



Developing Leaders, Changing the World

Request for Proposal

Provision of Cleaning Services – Category 1 Malawi Assemblies of God University (MAGU)

Date: 6/02/25

Closing Date and Time: 14/02/2025 at 4.00 Pm

1. INTRODUCTION

MAGU invites qualified service providers to submit proposals for cleaning services to maintain the cleanliness and hygiene of the university's premises. This document outlines the scope of work, submission requirements, and evaluation criteria.

2. SCOPE OF WORK

The selected contractor will provide comprehensive cleaning services across the university's facilities, which include but are not limited to:

- **Academic Buildings:** Classrooms, lecture halls, laboratories, libraries, dining rooms, kitchen and offices.
- **Residential Areas:** Dormitories, corridors, laundry areas, common areas, and washrooms.
- **Outdoor Spaces:** Walkways, verandas
- **Special Facilities:** cafeterias, and event spaces.

Tasks Include:

1. Daily cleaning of floors, windows, and walls.
2. Waste collection, segregation, and disposal.
3. Restroom/toilets cleaning and restocking of supplies.

4. Periodic deep cleaning.
5. Emergency cleaning services (e.g., after events or accidents).

3. ELIGIBILITY REQUIREMENTS

Interested bidders must meet the following requirements:

1. Proof of registration as a cleaning service provider.
2. Valid business license.
3. Minimum three to five years of experience in providing cleaning services.
4. Evidence of similar work done in educational or public institutions.
5. Compliance with local labour laws and Public Health regulations.
6. Ability to provide a performance bond or guarantee.

4. SUBMISSION REQUIREMENTS

1. Company Profile

- **Background:** Provide a brief history and key details about your company.
- **Mission:** Outline your company's purpose and core values.
- **Relevant Experience:** Highlight past projects or contracts that demonstrate expertise in cleaning services.

2. Work Plan

- **Detailed Approach:** Describe the specific cleaning tasks to be performed.
- **Frequency:** Specify how often each task will be carried out (daily, weekly, or monthly).
- **Staffing Plan:** Provide an overview of staff deployment and task allocation.

3. Staffing Details

- **Number of Staff:** State the total number of personnel assigned to the work (preferably 12)
- **Qualifications:** List skills, certifications, or relevant experience of the staff.
- **Uniforms:** Describe the attire to maintain professionalism.
- **Protective Wear:** Detail the personal protective equipment (PPE) provided to ensure safety.
- **Training Programs:** Explain training initiatives to maintain high standards.

4. Equipment List

Tools: Specify the equipment and devices to be utilized. (eg Soft brooms, Hard brooms

- Mutton cloth, Uniforms work suits and other materials required

- **Cleaning Agents:** Identify the cleaning products, including eco-friendly options, if applicable.eg chemicals
- **Vehicles:** Describe any vehicles used for operational support.

5. Cost Proposal

- **Itemized Breakdown:** Provide a detailed breakdown of costs, including:
 - Hourly rates
 - Monthly rates
 - Any additional or miscellaneous charges

6. References

- **Client Details:** Include contact information for at least three traceable clients who can vouch for your services.

5. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Compliance with submission requirements.
- Experience and expertise of the contractor.
- Quality and efficiency of the proposed work plan.
- Environmental sustainability measures.
- Cost-effectiveness and value for money.
- Positive references and past performance.

6. CONTRACT TERMS

1. **Duration:** The contract will be for an initial term of one year with the possibility of renewal.
2. **Payment Terms:** Monthly payment upon satisfactory performance.
3. **Penalties:** Applicable for non-performance or breach of contract.
4. **Termination Clause:** Either party may terminate the agreement with two months' notice.

7. SUBMISSION INSTRUCTIONS

Proposals must be submitted in sealed envelopes labelled "**Cleaning Services Bid – MAGU**" to:

IPC Chair, MAGU, Box 184, Lilongwe

By: 31/01/2025

Electronic submissions can be sent to: ulemu.mpewe@magu.ac.mw

8. CONTACT INFORMATION

For any inquiries, please contact:

Name: Rev. Alfred Hara

Email: alfred.hara@magu.ac.mw

Phone: 0888845000

9. DISCLAIMER

Malawi Assemblies of God reserves the right to accept or reject any or all proposals without providing reasons and is not bound to award the contract to the lowest bidder.