

RFP: Providing Commercial Cleaning Service

No. and Date of Issue	SDFC/IU/2022/39
	25 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, 9998309 Mail: info@sdfc.mv
Clarification	Interested parties can send written queries via email to procurement@sdfc.mv before 10:00hrs, 31st July 2022
Bid Submission Deadline	Bid collection meeting will be held on 1st August 2022, 14:00hrs at SDFC (M. Kaneeru Villa 2 nd Floor, Orchid Magu)
Bid Validity	60 Calendar days from the date of submission
Project Duration	1 Year
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.

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 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 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 on monthly basis 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 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 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 85%

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.

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

9.2. 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 –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 10.

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

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 9.2

Annex I

Scope of Work

Cleaning Services shall be provided on weekdays (5 working days), after official working hours and any ad-hoc requests should be accommodated. The contractor's staff shall be sent to the Corporation as scheduled and provided by the Corporation. The contractor shall provide the below-mentioned task on 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 daily basis.
4. Dusting and mopping of lobby area on daily basis.
5. Cleaning and washing toilets (10 toilets) at the office on daily basis.
6. Cleaning and dusting the tea room counter and cupboards once a day a week.
7. Dusting and polishing of all furniture at the Corporation office on daily basis.
8. Sweeping and mopping of all the balconies on daily basis.
9. Clearing all the dustbins at the office and loading garbage for WAMCO collection on daily basis.
10. Dust ceiling corners to remove cobwebs on daily basis.
11. Vacuuming the floor carpets 3 times per week.

The contractor must provide adequate staff to undertake cleaning services. A minimum of 2 staff should be provided to the Kaneeru Villa office and 3 staff should be provided to the Iris office.

A supervisor from the contractor must be present to monitor the work performed by their staff.

Office apartment details

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