilets) at the office daily.
7. Cleaning and dusting the pantry counter and cupboards once a week.
8. Dusting and polishing all furniture at the Corporation office daily.
9. Sweeping and mopping all the balconies daily.
10. Clearing all the dustbins at the office and loading garbage for WAMCO collection daily.
11. Dust ceiling corners to remove cobwebs daily.
12. Vacuuming the floor carpets 3 times per week.
13. Providing support services upon request
  - 13.1. Relocating/moving furniture
  - 13.2. Dismantling and assembling furniture

The successful bidder shall assign a minimum of 2 staff to undertake cleaning services at the Kaneeru Villa office, 2 staff to the Iris office, and a supervisor to each building to monitor the work performed by their staff.

### Office apartment details

Office Location	Size in ft <sup>2</sup>
M. Kaneeru Villa 2 <sup>nd</sup> floor	3200
M. Iris 3 <sup>rd</sup> floor	1800
M. Iris 4 <sup>th</sup> floor	1800
M. Iris 5 <sup>th</sup> floor	1800