

RFP: Providing Commercial Cleaning Service

No. and Date of Issue	SDFC/IU/2022/37
	17 th July 2022
Project Name	Providing commercial cleaning Service.
Purchaser	SME Development Finance Corporation Pvt Ltd
Address	SME Development Finance Corporation, M. Kaneeru Villa, 2 nd Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: 3026010 Mail: info@sdfc.mv
Clarification and Sightseeing	Interested parties can send written queries via email to procurement@sdfc.mv before 14:00hrs, 23rd July 2022 Sightseeing: 21st July 2022 11:00hrs Interested parties are requested to attend on time for site seen and bidder who attend after 11:00am may not be able to participate site seen session.
Bid Submission Deadline	Bid collection meeting will be held on 25th July 2022, 14:00hrs at SDFC (M. Kaneeru Villa 2nd Floor, Orchid Magu)
Bid Validity	60 Calendar days from the date of submission.
Bid language	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. This institution is formed as to financially support Micro, Small Medium- Sized Enterprise (MSME) growth in the Maldives.

SME Development Finance Corporation invites you to submit your bids for the services described herein. Partial bid and bids that does 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 SDFC designated staff, the successful bidder is expected to deliver the minimum scope of work outlined in the information sheet included in ANNEX I.

4. Bid Prices

All bids shall be quoted inclusive of all applicable local taxes and GST. Where prices quoted is not indicated or mentioned as “exclusive” of GST or local taxes, SDFC have 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 on monthly basis upon submission of the invoice.

6. 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.

7. Evaluation Criteria and Procedure

7.1. Price 85%

The points will be given using benchmark marking criteria where 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.

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

7.2. Experience of the bidder 15%

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 2017 – to 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 count is 10.

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

8. 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 work schedule for the proposed task.

- 8.1 Cover Letter
- 8.2 Form 1 – Application for BID submission
- 8.3 Form 2 – Bidder profile and technical proposal
- 8.4 Form 3 – Price schedule for the contracting service
- 8.5 Declaration on Ethical Conduct and Fraud and Corruption (Annex ii)
- 8.6 Tax clearance report
- 8.7 A copy of the bidder's Business registration Certificate.
- 8.8 A copy of the bidder's GST registration Certificate
- 8.9 Experience letters as specified in 7.2

Annex I

Scope of Work

Cleaning Services shall be provided on weekdays (5 working days), after official working hours and any adhoc requests should be accommodated. Contractor's staff shall be sent to the Corporation as per the schedule provided by the Corporation. Contractor shall provide the below mentioned tasks in the premises of the Corporation.

Cleaning services should be provided by using the contractor's own materials including machinery, dustbin bags, and cleaning items.

1. Dusting and polishing doors, windows and glass surfaces at least one day per week.
2. Dusting and polishing all the glass partitions one day per week.
3. Dusting and mopping all the rooms on a daily basis.
4. Dusting and mopping of lobby area on a daily basis.
5. Cleaning and washing toilets (10 toilets) at office on a daily basis.
6. Cleaning and dusting tea room counter and cupboards once a day in a week.
7. Dusting and polishing of all furniture at the Corporation office on a daily basis.
8. Sweeping and mopping of all the balconies on a daily basis.
9. Clearing all the dustbins at the office and loading garbage for WAMCO collection on a daily basis.
10. Dusting ceiling corners to remove cobwebs on a daily basis.
11. Vacuuming the floor carpets 3 times per week.

The contractor must provide adequate staff to undertake cleaning services. Minimum 2 staff should be provided to Kaneeru Villa office and 3 staff should be provided to Iris office. A supervisor from the contractor must be present to monitor the work performed by their staff.

Office cleaning area

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