



## REQUEST FOR PROPOSALS (RFP) FOR CLEANING SERVICE

### **Background.**

Coalition for Humanity (CH) is a Not-for-Profit organization, committed to finding lasting solutions to humanitarian and development challenges facing the people of South Sudan. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition

CH has its headquarters in Juba, with presence in Leer, Panyijiar, Mayendit, Koch, Mayom and Rubkona counties in Unity State, Maiwut Renk and Longechuk in Upper Nile state, Juba County in Central Equatoria, Ruweng Administrative Area and Aweil West in Northern Bahr El Ghazal. CH is also presence in Greater Pibor Administrative with physical office in Pochalla County. The organization's ultimate goal is to reach out to people across the entire South Sudan.

### **Purpose & Scope of work**

Coalition for Humanity is seeking the services of a professional cleaning company to provide cleaning service for its premise. The selected cleaning company will be responsible for the following;

Regular cleaning and maintenance of all designated areas within the premises, including not limited to;

- Sweeping, mopping and vacuuming floors.
- Dusting and wiping surfaces, furniture and fixtures
- Cleaning Windows, mirrors and glass surfaces.
- Emptying and sanitizing trash bins and recycling containers
- Cleaning and disinfecting restrooms and Kitchen areas.
- Periodic deep cleaning tasks, such are floor waxing and high pressure washing as agreed between Coalition for Humanity and the service provider.
- Ensure the cleanliness and tidiness of all areas in accordance with health regulations.

### **Schedule and frequency.**

The cleaning service will be required daily Monday to Friday from 06:00 am to 06:00 pm. The exact schedule will be determined in consultation with Coalition for Humanity and the service provider to minimize disruption to daily operations.



### **Quality Assurance.**

The cleaning service provider must adhere to the high standards of cleanliness and ensure hygiene. Regular inspections will be conducted by Administration department to ensure that all cleaning tasks are performed to satisfaction. Any issues or concerns regarding the quality of service must be promptly addressed and resolved by the service provider.

### **Health and safety.**

The cleaning service provider must comply with all applicable health and safety regulations and guidelines. This includes but is not limited to;

- Using environmentally friendly products and practices where possible.
- Providing necessary personal protective equipment (PPE) to cleaning staff.
- Following proper protocols for handling and disposing of hazardous materials. .

### **Contract Duration and renewal.**

The initial contract term will be for a period of one year with the option for renewal upon mutual agreement, Coalition for Humanity reserves the right to terminate the contract at any time with prior notice if the service provider fails to meet the agreed- upon terms and standard.

### **Pricing and payment terms**

Coalition for Humanity shall require price quote per head and a line for other items required in cleaning such as detergents. The final pricing for the cleaning services will be determined based on the scope of work, frequency, and other relevant factors. Payment will be made monthly upon receipt of an invoice from the service provider.

### **Timeframe**

The successful company will be contracted from July 2024. This might however dependent on completion of the procurement process.

### **Evaluation Criteria**

We will evaluate and compare the proposals based on the following criteria:

1. Quality and comprehensiveness of the proposal (40%)
2. Cost and affordability of the cleaning service (30%)
3. Experience and reputation of the service provider (20%)
4. Value-added features and options of the service provider (10%)



We will use a scoring system of 1 to 5 for each criterion, where 1 is the lowest and 5 is the highest. We will multiply the score by the weight to get the total score for each proposal. We will rank the proposals according to the total score and select the top three proposals for further consideration. We will conduct a due diligence and verification process for the shortlisted proposals, which may include interviews, site visits, or references checks. We will notify the successful and unsuccessful bidders within two weeks of the submission deadline. We will negotiate the final terms and conditions of the contract with the selected bidder, and proceed to sign the contract.

### **Format of the proposal**

Please submit your proposal in the following format:

1. Cover letter
2. Executive summary
3. Company profile
4. Cleaning service Plan description (Schedule of the cleaning and Content)
5. Cleaning service costs
6. References
7. Appendices (if any)

Please limit your proposal to 20 pages, excluding appendices. Please use Time New romans font, size 12, and 1.5 line spacing. Please submit your proposal in PDF format by email to [procurement.juba@ch-int.org](mailto:procurement.juba@ch-int.org) and copy [v.brenda@ch-int.org](mailto:v.brenda@ch-int.org) by 5 pm on May 20th, 2024

Please include the subject line “RFP for Cleaning service” in your email.

By submitting a proposal, you agree to the following terms and conditions:

1. We reserve the right to accept or reject any or all proposals, in completely or in part, without giving any reasons.
2. We reserve the right to modify or cancel the RFP at any time, without prior notice.
3. We reserve the right to negotiate the final terms and conditions of the contract with the selected bidder.
4. We will treat all proposals as confidential and proprietary, and will not disclose them to any third party without your consent.
5. We will not pay any costs or expenses incurred by you in preparing or submitting your proposal.”

