

## **FHI 360**

### **REQUEST FOR PROPOSAL (RFP) NO. FHI360-OCT-12-2023 FOR PROVISION OF JANITORIAL SERVICES**

#### **A. BACKGROUND**

Family Health International (FHI 360) is not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health education, nutrition, environmental, economic development, civil society, gender equality, youth, research and technology-creating a unique mix of capabilities to address today's interrelated development challenges.

The Nigeria Country office is hereby seeking proposal for qualified and interested Janitorial Service Company to provide 12-month Janitorial Service for the Country Office in Abuja based on the scope below.

#### **B. SCOPE OF SERVICES REQUIRED**

- a. Personal Management: The Successful contractor will recruit, train and deploy number of one supervisor, eight (8) cleaning personnel and one (1) Gardener to provide the janitorial services, supervisor shall be responsible for checking staff levels and verifying employee attendance, managing quality issues, dealing with customer queries, and generally managed the cleaning activities on a day-to-day basis.
- b. Provision of cleaning schedules: Developing and implementing cleaning schedules to ensure all areas of the facility are cleaned regularly and efficiently between the hours of 6:00am and 4:10pm, Monday to Thursday and 6:00am to 2:20pm on Friday, and general cleaning between the hours of 6:00am – 2:00pm at least one Saturday every month.
- c. Provision of decontamination and fumigation: the contractor will also carry out weekly decontamination and quarterly fumigation of office premises.
- d. Quality control: The Successful company will conduct monthly inspections to ensure that cleaning tasks are completed to a high standard and addressing any issues or deficiencies.
- e. Health and Safety: Ensuring compliance with health and safety regulations, including proper kitting, handling cleaning chemicals, maintaining a clean and safe working environment.
- f. Customer services: keeping the organization informed about any cleaning concerns or requests and maintaining positive relationships. The contractor must at all times be committed to the above.

C. The Proposal must be submitted in this format:

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of proposal.

- Company profile cover letter with registered address, functional email, telephone numbers and point of contact for the organization.
- Evidence of company registration with the Corporate Affairs Commission, including form CAC7 & CAC 2.
- Tax clearance certificate for 2020, 2021 and 2022;
- Copy of verifiable janitorial service contract(s) engaged in the past 3 years.
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#### **PROPOSAL/PRICING GUIDELINE**

The Proper shall follow the below scheduled to present their costing for the service

Description	Unit	Management fee	Personnel Gross pay	Personnel Net Pay	Total Cost
Supervisor	1	Personnel			
Cleaners	6	Personnel			
Gardner	1	Personnel			
Total		Personnel			

#### **D. SUBMISSION OF PROPOSALS**

Bidders are requested to submit the above document separately from their fees/rates for the required service clearly indicating 'provision of janitorial services'. All fees must be in Naira (NGN) and signed by authorized representatives of the bidding organization. Submission should be made as two separated PDF file documents (Technical and Financial Submission) to designated email [quotations.Nigeria@ng.fhi360.org](mailto:quotations.Nigeria@ng.fhi360.org) not later than **4:00pm Thursday October, 26th 2023**.

Bidders must submit requests for any clarification concerning this RFP via [quotations.Nigeria@ng.fhi360.org](mailto:quotations.Nigeria@ng.fhi360.org) not later than 5:30pm on **Friday, 20th October, 2023**.

#### **E. PLEASE NOTE**

- Facsimile (fax), email documents or postmarked documents will not be accepted, issuance

of this RFP in no way constitutes a commitment by FHI360 to to award a contract. FHI360 reserves the right to vary part of this RFP at the time of award if it becomes necessary.

- FHI360 is Value Added Tax (VAT) exempted but deducts Withholding Tax (WHT) in compliance with relevant Nigerian Laws.
- Safeguarding Policy: - FHI360 is committed to provide a safe environment for all employees, beneficiaries and anyone contracted by FHI360. This includes taking measures to protecting vulnerable people from sexual exploitation and abuse (SEA) by either FHI360 employees or associated personnel. FHI360 abides by child safeguarding principles. FHI360's safeguarding policies apply and flow out to all FHI360 staff, board member, volunteers and partner staff (subcontractors, consultants, vendors and sub-recipients), regardless of the funding mechanism or amount of contract, agreement, purchase order.