

## **JHPIEGO**

### **REQUEST FOR QUOTATION FOR CLEANING SERVICES**

#### **Background**

Jhpiego Corporation, an affiliate of John Hopkins University, is an international non-profit, non-governmental organization that works to improve the health of women and families throughout the world.

Jhpiego Corporation is seeking for reputable cleaning services companies to provide Jhpiego offices with cleaning services in its under-listed offices. Interested vendors are encouraged to read the entire document to ensure that they have a clear understanding of Jhpiego requirements before submitting a bid.

#### **(1.1) DESCRIPTION OF SERVICE:**

<b>Location of office</b>	<b>Estimated Number of Cleaners required</b>	<b>Supervisor(s)</b>
Abuja	6	1
Minna	1	
Yola	2	
Jalingo	4	
Lafia	1	
Abakaliki	2	
Ado Ekiti	1	
Gombe	1	
Sokoto	2	
Abeokuta	1	
Akure	1	1
Ibadan	1	
Dutse	1	
Kano	1	
Bauchi	1	

**Note:**

- The total number of locations, cleaners or supervisors may vary at the final contract Stage.
- Provision of cleaner's uniform and gear must be factored in the monthly rate charged.
- Jhpiego will provide cleaning materials as required.
- Payment will be made on monthly basis upon satisfactory provision of services.

**(2.1) Quotation should include the following:**

- The quotation should be enclosed in plain sealed envelope, with the services being quoted for written boldly on the right-hand side of the envelope.
- The successful bidder-cleaning company will submit a monthly invoice and a service report. The monthly invoice and service report will be certified by Jhpiego prior payment
- Quote validity for minimum of 12 months.
- Payment terms if different (preferably Net 30.

**(3.1) Contract Duration**

- One-year (1) renewable based on satisfactory performance.

**(4.1) Eligibility****All interested vendors applicants should provide the following;**

- Certificate of registration/incorporation, memorandum and articles of association and valid Tax Identification Number (TIN).
- Vendor must be a licensed/authorized vendor for services to be rendered (please

provide supporting documentation) where applicable.

- Company profile (briefly reflecting the core competencies, key management personnel and clearly stating the physical verifiable office address, mobile number and e-mail address).
- Minimum of three (3) reputable references active within the last three years from reputable NCOS.
- Note that applicable government taxes will be deducted prior to making payments for services rendered.

#### **(5.1) Delivery Address**

All bids should be addressed and delivered to:

**The procurement Committee**

**Jhpiego - an affiliate of John Hopkins University**

**Plot 971, Reuben Okoya Crescent (Behind Pacesetters College) Wuye, Abuja.**

#### **(6.1) Communication:**

Please direct all enquiry or Questions via e-mail to [nigeriabidqueries@jhpiego.org](mailto:nigeriabidqueries@jhpiego.org)

#### **(7.1) Closing date:**

The closing date for the submission of bids is at **4pm WAT on 29 February, 2024**

PLEASE NOTE: NO PHONE CALLS OR PERSONAL EMAIL ENQUIRIES, USE ONLY THE EMAIL ID PROVIDED IN 6.1