



REQUEST FOR PROPOSAL

PROVISION OF JANITORIAL, FUMIGATION AND GARDENING SERVICE

PRF NO: NG-0025-2023-CBMG

1. Introduction

CBM Global Disability Inclusion works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. We work in over 20 countries, investing in long-term, authentic partnerships with the Disability Movement and multiplying our impact by delivering a combination of inclusive community-based programmes, advocacy for national and global policy change and inclusion advice to other organisations.

CBM Global has been supporting the Nigerian government through various implementing partners in interventions, such as eye health, mental health, obstetric fistula, humanitarian services and disability-inclusive development.

2. Purpose of this Request for Proposal.

CBM Global Nigeria Country Office is hereby seeking proposal from interested and eligible companies to provide janitorial, fumigation and gardening services for the Country Office. The contract period will be one year with the option to renew for additional one-year subject to satisfactory and professional performance.

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Deadline for Submission: 13 March 2023, 5:00pm local Abuja time

Description: Provision of Janitorial, fumigation and Gardening Services.

3. Specifications

The Janitorial and Gardening Services required include:

- i. Empty garbage
- ii. Daily mopping of all appropriate surfaces.
- iii. Dust all fixtures, phones, window blinds, etc., as needed, and
- iv. Vacuum all floors,
- v. Clean and sanitize bathrooms, kitchen and offices.
- vi. Fumigate the office and its premises in line with relevant guidelines or at least quarterly.
- vii. Wax and buff surfaces as needed,
- viii. Occasional additional general cleaning.
- ix. Clean counter surfaces.
- x. Wash all water dispensers at least monthly or as may be required.
- xi. Regularly sanitize surfaces in line with COVID-19 protocols
- xii. Clean and sanitize break rooms,
- xiii. Clean windows as needed,
- xiv. Grow and prune all flowers and shrubs,
- xv. Grow and prune all flowers grass and trees,

- xvi. Clear and weed all lower beds and borders within and around the Client's premises,
- xvii. Check the health of plants by identifying any pest or diseases and control them,
- xviii. Clean and maintain tools and equipment,
- xix. Sweep and clean debris,
- xx. Clean and maintain the immediate outside environment of the gate and gutters.
- xxi. Ensure quality supplies are always made available.
- xxii. Provide work tools for staff at work.

4. Quotations

The response to this RFQ must be in a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Nigeria Naira. Offers must remain valid for not less than Sixty (60) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Tenderers are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible.

5. Bid requirements for qualification.

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. Proposals should be comprehensive and highlight how the bidding company intends to meet up to our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following.

(a.) Company Profile

- (i.) Bidding company should provide a verifiable list of clients (INGO's, UN, Embassies preferred) with evidence of copies of contractual documents.
- (ii.) Explain clearly other services your company specializes in.
- (iii) Evidence of membership in relevant national or international forum.

(b.) Registration Requirement

- (i.) Evidence of registration with Corporate Affairs Commission
- (ii.) Copy of Memorandum and Article of Association
- (iii.) Copy of forms CAC2 and CAC7
- (iv.) Evidence of registration with relevant agencies in AMAC.
- (v) Provide evidence of financial standing and an updated audit report for 2022.

6. With Holding-Taxes and VAT

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT,

charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. **According to the Nigerian withholding tax law, CBM Global is required to withhold the "subcontractor/vendor" taxes from the gross amount payable to all Nigerian for-profit.**

7. Terms and Conditions

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate CBM Global to make an award or pay for costs incurred by potential tenderers in the preparation and submission of an offer.

8. Qualification criteria

The Service provider will be selected according to their responsiveness, profile, reliability, financial quote, evidence of past/current delivery of the required services to international development organizations, prompt response to timeline, Company background, payment terms, quality of services, Equipment available to personnel and insurance provision in case of robbery.

The completeness of the submission in compliance to the requirements of the Request for Proposal will be considered.

9. Submission

The hard copy bid documents should be submitted to our address in a sealed envelope and labeled as "**Janitorial, Fumigation and Gardening Services**"

Address: CBM Global Disability Inclusion

No.8 Huambo Crescent, off Kigoma Street, Zone 7, Wuse District,

Abuja-FCT, Nigeria.

10. Notification of the results:

Only the successful bidder will be notified, and if you do not receive email communication within three weeks after the expiration of the deadline for submission, consider your bid unsuccessful.

11. CBM GLOBAL PROHIBITED CONDUCT – CORRUPTION AND FRAUD:

CBM Global has a zero-tolerance policy towards fraudulent and corrupt practices. Compliance with CBM Global's Policy on Preventing Corruption and Fraud and the Counter Terrorism & Anti Money Laundering Policy is mandatory for staff, implementing partners, volunteers, contractors and related Third Parties.

CBM Global will take all suspicions of corruption seriously and assess, act upon, investigate and discipline all such cases as appropriate and in a professional, transparent, and fair manner.

12. Disclaimer:

This is only a Call for Proposal, CBM Global reserves the right to either amend or cancel it at any time with or without notice. In such cases, CBM Global shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their Proposals.

Any failure upon these engagements will involve the rejection of the Proposal formulated or, in case, the cancellation of the committed contracts.

13. Enquiry

Enquiries or additional information may be physically made at CBM Global Disability Inclusion Office

No.8 Huambo Crescent, off Kigoma Street, Zone 7, Wuse District, Abuja-FCT, Nigeria.

a. By email exclusively to: EOI.Apply@cbm-global.org with the subject stating the reference number.

b. By Phone through the following number: **+234 8138042211**

Section 1: Offer Checklist

To assist tenderers in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the tenderer.
- Official quotation, including specifications of offered equipment.
- Copy of tenderer's registration or business license and Company Profile.
- Complete bank account details and Tax Identification Number.

You must submit your quotation in the order of documents mentioned above.

Section 2: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the tenderer:

To: Procurement Committee,
CBM Global Disability Inclusion,
Country Coordinating Office Abuja, Nigeria.

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To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the



below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any CBMG staff members;
- We have no close, familial, or financial relationships with any other tenderer submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other tenderer or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to CBMG prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Email Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Does the company have an active bank account (Yes/No)?



Official name associated with bank account (for payment):

Organisations/Persons with Disability are encouraged to submit their quotes.