



**NATIONAL AIDS & STI CONTROL PROGRAMME
(NASCP)**

REQUEST FOR PROPOSAL

FOR

PROVISION OF CLEANING SERVICES

June, 2021

SECTION 1: INSTRUCTIONS TO SUPPLIERS

SUBMISSION OF PROPOSALS

Sealing and marking of Proposals The suppliers shall submit their Proposal in two separate sealed envelopes, one containing the Technical Proposal and clearly marked "Technical Proposal" inclusive of an Original and a copy and one containing the Financial Proposal and clearly marked "Financial Proposal" inclusive of an Original and a copy. The two envelopes shall then be enclosed in one single outer envelope. Both the inner and outer envelopes shall be addressed as follows:

- (a) to the Purchaser as indicated in the Request for Proposals; and
- (b) bearing the Project name (if applicable), the title and number of the Proposal as indicated in the Request for Proposals.

Deadline for the Submission of Proposals Proposals must be received by the Purchaser at the address specified in below at the latest time and date specified in the Request for Proposals.

Any proposal received by the Purchaser after the deadline for the submission specified below shall be returned unopened to the supplier.

Evaluation and Comparison of Proposals The Purchaser shall evaluate and compare the Proposals as follows:

- Assess whether the proposal meets the preliminary criteria;
- Examine if the proposal conforms to technical specifications and the required delivery time;
- Verify any arithmetical errors. For example, if the proposal in figures is different from the proposal in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected;
- Tabulate the Proposals thus arrived at.

AWARD OF CONTRACT

Award of Contract The Purchaser shall award the contract to the supplier whose proposal has been determined to be substantially responsive to the requirements of the Request for Proposals and the lowest *evaluated* price, i.e. based on the quality of the items quoted for in accordance with the specifications.

Notification of Award Notification of the award shall constitute the formation of the contract. This Notification shall be sent by registered mail or any other means as determined by the purchaser, inviting the supplier to deliver the services in accordance with the conditions of the Request for Proposals.

Signing of the Contract Within seven (7) days or as determined by the Purchaser, following the notification of the award, the Purchaser shall sign and date the Form of Contract and send it back to the Supplier.

SECTION 2: BIDDING REQUIREMENTS

NASCP/GF-HIV/S/DC/VOL.1/2021/002PQ

30th June 2021

Dear Sir/Madam,

REQUEST FOR PROPOSAL FOR PROVISION OF CLEANING SERVICES

The National AIDS and STI Control Programme, FMOH(NASCP) is currently repositioned to fulfil its mandate as a coordination organization responsible for coordination of the health sector aspect of the national HIV response. -

The NASCP team (in its Proposed Coordination Activities submitted to the Global Fund) defined its understanding of coordination as “the process of effective and efficient **synchronisation and integration of resources, activities and organisation, leading to the achievement of specified goals and objectives**”.

Section B: Request for Financial Proposals for Provision of Cleaning Services

The National AIDS and STI Control Programme (NASCP) is requesting proposal for the provision of Cleaning Services. For this purpose, the unit is soliciting for quotes from your organization to provide NASCP with your best offer **in Nigerian Naira (NGN) detailing the cost of the service. See Terms of Reference below** on the expectations. All Proposals are inclusive of all associated cost for delivering the service (payment of levies , relevant taxes etc).

Section C: Submission Requirements

- a) The Duly signed Proposals (marked “Technical” and one marked “Financial”) should be delivered on or before the due date and time by hand in **sealed envelopes** indicating on the envelope “Provision of Cleaning Services” to;
 - i. **Procurement Officer**
 - ii. **National AIDS/STIs Control Programme (NASCP)**
Ralph Shodeinde Street
Plot 75 Edo House
Central Area, Abuja
- a) Note that it is not permissible to transfer this invitation to any other firm.
- b) Only Proposals received through the physical address provided above will be considered. Upon submission of proposal, Vendors are expected to fill bid register at the location address.
- c) The submission deadline is **by 12 Noon on 11th of July 2021 Bids shall be opened immediately** Your proposal shall remain valid for two months from the bid closing date.
- d) An evaluation will be carried out on the submitted document and negotiation (if necessary) will be done before awarding the contract.
- e) The recommended contractor will be required to provide the service as per contract award.

- f) Note that NASCP, plans on entering a one-year renewable short-term agreement with the service providers from this process. A Form of Contract shall be signed with NASCP, which will become the contract in the event your organization's proposal is retained.
- g) All requests for clarifications should be directed to **the Assistant Director, Procurement via email at uzosada@yahoo.com on or before 11th July 2021**

Additional Requirements for Quote Consideration:

1. Strict adherence to Technical Specifications in the table below.
2. All materials as applicable shall be certified before delivery.
3. NASCP is VAT exempt and relevant tax deductions shall be made on behalf of the relevant authorities e.g 5% Withholding Tax and 1% Stamp Duty.

Yours sincerely,



Uzoma Atu
AD, PSM
For: NASCP PMU Coordinator
Email: uzosada@yahoo.com

Proposal Letter

(to be filled by Supplier on Letter Head)

Date:

Request for Proposal: **Provision of Cleaning Services**

To: National Coordinator
Attn: Assistant Director, PSM
National AIDS/STIs Control Programme (NASCP)
Ralph Shodeinde Street
Plot 75 Edo House
Central Area, Abuja

Having examined the documents regarding the Request for Proposals, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver the *(name the services/service)* in conformity with the said Request for Proposals for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of the Proposal.

We undertake, if our Proposal is accepted, to deliver the services/service in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Proposal for the period specified in the Request for Proposals as of the date of the opening of the Proposals and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign this Proposal for and on behalf of _____

SECTION 3. TERMS OF REFERENCE

ENGAGEMENT OF A FIRM TO PROVIDE CLEANING SERVICES FOR NASCP OFFICE

A. BACKGROUND AND SCOPE OF SERVICES REQUIRED

The National AIDS & STI Control Programme (NASCP) is seeking the services of a competent Cleaning Company for the Cleaning of the Offices in 2nd Floor Edo House building. Generally, scope of the assignment include but not limited to the following itemized tasks:

- i. Daily sweeping and dusting of the offices and the Office Furniture and the Equipment
- ii. Daily washing of all toilets and wash hand basins and provision of basic sanitary materials to ensure their availability at all times
- iii. Daily mopping of the Offices floors and a bi-weekly scrubbing and thorough wash of the floors Tiles and Carpets
- iv. Twice daily emptying of waste baskets and picking of litters
- v. Cleaning of cobwebs/General sanitation of 2nd floor Edo house building
- vi. To maintain a daily presence throughout the working hours such that could ensure adequate and timely cleaning of any spillage and or meet up with any other unforeseen cleaning needs that may be require of you from time to time;
- vii. Cleaning and dusting of all the offices (21), toilets (17) including the two conference hall and the corridors.
- viii. Any other tasks during office hour that may be assigned to you for the cleanliness of the Office and premises. e.g. washing of kitchen utensils etc.

B. EQUIPMENT'S, CHEMICALS AND SERVICES TO BE PROVIDED BY THE CLEANING COMPANY

- i. **Equipment;** The firm must possess the most modernized equipment for all services you are required to render which include but not limited to the following:
 - Self-propelled combined scrubbers
 - Mechanical and Electrical scrubbing/polishing machine
 - Wet suction vacuum machine
 - Vacuum cleaners for carpet and computer rooms
 - Cleaner trolleys and waste paper sack trolleys
 - Mobile mop buckets
 - Carpets steam equipment
- ii. **Chemicals**

- Combined detergent sanitizers
- Cleaning detergent containing bactericides
- Buffing chemical containing special slip retardant polymers
- Rinse-free polish removers for hand floor including all calcareous stone flooring and carpets
- Wide range of liquid soap and fresheners
- Bacterize hand washing liquids in all toilets

C. SPECIFIC DAILY SERVICES (MONDAYS-FRIDAYS 6.30AM-6.00PM)

- Dust-clean all seats item, furniture's, fitting windows, window ledges, skating boards including all surfaces and office equipment
- Vacuum sweep, **spray and buff all floor areas and pavement thoroughly**
- **Vacuum** clean all carpets curtains and upholstery
- Use appropriate chemicals to clean the toilet and washroom area including spot cleaning stains on walls
- Provide anti-bacteria hand washing liquids at all times in the toilets
- Collection and disposal of litters and refuses.

D. BI-WEEKLY SERVICES

- Dust-clean all seats item, furniture's, fitting windows, window ledges, skating boards including all surfaces and office equipment
- scrubbing and thorough wash of the floors Tiles and Carpets

E. MONTHLY SERVICES

- Wash all windows with squeegees and anti-dust chemicals
- Dust clean all items above hand reach, such as light fittings, air-conditioning vent ceilings and all other items that require stepladder to be reached
- Wash all non-carpeted floor areas. Recoat with two coat metalized floor polish and buff all floor area.

F. QUARTERLY SERVICES

- Solid pipe descaling treatment as part of our programme for maintaining high standard of hygiene for toilets and washrooms areas.
- **Fumigation** treatment for within and outside the building

G. TOTAL NO OF STAFF REQUIRED FOR THE ASSIGNMENT

The following no of staff has been proposed for the assignment:

i.	NC and Conference Room	-	1 No Cleaners
ii.	Wing A	-	1 No Cleaners
iii.	Wing B	-	1 No Cleaner
iv.	Supervisor	-	1 No Cleaner
	Total Estimated Staff required		4

H. The assignment is for one year (12 months)

- I. Presence of some personnel must be maintained throughout the Official Working hour to attend to any unforeseen need in this regards.
- J. The provision of the cleaning services indicated above must be done with utmost expertise and professionalism in such a way that would be conducive and complimentary with the Agency's sets goals and objectives. The Service shall be provided without any hindrance to the performance of the Agency's personnel.
- K. Regular Review and certification of satisfactorily performance will be done by the Admin and Support Services preceding any payment on the cleaning services rendered.
- L. Your proposal which shall remain valid for a minimum of 60 days must be detailed to indicate the cost per man hour per head per number of personnel required to deliver effectively on the assignment.
- M. Your entire offer shall be accompanied by the most favorable terms and discounts available.
- N. Payment is to be made on quarterly basis and therefore your proposal must be packaged on quarterly basis.
- O. The firm shall have at least Five (5) years' experience in cleaning of corporate offices and registered with CAC and also include tax clearance for the last three years (2018, 2019 and 2020).
- P. Your firm shall have the required number of staff for the work and there should be evidence that they have experience in the cleaning work

Q. EVALUATION CRITERIA

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:

	<u>Points</u>
(i) Specific experience of the Consultant relevant to the assignment:	20
(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	
a) Technical approach and methodology	30
b) Work plan	20
Total points for criterion (ii):	50
(iii) Key professional qualifications and competence for the assignment:	30

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

1) General qualifications	30%
2) Adequacy for the assignment	60%
3) Experience in region and language	10%
Total weight:	100%

SECTION 4. PROPOSAL & CONTRACT FORMS

4A. Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance to the vendors for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

- 4A1 Organization and Experience
 - a. Firm's Organization
 - b. Firm's Experience

- 4A2 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Equipments to be provided by the Client
 - a. On the Terms of Reference
 - b. On the Counterpart Staff and Equipments

- 4A3 Descriptions of the Approach, Methodology, and Work Plan for Performing the Assignment

- 4A4 Team Composition and Task Assignments

- 4A5 Staffing Schedule

Form 4A1 Organization and Experience

Firm's Organisation

[Provide here a brief description (maximum two pages) of the background and organization of the Firm]

Firm's Experience

Major Work Undertaken during the last Five Years that best Illustrates Qualifications

[using the format below, provide information on each assignment for which your firm was legally contracted for carrying out services similar to the ones requested under this assignment.]

Assignment name:		Country:
Assignment Location within country:		Duration of assignment (months):
Name of Client:		Professional Staff provided by your Organisation: No of Staff:
Start Date (Month/Year)	Completion Date (Month/Year)	No of Person-Months
Name of associated Consultants, if any:		Nº of Person-Months of Professional Staff provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Manager) Involved and Functions Performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by your Staff:		

Firm's Name:	
Authorised Signature:	

Form 4A2 Firm's Comments and Suggestions on the Terms of Reference and on Counterpart Staff and equipments to be Provided by the Client

On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities or proposing an alternative method of undertaking the work). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

On Counterpart Staff and Equipments

[Comment here on counterpart staff and equipments to be provided by the Client according to Section 3 including: equipment, chemicals, etc.]

Form 4 A3 Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the technical proposal. It is suggested that you present your technical proposal divided into the following three chapters:

- *Technical Approach and Methodology,*
- *Work Plan, and*
- *Organization and Staffing.*

- a) **Technical Approach and Methodology.** Here you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach, (e.g., the methods of interpreting the available data; carrying out investigations, analyses, and studies; comparing alternative solutions). This chapter should incorporate any modifications to the TOR proposed by you. In case the TOR requires the Consultant to provide a quality plan and carry out the assignment according to its provisions, an outline of the quality plan (e.g., its list of contents) should be included in this chapter of the technical proposal.
- b) **Work Plan.** Here you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work schedule of Form 4A5.
- c) **Organization and Staffing.** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be set out in job descriptions. In case of association, this chapter will indicate how the duties and responsibilities will be shared. The organization and staffing will be reflected in the Team Composition and Task Assignments of Form 4A6, and the Staffing schedule of Form 4A7. An organization chart illustrating the structure of the team and its interfaces with the Client and other institutions involved in the project also should be provided.]

Form 4A5 Staffing Schedule 1

N°	Name of Staff	Staff-month input by month ¹													Total staff-month input		
		1	2	4	4	5	6	7	8	9	10	11	12	n	Home	Field ²	Total
1																	
2																	
3																	
n																	
														Total			

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff-month input for home and field work.

4B. Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the short listed Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

[Forms 4B1 to 4B5 are to be used for the preparation of the Financial Proposal according to the instructions provided under Clause 19 of the Instructions to Consultants. Such Forms are to be used whichever is the selection method indicated in Clause 1.1 of the Proposal Data Sheet]

- 4B1 Summary of Costs
 - 4B2 Breakdown of Staff Remuneration
 - 4B3 Breakdown of Reimbursable expenses
-

Form 4B1

Form 4B1 Summary of Costs

Cost Component	Costs
Staff Remuneration (1)	
Reimbursable Expenses (1)	
Sub-Total	
Local Taxes (1)	

1# Staff Remuneration, Reimbursable Expenses and Taxes must coincide with relevant Total Costs indicated in Forms 5B2 and 5B3.

Form 4B2

Name ¹	Position ²	Staff-month Rate ³	Input ³ (Staff-months)	[Indicate Sub Cost for each staff] ⁴
Staff				
		Head Office		
		Field		
Total Costs				

Breakdown of Staff Remuneration

- 1 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 2 Positions must coincide with the ones indicated in Form 4A7.
- 3 Indicate the total expected input of staff and staff-month rate required for carrying out the activity indicated in the Form.
- 4 For each staff indicate the remuneration. Remuneration = Staff-month Rate x Input.

Form 4B3 Breakdown of Reimbursable Expenses

N°	Description ¹	Unit	Unit Cost ²	Quantity	[Indicate sub cost for each item] ³			
	Equipment, instruments, etc.							
	materials, supplies, etc.							
	Others (specify)							
Total Costs								

- 1 Delete items that are not applicable or add other items according to Section 3 that may be required
- 2 Indicate unit cost.
- 3 Indicate the cost of each reimbursable item. Cost = Unit Cost x Quantity.
