



**CMMBSOUTH  
SUDAN PROGRAM  
INVITATION TO BID**



**Project:** Tender for Provision of cleaning services for cmmb offices and Health facilities in Western Equatoria State Republic of South Sudan.

**Tender Reference Number:** CMMBLOG01052024/ provision of cleaning services for cmmb offices and Health facilities in Western Equatoria State Republic of South Sudan

**Notice to Bidder's:** Catholic Medical Mission Board (CMMB) is an international nongovernmental organization that believes in a world in which every human life is valued, health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities.

**Nature of notice:** Catholic Medical Mission Board South Sudan is currently seeking for suitable qualified companies locally with clean record in provision of Cleaning services to provide cmmb with cleaning services in Western Equatoria State of South Sudan the below address as per specifications on the last page.

1. In Juba Plot No.710 - 3K South, 2nd class residential area, Kololo at the guard's office.
2. In Yambio Plot 98, Nakpangau Stadium Road| Yambio Western Equatoria State at the guard's office

**Nature of work:** Provision of cleaning services for cmmb offices and Health facilities in Western Equatoria State Republic of South Sudan

**Bid document;** Bid documents as per below ToR in ANNEX 1.

1. **Applications:** Tender documents can be return through email to these email addresses, [LJimmy@cmmb.org](mailto:LJimmy@cmmb.org), [MMJames@cmmb.org](mailto:MMJames@cmmb.org) and [ACMKabas@cmmb.org](mailto:ACMKabas@cmmb.org) or hand deliver to the above address.
2. **Submission of bid documents:** The bid documents should be submitted THROUGH the email or sealed envelope indicating the above Tender Ref. and written "Only to be opened by the tender committee on the 27<sup>th</sup> of May 2024" on the envelope. The bids should be submitted from 10<sup>th</sup> May 2024 to 24<sup>th</sup> May 2024 during Day hours (8:00am - 5:00pm) South Sudan local time. The bid can be submitted by email or through  Submission by email  e-Tendering. But preferably through email.
3. **DELIVERY CONDITION:** DDP-(Incoterms 2021) –Western Equatoria State - Republic of South Sudan.
4. **Delivered duty paid** is a delivery agreement whereby the company assumes all the responsibility of provision of cleaning services in Western State Republic of South Sudan and any other tasks and costs associated with this service.
5. **DELIVERY PERIOD:** As it will be agreed in the contract (Please note that quantities may vary at any time of ordering).



6. **PAYMENT TERMS:** Within 30 days from delivery and upon receipt of relevant documentation and inspection and acknowledgement work completion through signing of the Service Completion Note. Bank transfer charges shall be borne by the contracted supplier
7. **PRICE VALIDITY:** Must be 60 days from date of quotation.
8. Bids must be submitted in accordance with the below “Conditions for Submission of Bids”.

**9. Bidders’ eligibility:**

For bidders to be eligible to collect the bid documents, the bidder should have the followings.

- Valid Certificate of Incorporation/Business Registration Certificate
- Valid Current Tax Compliance Certificates (TIN)
- Valid Personal Identification Number -PIN Certificate
- Valid Current Trade License
- Valid Current Membership Certificate for Chamber of Commerce
- Proven training Certifications
- Prove of Medical requirements

**Closing date:** The closing date for submission of completed bid documents is on 24<sup>th</sup> May 2024 at 5:00pm South Sudan local time and any documents submitted later than the mentioned time and date will not be accepted.

**Further information:** Bidders are requested to consult CMMB Procurement Unit for further details on address [ACMKabas@cmmb.org](mailto:ACMKabas@cmmb.org) copying [MMJames@cmmb.org](mailto:MMJames@cmmb.org), [LJimmy@cmmb.org](mailto:LJimmy@cmmb.org) telephone numbers, +211 922 076 037 or +211 925 742 245 +211 922012 821 respectively



ANNEX 1







Healthier lives Worldwide

## Terms of Reference (T.o.R) for Provision of cleaning Services

### Introduction

The Catholic Medical Mission Board (CMMB) is an international, faith-based NGO, providing long-term, co-operative medical and development aid to communities affected by poverty and healthcare issues. It was established in 1912 and officially registered in 1928. CMMB is headquartered in New York City, USA and currently has country offices in Haiti, Kenya, Paru, South Sudan, and Zambia.

### Title of the Activity

Provision of cleaning Services for CMMB offices and health facilities

### Overall Objective/Description

The Contracted Company shall be engaged for the purpose of provision of cleaning services to CMMB offices and facilities in WES: Yambio, Nzara, Ezo, Tambura, Mvolo, Nagero, Mundri East & West and shall ensure provision of quality cleaning services. The cleaning services shall include inside the premises/offices and the surrounding yards/grounds. Based on the organization's needs, the total number of cleaning services may reduce or increase. Any changes shall be made in writing and shall become an addendum to the contract.

### Specific Objectives

- i. To always provide excellent cleaning services to CMMB offices and surrounding yards/grounds during the day.
- ii. To always check cleanliness of offices during the day and ensure they are clean including after being used during the day.
- iii. To provide adequately trained cleaning staff who will always be alert and conscious of the cleanliness of the offices and environment while on duty.

### 4. Duration/Dates of the Activity:



CMMB will initially issue the vendor a 1-year contract with possibility of extension based on performance & mutual agreement by both parties.

**5. Venue/Location:**

CMMB offices and facilities.

**Total number of cleaners required 26.**

**Total number of offices/facilities per attached excel sheet.**




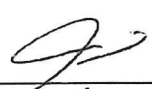
**Total number of cleaners required 26.**

**SCOPE OF SECURITY GUARDS & CLEANERS WES ( FACILITIES & OFFICES)**

S/no	Site/Cleaners	Facility Cleaners
1	Yambio State Hospital	1
2	Yambio PHCC	5
3	Nzara PHCC	1
4	Ezo Hospital	3
5	Madoro PHCC	1
6	Mvolo PHCC	4
7	Yeri PHCC	1
8	Tambura PHCC	1
9	Andari PHCC	1
10	Rii Rangu PHCC	1
11	Duma PHCU	0
12	Yambio Office	4
13	Mvolo Office	1
14	Tambura Office	1
15	Ezo Office	1
	<b>Total</b>	<b>26</b>

Prepared by:  Date: 8/05/2024  
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Reviewed by:  Date: 08/05/2024  
**Godfrey S. Mandinde, Director of Finance & Administration**

Approved by:  Date: 08/05/2024  
**Dr. Richard Lino Loro Lako, Program Director**

