

## REQUEST FOR QUOTATION

RFQ NO.: <b>MIB-PR-RFQ/2019/3</b>	RELEASE DATE: <b>14 January 2019</b>
RFQ NAME: <b>Cleaning Services</b>	DUE DATE: <b>22 January 2019 (10:00 AM)</b>

Maldives Islamic Bank invites reliable and experienced service providers to submit quotations for the regular cleaning of the Bank's New Head Office.

Interested parties are requested to submit quotations as per the scope of work described below.

The cleaning services are required at the Bank's New Head Office (ground to seventh floors) at H. Medhuziyaraidhoshuge, Medhuziyaarai Magu, Malé, Maldives.

### BREAKDOWN OF REQUIREMENTS FOR CLEANING SERVICES

#### 1. OFFICE ROOMS & TOILETS

- a. Daily works
  - i. Empty and clean dustbins and other waste containers
  - ii. Change bags of dustbins and other waste containers, where required
  - iii. Wipe all desks, computers and other items on the desk
  - iv. Wipe all doors and windows inside the rooms
  - v. Mop solid floors
  - vi. Remove fingerprints on vertical surfaces such as door handles, etc.
  - vii. Clear up cups and dishes in offices
  - viii. Clean toilets as per the scheduled provided
  - ix. Replenish paper cloths, toilet paper and air fresheners in toilets and kitchen
- b. Weekly works
  - i. Hoover textile surfaces, less accessible sites as well
  - ii. Clean exhausts in all toilets
  - iii. Clean out sanitary facilities (washbasins, flush mechanisms, etc.) with germicide
  - iv. Dust off all horizontal surfaces and window sills within sight
- c. Monthly works
  - i. Clean all doors and doorframes
  - ii. Clean up side of tables, and other wood furniture, according to need to treat them by appropriate polish
  - iii. Dust additional interior components (hangers, picture frames, cable distributions, electric outlet, switches)
  - iv. Clean up plastic parts of chairs and to hoover upholsteries
  - v. Hoover and dust office chairs
  - vi. Clean windows at road side

- d. Cleaning works according to the needs
  - i. Remove spider webs and dust fluffs
  - ii. Notify management on any detected problems, including with lamps, etc.

## **2. HALLS, STAIRS, MAIN ENTRANCE, KITCHEN**

- a. Daily works
  - i. Change bags of dustbins and other waste containers, where required
  - ii. Clean out baskets and other waste containers
  - iii. Mop solid floors
  - iv. Hoover textile surfaces subjected to walking up and down the stairs, room, as well as doorsills
  - v. Remove fingerprints on vertical surface (glass walls, glassed-in door of the lift, doors around door handle, etc.)
  - vi. Dust furniture and such items within sight and window sills
  - vii. Clean main entrance stair case
  - viii. Clean Board Rooms, meeting rooms and re-arranging chairs, table when ever needed
  - ix. Clean stair cases and spiral staircase
  - x. Clean main entrance doors and glasses
  - xi. Mop solid floors carefully, less accessible sites as well
  - xii. Clean out baskets and other waste containers
  - xiii. Replenish paper cloths, toilet paper and air fresheners
- b. Weekly works
  - i. Wipe and polish glass panels
  - ii. Clean passage doors and doorsills carefully
  - iii. Hoover doorsills and textile surfaces carefully, less accessible sites as well
  - iv. Vacuum the chairs of Board Room
  - v. Clean kitchen including refrigerator
  - vi. Clean Board Room windows and glasses
  - vii. Dust interior accessories
  - viii. Clean carefully kitchen shelves in the kitchen
- c. Cleaning services according to needs
  - i. Remove spider webs and dust fluffs

## **3. WALK WAYS AND CORRIDORS**

- a. Daily works
  - i. Sweep road sides
  - ii. Notify management on any detected problems
- b. Weekly works
  - i. Clean distribution boards inside on each floor, walk way, and in rooms
  - ii. Clean windows, doors, lights, at corridor
  - iii. Change the plants kept in corridor and walk way

#### 4. SUPERVISION

- a. The service provider must supervise the cleaning staff during their works.
- b. The staff must be supervised and monitored to make sure the required works are completed daily, weekly and when required.

#### QUOTATION SUBMISSION

Quotations submitted in response to this RFQ should contain the following information.

- Price of the quoted items in Maldivian Rufiyaa (MVR).
- Prices should be given per item and in total, where applicable.
- Quantity of items quoted.
- Warranty period.

Interested parties are requested to attend an information session at the following address at **10:00 AM on Sunday, 20<sup>th</sup> January 2019**.

- **Address**  
Corporate Support, Maldives Islamic Bank  
4<sup>th</sup> Floor, Post Building, 20026 Boduthakurufaanu Magu, Malé City, Maldives

Quotations submitted in response to this RFQ may be submitted in sealed packages (with the name of the proposer, RFQ number, RFQ name and the word “CONFIDENTIAL” clearly labelled on the outside of the package) or **via email to [procurement@mib.com.mv](mailto:procurement@mib.com.mv)**. Quotations must be submitted on or before **10:00 AM on Tuesday, 22<sup>nd</sup> January 2019**.

- **Submittal Address**  
Corporate Support, Maldives Islamic Bank  
4<sup>th</sup> Floor, Post Building, 20026 Boduthakurufaanu Magu, Malé City, Maldives
- **Email Address**  
[procurement@mib.com.mv](mailto:procurement@mib.com.mv)

#### EVALUATION CRITERIA

All quotations will be evaluated based on the following criteria.

- **Price (80%)**  
Price will be evaluated based on the lowest price proposed, i.e., the quotation with the lowest price (for both one-time and recurring costs) will score the highest and maximum score of 60% while the remaining will be given scores relative to the lowest price.
- **Experience (20%)**  
Experience will be evaluated based on the stability of the business and completion of similar projects in the past. The following supporting documents must be submitted with the quotation.
  - Company profile (with business registration)
  - Reference letters of similar projects completed/ongoing