

REQUEST FOR QUOTATION

RFQ NO.: MIB-PR-RFQ/2019/3-R1	RELEASE DATE: 6 February 2019
RFQ NAME: Cleaning Services	DUE DATE: 12 February 2019 (2:00 PM)

Maldives Islamic Bank invites reliable and experienced service providers to submit quotations for the regular cleaning of the Bank's offices and customer service outlets in Malé City, Hulhumalé and Velana International Airport.

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

The cleaning services are required at the Bank's offices and customer service outlets below.

- Malé City
 1. New Head Office (ground to 7th floor) at H. Medhuziyaraiydhoshuge, Medhuziyaaraiy Magu
 2. Office (ground and first floor) at M. Faamdheyrige, Orchid Magu
 3. ATM Outlet at IGMH, Kanbaa Aisa Rani Hingun
 4. ATM Outlet at Faculty of Education, Maldives National University, Ameenee Magu
 5. ATM Outlet at H. Light Rose, Majeedhee Magu
- Hulhumalé
 1. Hulhumalé Branch
- Velana International Airport
 1. ATM Outlet

The Bank wishes to enter into a service agreement for a period of one year with a service provider who submit the best offer. The Bank will renew the agreement for additional periods after the initial one year period after review of the service provider's performance.

CLEANING SERVICES REQUIRED

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. Sweep floors
- vi. Mop solid floors
- vii. Remove fingerprints on vertical surfaces such as door handles, etc.
- viii. Clean Board Room, meeting rooms and re-arrange chairs, table as needed
- ix. Clear up cups and dishes in offices
- x. Clean toilets as per the scheduled provided
- xi. Disposal of garbage

- b. Weekly works
 - i. Hoover textile surfaces and less accessible areas
 - 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 as required
 - 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. Sweep floors
 - iv. Mop solid floors
 - v. Hoover textile surfaces subjected to walking up and down the stairs, room, as well as doorsills
 - vi. Remove fingerprints on vertical surface (glass walls, glassed-in door of the lift, doors around door handle, etc.)
 - vii. Dust furniture and such items within sight and window sills
 - viii. Clean main entrance stair case
 - 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. Disposal of garbage
- 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 as required
- i. Remove spider webs and dust fluffs

3. WALKWAYS AND CORRIDORS

- a. Daily works
- i. Sweep walkways, corridors and road sides
 - ii. Disposal of garbage
 - iii. Notify management of any detected problems
- b. Weekly works
- i. Clean distribution boards in floors, walkways, and rooms
 - ii. Clean windows, doors, lights, at corridor
 - iii. Change the plants kept in corridor, walkway and rooms

4. BUILDING EXTERIOR

- a. New Head Office
- i. Clean exterior glass panels in ground and first floor twice a month
 - ii. Clean signage at the entrance twice a month
- b. M. Faamdheyrige
- i. Clean exterior glass panels in first floor twice a month
 - ii. Clean signage at the entrance twice a month
- c. ATM Outlets
- i. Clean main signage every 3 months

5. 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.

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**. Quotations must be submitted on or before **2:00 PM on Tuesday, 12th February 2019**.

- **Submittal Address**
Corporate Support, Maldives Islamic Bank
4th Floor, H. Medhuziyaarayidhoshuge, 20097 Medhuziyaaraiy Magu, Malé City, Maldives
- **Email Address**
procurement@mib.com.mv
- **Contact Person**
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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 80% while the remaining will be given scores relative to the lowest price. The following factors must be considered in quoting the price.

- The price should be given for the services in a monthly rate.
- The price should be given in the best rate considering a service period of one year, with option for renewal.

- **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