

African Development Bank Group



**Sierra Leone Field Office
Tel: 076 541 328**

Date: October 10, 2012

REQUEST FOR PROPOSALS FOR THE PROVISION OF CLEANING AND JANITORIAL SERVICES

AfDB/SLFO/NCB/2012//002

Letter of Invitation

Dear Sir/ Madam,

1. The African Development Bank (hereinafter referred to as "AfDB" or the "Bank") requests your proposal for the service (s) specified in this request for proposals (RFP).
2. This RFP includes the following letter of invitation together with its annexes and the appendices to these annexes:

Annex 1: Terms of Reference

Annex 2: Contents of the Proposal to be submitted + Appendix A, B, C

Annex 3: Evaluation Criteria

Annex 4: General Terms and Conditions for the Purchase of Goods, Works and Services

Annex 5: List of Member Countries of the Bank

Annex 6: Sample Contract Model

3. Only those bidders that are nationals of member countries of the Bank and whose services that are provided originate from the member countries of the Bank are eligible to submit a bid in accordance with the RFP. The list of member countries is given as in **Annex 5**.
4. Your proposal must be received on or before **1500 hrs.**, Freetown time on **November 12, 2012** hand-delivery at the addresses given below:

Postal Address:

**Resident Representative
African Development Bank
Sierra Leone Field Office
P.M.B: 335, Freetown
Sierra Leone**

Delivery Address:

**Resident Representative
African Development Bank
Sierra Leone Field Office
Bishop Building, 5th & 6th Floors
13 Lamina Sankoh Street
Freetown, Sierra Leone**

5. Proposals should be enclosed in a sealed envelope (with both the technical and the financial proposal in separate sealed envelopes) and addressed to the Bank at the address given below.

Each bidder will submit their proposal in one original and four copies: the original proposal must carry the mention "original" and each of the four copies the mention "copy". The technical proposal (one original + 4 copies) and the financial proposal (one original + 4 copies) will each be placed in two separate sealed envelopes (the "internal envelopes").

The following mention should appear on each internal envelope:

- (a) The purpose of the present bid
- (b) The mention "Technical Proposal" or "Financial Proposal" as the case may be
- (c) The name and address of the bidder

The two internal envelopes should be placed together in a large single sealed envelope called "external envelope", which must be anonymous and, **carry only the following label which should be photocopied and placed on the external envelope:**

The Resident Representative
African Development Bank Group
Sierra Leone Field Office
Bishop Building, 5th & 6th Floors
13 Lamina Sankoh Street
Freetown, Sierra Leone

REQUEST FOR PROPOSAL – DO NOT OPEN UNTIL BID OPENING DAY
Reference: AfDB/SLFO/NCB/2012//02 CLEANING AND JANITORIAL SERVICES

RFP Closing Date and Time: 15.00hrs November 12, 2012 15.00 hrs.

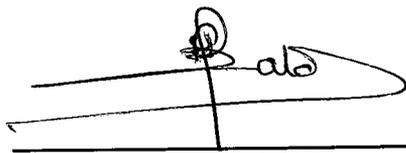
RFP Opening Date and Time: 15.30hrs November 12, 2012 15.30hrs

6. It is the sole responsibility of the bidders to ensure that the sealed envelope containing the proposal reaches the above address before the time and date indicated in paragraph 4 above. When delivered by hand, the proposals must be delivered at the above address during the Bank's working hours from 0800 hrs to 1230 hrs and from 1400 hrs to 1730 hrs, Monday through Friday except for holidays observed by the African Development Bank. Delivery to any other office of the African Development Bank will be at the risk of the bidder and will not constitute timely delivery. **Proposals received after the above-mentioned closing time or deadline shall be rejected.** If the deadline for submission happens to be a holiday, the proposals will be opened at the same time on the next working day. The Bank may extend the deadline for submission of proposals at any time without incurring any liability to the bidders. . A Public opening of the technical bids will occur at 15.30 hrs. local Freetown time on **12 November 2012.**
7. A prospective bidder requiring any clarification in relation with the bidding documents may notify the Bank in writing to the Bank's mailing address indicated in these documents. All requests for clarifications must be received by electronic mail: slfo@afdb.org no later than 26 October 2012. If a Bidder feels that any important provision in the documents will be unacceptable, such an issue should be raised at this stage. The Bank will respond within a week in writing to all prospective requests for clarification or modification of the bidding documents. Written copies of the Bank's response (including an explanation of the query but with no indication of its source) will be sent to all prospective bidders that have received the bidding documents. Written copies of the Bank's response (including an explanation of the query but with no indication of its source) will be sent to all prospective bidders through the Bank's website: <http://www.afdb.org/en/about->

us/corporate-procurement/procurement-notices/current- solicitations/. Mandatory site visits will be conducted at Bishop Building, 13 Lamina Sankoh Street, Freetown Sierra Leone on Thursday the 18th of October 2012 at 10.30 hrs and thereafter a pre-bid meeting will be held on the same date of Thursday 18th October at 11.00hrs.

8. At any time before the submission of proposals, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidder, amend the RFP. The amendment shall be sent in writing by telefax or email to all invited firms and will be binding on them. The Bank may at its sole discretion extend the deadline for the submission of proposals.
9. Proposals must be submitted in the English or French language in **One Original + Four Copies** (any attachments or appendices and annexes thereto must also be submitted in **One Original + Four Copies**). **The Technical Proposal** must include information in sufficient detail to allow the Bank to consider whether your company has the necessary capability, experience, knowledge, expertise, and the required capacity to perform satisfactorily the services specified along with any other information that may be requested by Annex 2 of this RFP. In accordance with the provisions of Annex 3, the technical proposal must include :
 - A statement of conformity (using format as described in **Appendix A**)
 - Copy of the Register of Commerce and/or articles of association of the company
 - Audited financial statements for the past 3 fiscal years (2009, 2010 and 2011 or latest)
 - Project plan for the management of the contract: An explanatory note of the work plan to be implemented for the performance of the services on the site and at the level of the contractor's administrative structures,
 - a description of its relevant experience on this particular field, supported with examples of similar services provided
 - Documents proving compliance to Social Security of the Country (e.g. Tax Clearance, etc.)
 - qualifications and level of competency of each key staff to be assigned to the execution of the contract (use format as described in **Appendix C**)
 - A list of the materials & products to be used for this contract
 - Insurance certificate for professional liability of the bidder.
 - insurance certificate for professional liability of the bidder.
10. It is mandatory for the bidders to submit the **Financial Proposal** by using the bid submission form, attached as **Appendix B** of this RFP, including a description of the proposed services. Any deviation from the requested requirements (see TOR on **Annex 1**) shall be highlighted and explained. Please note that the Bank will only consider those deviations that have an effect of improving the services requested.
11. The evaluation method of the proposal is described in detail in **Annex 3**. For this procurement, evaluation will be based on combined technical and financial proposals. Only bidders, whose technical proposal meet or exceed the minimum qualification points, will be considered for financial evaluation.
12. By submitting the proposal, the bidders confirm that they have taken into account all the documents of this RFP including the addenda (if any), all the annexes and as the case may be, the appendices to annexes. The Bank is not bound by any other terms and conditions unless agreed in writing by the Bank.
13. The prices quoted shall be net free and clear of all applicable taxes including withholding tax duties, fees, levies or indirect taxes including customs duties. Prices must be expressed in in Sierra Leone Leones (SLL), USD or any free currency. Surcharges imposed by, or pursuant to the laws, statutes or regulations of any governmental agency or authority as the Bank, its property, other assets, income and its operations and transactions are exempt from any obligation relating to the payment, withholding, or collection of any tax or duty, by virtue of article 57 of the Agreement establishing the Bank.

14. By submitting their bids, each bidder also warrants that they are legally authorized to perform the services and that they are not in default with the tax and social security obligations in their country. The Bank may, at its sole discretion, ask any bidder to provide documentary evidence establishing the same.
15. Proposals should remain valid for a period of not less than sixty (60) days after the deadline date specified for submission.
16. The Bank will award the contract to the bidder whose technical proposal has been determined to be substantially responsive and who has offered the lowest financial proposal in accordance with the evaluation criteria given in **Annex 3**. Responsiveness will be judged by conformance to all the terms, conditions and specifications of the RFP.
17. The Contract shall be governed by the Terms of References (attached in **Annex 1** of this RFP), and the General terms and Conditions (attached as **Annex 4** of this RFP). Any such contract will require compliance with all factual statements and representations made in the proposal.
18. Unless otherwise specified in this RFP, the rates quoted should be fixed for the duration of the contract and should not be subject to adjustment on any account.
19. Notwithstanding the above, the Bank reserves the right to amend the content of this RFP and to accept or reject any or all proposals and to cancel the bidding process at any time prior to the award of the contract without incurring any liability to any bidder.
20. Please note that it is the policy of the Bank that bidders, observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuance of this policy, the Bank will reject a bid if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.
21. We look forward to receiving your proposal and thank you for your interest in the African Development Bank.



Yero BALDEH
Resident Representative

African Development Bank Group



Sierra Leone Field Office
Tel: 076 541 328

Date: October 10, 2012

Terms of Reference

1. The African Development Bank (the Bank) is a regional multilateral development bank supported by 78 nations from Africa, North and South America, Europe and Asia. Headquartered in Abidjan, Cote d' Ivoire, the Bank Group consists of three institutions and its mission is to promote economic and social development of the African Continent through loans, equity investments, and technical assistance. The ADB has temporarily relocated its activités to Tunis.
2. The ADB's country office in Sierra Leone hereby invites companies to submit their proposal for the following service :

Cleaning and Janitorial Services to the Sierra Leone Field (SLFO) of the AfDB located on the 5th & 6th floors of the Bishop Building , Lamina Sankoh Street Freetown.

The required services shall consist of cleaning and janitorial services for SLFO's premises (floors, walls, roofs, all office equipment and restrooms, etc.). The offers shall include costs of labour, equipment and needed to perform the services required under this contract.

The contract shall be for a period of one year, renewable twice upon satisfactory performance.

A.2 CLEANING PERSONNEL AND SITE WHERE SERVICES ARE REQUIRED

1. The work shall be undertaken by four uniformed personnel who are clearly identified in the signed contract. Any change in personnel and the reason for change must be communicated in writing and agreed with the Bank before such change is effected.
2. The office premises to be cleaned are located in the Bishop Building, 13 Lamina Sankoh Street, Freetown. SLFO occupies the 5th & the 6th floors with a total area of 290 sq. meters inclusive of kitchenettes, rest rooms, stairs, corridors,

A.3 GENERAL DESCRIPTIONS

A.3.1 General Description

1. The equipment, materials and products proposed for use under this contract, shall respond to the norms and specific codes in force in the field.
2. The contractor shall verify the entire document which constitutes the Request for Proposal. It shall, under no circumstances, claim errors, omissions or lack of probable concordance in the various documents to request for modifications of the constitutive elements of its offer.

A.3.2 The contractor's responsibilities

1. The Contractor agrees to provide the services in accordance with the requirements set forth in the Contract Documents. It shall choose the most suitable processes, methods and equipment to perform its services under this contract, at competitive costs. The contractor shall undertake to perform all the services hereunder in accordance with the highest standards of professional and ethical competence and integrity. Particular attention shall be granted to the rest rooms and conference rooms due to their extreme sensitivity.

2. Whenever the contractor is unable to respect a contractual stipulation, it shall notify the Bank in writing within a maximum of 5 days indicating its reasons. It shall also promptly provide the solutions.

A.4 DESCRIPTION OF THE SERVICES

A.4.1 General descriptions

1. The contractor shall furnish all cleaning equipment required for the performance of this contract. Such equipment include shampoo machine and polisher, heavy duty wet and dry machine, vacuum cleaners, window cleaning systems, mopping systems, free standing ladders and other machines and equipment necessary to perform this contract. Maintenance and repair of all cleaning equipment will be the responsibility of the contractor. The contractor shall be responsible for obtaining and maintaining any permits or authorizations necessary to operate such equipment and as required by law or regulation. These services shall be carried out in a way that minimizes any nuisance and harmful effects to the environment.
2. The contractor's services may include, at the Bank's request, the supply and installation of equipment or hygienic accessories in the rest rooms.
3. During the execution of the services, the contractor shall contribute to the protection of the environment and materials and take the necessary measures for a good coexistence of its activities with any other activities of the Bank.
4. The contractor shall execute the services in a way that does not disturb the routines of the neighbors. Since the cleaning of the premises is a repetitive and routine task, the hours reserved to key tasks such as washing, movement of motorized or other special tools and materials, their use in sites with delicate access (conference room, special offices, etc.) shall be limited to specific dates and supervised

A.4.2 Details of the cleaning and janitorial services

The contractor shall supply and install in the rest rooms, further to the Bank's request, hygienic equipment including, laundry, the maintenance of appliances and the supply of all accessories.

1. The contractor shall furnish the cleaning services described as follows:

a. All Carpeted Floor Areas:

- Dust/clean desks, telephones, tables, files, window sills, etc. (daily)
- Dust counter tops, partitions, ledges, mouldings, picture frames (daily)
- Dust lighting fixtures, ceiling vents (weekly-Saturday)
- Spot-clean walls, partitions, columns and wood works to remove marks and stains (daily)
- Clean drinking fountains/water coolers (daily)
- Clean/polish entrance door/gate/bars/plates (daily)
- Vacuum upholstered furniture (weekly-Saturday)
- Vacuum-clean carpets and rugs (daily)
- Deep wet-shampoo or dry clean carpet and rugs (quarterly)
- Spin clean carpet with rotary mop pad (twice a year)
- Washing lighting fixtures (twice a year)
- Vacuum clean carpets as necessary
- Dispose garbage/waste.

b. All Areas Floored in Marble or other tiling:

- Dust floors (daily)
- Damp-mop floors (daily)
- Scrub/rinse floors (Weekly-Saturday)
- Squeegee floors (twice a week Tues day and Thursday)

- Spray/buff and polish floors to non-slippery finish (daily)
- Dust /clean desks, telephones, tables, files, windows, sills, etc. (daily)
- Dust counter tops, partitions, ledges, mouldings, picture frames etc. (daily)
- Dust lighting fixtures, ceiling vents (weekly- Saturday)
- Spot clean walls, partitions, columns and wood work to remove marks and stains (daily)
- Clean drinking water fountains/coolers (daily)
- Clean/polish entrance door/gate/bars/plates (daily)
- Clean upholstered furniture (weekly-Saturday)
- De-Wax tile or marble floors (quarterly)
- Clean/vacuum upholstered furniture (quarterly)
- Clean waste receptacles (daily)
- Clean glass windows and doors inside and outside (monthly)
- Seal floor (monthly)
- Apply floor finish/buff/polish to non-slippery (monthly)
- Dispose garbage/wastes (daily)

c. Toilet /Rest rooms:

- Clean sweep restroom floors (daily)
- Clean and disinfect toilets, urinals, basins, portions, wall and floor tiling and toilet fixtures (daily)
- Empty waste receptacles (daily)
- Damp mop rest room floor (daily)
- Refill soap, towel, and tissue dispensers (daily)
- Clean mirrors, dispensers, and fixtures (daily)
- Spray air freshener in toilet rooms (twice a day)
- Report malfunctioning to the Finance and Admin Officer for maintenance as and when occurred.

e. Office Generators

- Designate staff for generator attendance
- Attend to the office generators (daily);
- Check level of fuel in generators and prompt refueling to avoid fuel run outs(daily)
- Keep generator running register which records fuel issues, hours run and maintenance log.(daily)
- Sweep up and mop generator room to non-slippery finish(daily)
- Scrub generator room floor and walls (weekly-Saturday)
- Keep store of generator oils and other accessories(daily)
- Report all operating problems and follow up on the solving of such problems(daily)
- Shall be in attendance during all scheduled and unscheduled maintenance work

e. Office Compound

- Cleanup/maintain yard(daily)
- Clean gutters(weekly)
- remove moss from and pressure wash gutters(monthly)
- Cleanup weeds around the yard(weekly Saturday)
- Mend/tend flowers/garden(daily)
- Remove garbage/junk(daily)

e. Office Tea/Coffee & Errands

- The cleaners shall serve tea/coffee and undertake other office errands assigned to them on a daily basis.

The Contractor shall be entirely familiar with the premises to be cleaned, consistent in the execution of its tasks, know all the conditions of work and take into account their importance and peculiarities.

Furthermore, the contractor shall:

- i) Designate a Project Manager to serve as the contractor's representative on all matters relating to this contract;
- ii) Agree to respect all orders, policies and procedures issued by the Bank in the execution of the specific tasks;

- iii) Agree to conform to the changes which may occur daily only upon receipt of orders from the Bank's representative;
 - iv) Agree to perform all additional tasks deemed fit under the contract, only upon receipt of a written request by the Bank's representative. The request shall be made well in advance to avoid any delays in the cleaning.
2. The contractor shall ensure that the garbage/waste be disposed in appropriate manners and in bags of adequate quality, so that their handling and collection be done in acceptable hygienic conditions. The collection of garbage is at the contractor's expense.

A.4.3 Other specification of cleaning and janitorial services

1. On several occasions (during events within the premises, conferences, movement of assets, relocation, etc.) the contractor may be required to supply cleaning services on time. These services may include simple dust cleaning, washing of the surfaces or disinfestations of sanitary items.
2. The contractor shall also take into account in its offer the cleaning of the areas, and incidents that may occur in these areas such as the cleaning of spilt coffee, water, etc.
3. The quality of all or part of the cleaning may not satisfy the Bank, despite all official warnings; in such a case, the Bank may seek another company's services at the expenses of the contractor.
4. Furthermore, the costs incurred for the repair of all or part of the premises for causes attributable to the contractor, such as the breaking of objects and damages to assets and materials due to negligence on the part of its personnel shall entirely be borne by the Contractor.

A.4.4 Access to Bank's office premises

The contractor shall respect the conditions of access to the office premises of the Bank, whatever these conditions may be. These conditions shall be described to the contractor during its visit to the site. The Bank shall supply badges or other access cards to the personnel as per the list of the contractor. The personnel shall present their access badges to the security officers of the Bank/Building. The fraudulent use of these badges shall constitute a gross misconduct and shall be sanctioned. In case of loss of badges, the contractor shall reimburse the Bank the costs of printing new badges or access cards.

A.4.5 Adequacy of cleaning and janitorial equipment.

The contractor shall be required to provide and use its own cleaning equipment for all types of cleaning activities under this contract. In this regard, it is requested to state below the types and numbers/quantities of equipment to be used as required in this contract. The cleaning equipment/tools shall be of professional type. They shall include vacuum cleaners, appliances for shampooing carpets, etc. The equipment shall be of best quality and shall have very weak impact on the environment.

A.4.6 Work plan

1. The contractor shall provide the Bank with a working plan and shall follow the plan for the daily, weekly quarterly and twice a year services. Any changes to this plan shall be approved by the Bank in advance.
3. This working plan shall clearly show a detailed program of the services to be executed such as washing of the floors, cleaning of window sills, etc. The cleaning activities shall be executed within the hours mentioned in item no 6 below.
4. The contractor agrees to adapt its working hours to the needs of the Bank's by communicating where necessary new working plans. No complaint shall be made should a modification of working hours of the Bank's personnel occur whatever the nature or the frequency may be.
5. The contractor may propose to perform certain tasks on Sundays or holidays but it shall be

confirmed by the Representative of the Bank without the Bank incurring additional expenses.

6. The working hours are as follows :

- Daily services
 - Monday to Friday: from 06:30 to 12:30 (Mornings);
 - Monday to Friday: from 14:00 to 18:00 (Afternoons);
 - Saturday : from 07:00 to 12:00

- Weekly services
 - Saturday and Sunday

- Permanently for the cleaning of offices with confidential nature
 - Monday to Friday
 - from 07:00 to 12h00
 - from 14:00 to 19:00

- Other services (monthly, quarterly, twice a year)

- As per program submitted by the contractor and approved by the Bank

7. The working hours may be modified in accordance with the needs of the Bank.

A.4.7 Increase or decrease in the volume of services

1. The Bank shall have the right, in cases of technical, administrative or financial difficulties to increase or decrease the volume of the services up to 15% of the amount subscribed, without any impact on the price.
2. For increase or decrease, the applicable price shall be the estimate submitted and approved. No complaints shall be made after signature and approval of contract.
3. The unanticipated but executed works without any orders or contrary to the orders of the Bank may be unacceptable and their costs may be borne by the contractor.

A.4.8 Materials provided and Facilities granted by the Bank

1. The Bank shall provide the following cleaning materials on a regular basis: toilet paper, toilet cleaner, and hand washing soap, scourer (vim), air freshener, bleach, glass cleaner and furniture polish.
2. For the execution of the present contract, the Bank will give the contractor space for storing cleaning materials and products. The use of the said space shall be in conformity with the security rules in force at the Bank. The contractor shall be responsible for any damage resulting from non-respecting these rules.

A.4.9 Technical Reference Documents

The services shall be executed in conformity with the rules in force at the execution date.

A.5 CONTROL & FOLLOW-UP OF SERVICES

A.5.1 Quality and control of furniture, accessories and services

1. Quality control shall be effected daily by the authorized personnel of the contractor. He/she shall present a detailed report to the Bank, of any event which has occurred or may occur in the execution of the contract.
2. Repair of degradations and damage
In cases of degradations or damages to Bank property due to wrong execution of services or inappropriate use of materials, products, accessories and appliances, the contractor shall, at its own expenses, re-perform the services, repair and restore the damaged property. It is the contractor's responsibility to acquire the necessary expertise for the satisfactory performance of its services.
3. Meetings
A monthly meeting shall take place between the contractor and the Bank to discuss about contract administration. The contractor shall be represented by skilled personnel who shall make the necessary decisions in a timely manner, during its monthly as well as any other meetings as requested by the Bank.
4. Service follow-up
The contractor shall have on site:
 - Daily and weekly service sheets ;
 - Monthly service sheets ;
 - Quarterly service sheets ;
 - Service sheets twice a year.

These sheets shall contain executed services and problems encountered at the technical and administrative levels as well as on the delivery of services within the specified deadlines. Particular attention shall be made to toilets.

A.5.2 Handing over

Following each cleaning and janitorial activity, the contractor shall:

- Relieve the areas from all materials and products ;
- Repair, at its own costs, all damages which may have arose during the performance of its services.

African Development Bank Group



**Sierra Leone Field Office
Tel: 076 541 328**

Date: October 10, 2012

Contents of the Proposal

All submissions must be written in English. Where the original documents are not available in English, the contractor shall attach a certified translation of the said document.

1. Technical Proposal (Technical Envelope)

In respect of article 9 above, the bidder must submit the following documents:

- A statement of conformity (using format as described in **Appendix A**)
- Copy of the Register of Commerce and/or articles of association of the company
- Audited financial statements for the past 3 fiscal years (2008, 2009 and 2010 or latest)
- Project plan for the management of the contract: An explanatory note of the work plan to be implemented for the performance of the services on the site and at the level of the contractor's administrative structures,
- a description of its relevant experience on this particular field, supported with examples of similar services provided
- Documents proving compliance to Social Security of the Country (e.g. Tax Clearance, etc.)
- qualifications and level of competency of each key staff to be assigned to the execution of the contract (use format as described in **Appendix C**)
- A list of the materials & products to be used for this contract
- Insurance certificate for professional liability of the bidder.

2. Financial Proposal (Financial envelope)

The financial proposal will include:

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- a bid submission form, fully completed and signed (using format as described in **Appendix B**)
- a general table summarizing pricing in Sierra Leone Leones (SLL) according to the price schedule form in **Appendix B**
- The overall quotation (free and clear of all taxes).
- The contract proposal (**Annex 6**) completed and initialed (but not signed) by authorized person(s).

(To be included in the Technical Proposal)

A statement of conformity

To the African Development Bank
13 Lamina Sankoh Street
PMP335
Freetown, Sierra Leone

Dear Sir,

Having examined the Request for Proposals documents (RFP N° AfDB/FO/SLFO/2012/RFP/02), we, the undersigned, offer to provide the Bank, with [the services], in conformity with the Request for Proposals mentioned above, in the amount indicated in the Price Schedule form included in our Financial Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services required in this Request for Proposals within the time frame stipulated in our Proposal.

We agree to abide by this proposal for a period of ninety (90) days from the date of the submission of the proposals in the Request for Proposals, and it shall remain binding on us and may be accepted by the Bank at any time before the expiration of that period.

Dated

Signature

In the capacity of

Duly authorized to sign this proposal for and on behalf of:

(To be included in the Financial Proposal)

Bid submission Form

To the African Development Bank
13 Lamina Sankoh Street
PMP335
Freetown, Sierra Leone

Dear Sir,

Having examined the Request for Proposals N° AfDB/FO/SLFO/2012/RFP/02, the receipt of which is hereby acknowledged, we the undersigned, offer to provide the requested services in full conformity with the said Request for Proposals in the total amount (free and clear of all taxes) of *[amount in words]*, *[amount in figures]*.

We agree to abide by this proposal, for a period of ninety (90) days from the proposal submission date as stipulated in the Request for Proposals, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until a formal contract is prepared and executed between us, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

Dated:

Duly authorized to sign this proposal for and on behalf of:

[Signature]

In the capacity of

[Position]

PRICE SCHEDULE FORM

Item No	Services	Frequency	Unit	Unit Price	Total Price
1.	Toilets/Rest Rooms				
1.1	Clean sweep restrooms rooms	Daily			
1.2	Empty waste receptacles	Daily			
1.3	Scrub/damp/mop restroom floors	Daily			
1.4	Dispose garbage waste	daily			
Total 1					
2.	All Areas Floored in Marble or other tiling				
2.1	Dusting Floors Furniture and Equipment	Daily			
2.2	Damping-Mopping	Daily			
2.3	Scrubbing/Rinsing Floors and upholsted furniture	Weekly-Saturday			
2.4	Dispose garbage waste	Daily			
Total 2					
3.	Center Rug Area				
3.1	Vacuum upholsted furniture	Weekly-Saturday			
3.2	Vacuum clean rug	Daily			
3.3	Spin clean rug	Daily			
3.4	Dispose of garbage	Daily			
		Daily			
Total 3					
4.	Office Compound				
4.1	Generator attendance	Daily			
4.2	Cleanup maintain yard	Daily			
4.3	Clean gutters	Weekly			

4.4	Remove moss and pressure wash gutters	monthly			
4.5	Cleanup weeds around the yard	Weekly- Saturday			
4.6	Mend/tend flowers/garden	Daily			
4.7	Remove garbage	Daily			
Total 4					
5.	Office Generators				
5.1	Generator attendance	Daily			
5.2	Sweep up and mop generator room to non-slippery finish	Daily			
5.3	Scrub generator room floor and walls	Weekly			
5.4	Keep store of generator oils, tools and other accessories	Daily			
Total 5					
GENERAL TOTAL					

Format of Curriculum Vitae (CV) For Proposed Key Staff

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm:

Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of key staff member's experience and training most pertinent to tasks assignment. Describe *degree of responsibility held* by each staff member on relevant previous assignments and give dates and locations. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of each staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by each staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in *last ten years*, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe myself, my qualifications and my experience.

Signature of or authorized officer from the bidding firm

Date:

Day/Month/Year

African Development Bank Group



Sierra Leone Field Office
Tel: 076 541 328

Annex- 3

Date: October 10, 2012

Evaluation Criteria and Special Instructions

1. DETAILS OF THE EVALUATION

To be responsive, offers must contain all information required in each envelop as described above. Responsive offers will be the subject of a three-stage evaluation procedure detailed as follows:

- a) A pass/fail assessment will be carried out to determine whether the proposals meet the minimum pass/fail criteria indicated in 2, below.
- b) Technical proposals determined to meet the minimum pass/fail criteria shall be evaluated using a two stage evaluation procedure, as indicated under point c below.
- c) Firms scoring less than 70 points will be rejected and their financial proposals returned unopened.
- d) The financial evaluation will be carried to bidders scoring more than 70 points.

2. PREQUALIFICATION STAGE: PASS/FAIL ASSESSMENT

If the Bidder fails to satisfy the criteria listed below, their bid will be disqualified and will not proceed further in the Technical Evaluation.

CRITERIA	YES	NO
Eligibility Criteria: Interested companies must originate from one of the Bank's member countries listed in Annex 5 of the request for Proposals- (Register of Commerce and/or articles of association in support)		
Financial Criteria: An average turnover of at least USD30, 000 or equivalent per annum for the past three fiscal years (2009, 2010 and 2011 or latest), audited Financial Statements in support.		
General and Specific Experience Criteria: The bidder should have a minimum of three years' experience of service delivery in the Office cleaning and janitorial services industry, and shall have successfully implemented as a principal contractor, a minimum of three projects of a similar nature and complexity to the services required under this tender, during the last five years (the Bank reserves the right to check references).		

Proof of compliance to Social Security of the Country (e.g. Tax Clearance, etc.)		
Attendance of mandatory site visit		
Remarks (Accept/ Reject for the next Stage)		

3. TECHNICAL EVALUATION (100 POINTS)

The technical evaluation for qualified firms shall be based on the evaluation criteria and point system specified below.

a. Technical Evaluation Criteria (weight 60%):

To be responsive, and to be legible for further evaluation, Bidders must comply with the Pass/fail criteria indicated above and further evaluation will be carried out for Offers that qualify for the next stage as follows:

.A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried at first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score.

Each responsive proposal shall be attributed points as specified below. Firms scoring less than 70 points shall be rejected and their financial proposal returned unopened.

- | | |
|--|-------|
| (a) Capacity and Capability of the Bidders.
(at least 5 years' experience in similar institutions and capacity) | 30% - |
| (b) Technical Compliance to the RFP. | 50% - |
| (c) Qualification and quality of the proposed personnel. | 20% |

Bidders who will meet a minimum of 70points technical score will be considered for the next stage and their Financial Proposals will be opened.

An offer is declared technically valid and is considered for the financial analysis if it obtains a minimum score of seventy (70) points.

The Bidders who fail to do so, or which offers did not comprehensively address this RFP, will have their financial proposal not opened and not evaluated. Financial offer will then be returned to them unopened.

b. FINANCIAL EVALUATION (weight = 40%)

1. Bidders obtaining the qualifying minimum technical score will be advised so, and it shall be notified (by email or by fax) the date and time of the opening of their financial envelope.
2. The financial proposals will first be checked for completeness and corrected for computational errors.
3. Detailed financial evaluation will then be carried out. The Bidder making the lowest financial proposal (*Fm*) shall be given 100 points.

4. The financial scores of the other Bidders (F) shall be computed as follows:

$$Nf \text{ (financial score)} = 100 \times Fm / F$$

(F = amount of financial proposal converted in the common currency).

3. Final Ranking

Proposals shall finally be ranked according to their combined technical (Nt) and financial (Nf) scores using the weights (T = the weight given to the technical proposal, 60%); f = the weight given to the financial proposal, 40%; T + f = 1) indicated in the above:

$$\text{Final Score (NG)} = Nt \times T\% + Nf \times f\%$$

The bidder making the highest combined score for the base offer will be ranked first, and be eligible for award of the contract. The alternative offer, if allowed, will be discussed later during contract negotiations with the selected provider.

For purpose of evaluation, the Bank will convert all bid prices expressed in the currency of the RFP in which the bid price is payable, into the Bank's Units of Accounts (UA) by using the Bank's monthly moving average rate for the applicable month (deadline for submission of proposals).

Financial:

The financial proposals shall be determined complete and without computational errors. The lowest financial proposal (F_i) shall be given a financial score of (F_s) 100 points. The financial scores shall be computed as follows:

$$F_s = \frac{F_i}{F \text{ (amount of financial proposal)}}$$

Final Ranking

Proposals shall finally be ranked according to their combined technical and financial scores using the weights indicated below.

Financial = 40%
Technical = 60%

African Development Bank
General Terms and Conditions for the Purchase of Goods, Works and Services

1.0 Constitution of Contract

1.1 The submission of any bid shall constitute acceptance of the African Development Bank General Terms and Conditions for the Purchase of Works and Services, except to the extent they may be modified by special conditions attached to the Contract or Purchase Order (PO). These General Terms and Conditions are then an integral part of the Contract or PO to which they are attached.

1.2 No additional or inconsistent provisions and no variations in or modifications of that Contract or PO made by the Contractor shall be binding unless agreed to in writing by the African Development Bank (hereinafter called the "Bank" or AfDB).

2.0 Performance of Contract

2.1 The Contractor agrees to provide the works or services (hereinafter called the "Services"), as the case may be, required hereunder in accordance with the requirements set forth in the Contract or PO documents. The Contractor undertakes to perform the Services hereunder in accordance with the highest standards of professional competence and integrity in the Contractor's industry, having due regard for the nature and purposes of the Bank as an international organization and to ensure that the employees assigned to perform any Services under the Contract or PO will conduct themselves in a manner consistent therewith. The Services will then be rendered in (1) an efficient, safe, courteous and businesslike manner; (2) in accordance with any specific instructions issued from time to time by the Bank's designated Project Manager; and (3) to the extent consistent with the above as economically as sound business judgment warrants. The Contractor shall provide the services of qualified personnel through all stages of this Contract/PO. The Contractor shall promptly replace any member of the Contractor's project team that the Bank considers unfit or otherwise unsatisfactory. The Contractor represents and warrants that it is in compliance with all the applicable laws of

any jurisdiction in which the Services shall be performed.

2.2 The Contractor shall not assign or transfer any of its obligations under the Contract/PO. It shall be solely responsible for the performance of the Contract/PO in every respect. The Contractor shall indicate the Contract/PO number on all correspondence which shall be addressed to the Bank, unless otherwise stated. The Contractor shall immediately report to the Bank in writing any problems encountered which may jeopardize the performance of the Contract/PO.

2.3 The Contractor shall be responsible for obtaining and renewing at its own cost and in due time such approvals, consents, governmental and regulatory authorizations, licenses and permits as may be required or deemed necessary by the Bank to perform the Contract/PO.

3.0 Conflict of interest

3.1 The remuneration of the Contractor shall constitute the sole remuneration in connection with the Contract/PO. Contractor shall not accept for its benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract/PO or in the discharge of its obligations hereunder, and the Contractor shall use its best efforts to ensure that any subcontractors, as well as the personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2 Contractor or the contractor's employees, subcontractors and subcontractor's employees shall, during the term of the Contract/PO strictly avoid carrying out any other assignments that may be in conflict with this assignment for the Bank.

4.0 Financial Liability, Immunities and Applicable Law

4.1 The financial liability of the Bank under this Contract/PO shall not exceed the total amount of the Contract/PO.

4.2 Nothing in the Contract/PO or relating thereto shall be construed as constituting a waiver of the privileges or immunities of the African Development Bank.

4.3 This Contract/PO is subject to the laws of England, unless otherwise specified in a specific provision of the Contract/PO.

5.0 Insurance

5.1 The Contractor shall procure and maintain during the entire period of performance of this Contract/PO, all adequate insurance required by law in the jurisdiction where the Services will be performed. Upon request of the Bank, the Contractor shall be able to furnish evidence of such insurance, or can be asked to take complementary coverage in order to meet the requirements of the present article.

6.0 Documents

6.1 The Contractor shall furnish all documents and technical information that the Bank may deem necessary for the performance of the Contract/PO. The Contractor shall, in the language requested, attach to each unit of the goods any information necessary for their maintenance and operation.

6.2 The Contract/PO Number must appear on all invoices, shipping documents, packing slips, packages and correspondence.

7.0 Changes

7.1 The Bank may, at any time by written order designated or indicated to be a change order, make changes to the Contract/PO or any part thereof.

7.2 If any such change increases or decreases the cost of and/or the time required for the performance of any part of the Contract/PO, an equitable adjustment shall be made in the Contract/PO price or time schedule or both, and the Contract/PO shall accordingly be amended. No change in, modification of, or revision to the Contract/PO shall be valid unless in writing and signed by an authorized representative of the Bank.

7.3 Prices indicated in the Contractor's bid shall, at all times, be deemed to be firm and not subject to revision. Works and services for the Bank are exempted from taxes and customs duties. If a Contractor is unable to invoice exclusive of taxes, he shall show these taxes

and customs duties on a separate line in the invoice, and the payment will be made free and clear of these taxes and customs duties.

8.0 Payment and Claims

8.1 Payment will normally be made through check or bank transfer within 30 days after receipt and acceptance of the Services or from receipt of a correct signed invoice whichever is later. Invoices must be sent in duplicate (one original and one copy) at the following address:

**Financial Control Department,
African Development Bank
15, Avenue de Ghana, angle des rues
Pierre de Coubertin et Hedi Nouria
BP 323, 1012 Tunis Belvedere
Tunisia**

Appropriate documentation should accompany all invoices.

8.2 Irrespective of their nature, all claims of the contractual parties, other than warranty claims, arising from or in any way connected with the Contract/PO, shall be asserted within six (6) months after its termination.

9.0 Warranties

9.1 The Contractor warrants that the Services provided under this Contract/PO will conform to the specifications, or other descriptions furnished or specified by the Bank.

9.2 If the Contractor fails to comply with the above requirements, the Bank may after notice to the Contractor, take action at the Contractor expense which in the opinion of the Bank is necessary.

10.0 Safety

10.1 The Contractor shall ensure that itself and all Contractor personnel observe and comply with all applicable safety rules including those specified by the Contractor and the Bank and the Bank's fire, safety and security regulations. The Contractor shall ensure that any work areas assigned by the Bank to the Contractor are cleaned daily and remain free of hazards.

11.0 Suspension

11.1 The Bank may at any time suspend the performance of the Contract/PO or any part thereof, even for its convenience, by a written notice specifying the part to be suspended, the effective date and the anticipated period of suspension. The Bank shall not be responsible for the cost of the Contractor's further performance of the suspended part after the Contractor has been directed to suspend performance.

11.2 Suspension of the Contract/PO shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Contract/PO.

12.0 Termination of Contract/PO

12.1 The Bank may, by written notice, without the authorization of a court or any other authorization and without prejudice to any other remedy, terminate the Contract/PO in whole or in part:

12.1.1 If the Contractor fails to perform any of its contractual obligations and does not immediately rectify such failure after receipt of a written notice by the Bank;

12.1.2 If the Contractor becomes insolvent or bankrupt or ceases paying its debts generally as they mature.

12.1.3 For convenience, without assigning any reason.

12.2 Termination of the Contract/PO in whole or in part by the Bank is not limited to a fundamental breach of Contract/PO and shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Contract/PO.

12.3 If the Bank terminates the Contract/PO pursuant to paragraph 12.1 (i), the Bank may procure, upon such terms and in such manner as it may deem appropriate, services and works similar to those not delivered and the Contractor shall be liable for any excess costs or damage caused to the Bank by the Contractor's default. The Bank reserves the right to offset costs, incurred by it in relation to the termination of the Contract/PO, from any monies due. In case of partial termination of the Contract/PO, the Contractor shall continue performance of the Contract/PO to the extent not terminated.

12.4 If the Bank terminates the Contract/PO pursuant to paragraph 12.1 (iii) for convenience, the notice of such a termination

shall state that termination is for the Bank's convenience, the extent to which the performance under the Contract/PO is terminated, and the effective termination date. The Bank will issue an equitable adjustment, not to exceed the total Contract/PO price, to compensate Contractor for: (i) the Contract/PO price for the Services accepted by Bank but not paid previously and adjusted for any savings, (ii) the costs incurred in the performance in the work terminated, including initial and preparatory expenses; (iii) the cost of settling and paying other Contractors, subcontractors or lessors under terminated agreements properly chargeable to the terminated portion of the Contract/PO and not included in items (i) and (ii) hereof; and (iv) a reasonable profit on item (ii) above.

12.5 If the Contractor is found to have engaged in any corrupt or fraudulent practices in connection with the Contract/PO, the Bank may in its sole discretion do any or a combination of the following: (i) declare void or terminate this Contract; (ii) declare the Consultant ineligible to contract with the Bank or to enter into contracts financed by the Bank; and (iii) pursue legal proceedings against the Consultant. For purposes hereof,:

- "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the procurement process or in Contract/PO execution.

- "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract/PO to the detriment of the Bank, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

13.0 Period of performance and Liquidated Damages

13.1 The period of performance of the Services shall be as stated on the front of the Contract/PO. The schedule for submitting deliverables shall be as stated either in the statement of works attached to this Contract/PO or in front of this Contract/PO. Deliverables must be completed within the said period.

13.2 If the Contractor fails to perform the Contract/PO or any part thereof within the specified period, the Bank may, without

prejudice to any other remedy under the Contract/PO, deduct from the Contract/PO price, as liquidated damages, a sum equal to 0.5% of the Contract/PO value for each week of delay until actual performance, up to a maximum of 5% of the Contract/PO value.

14.0 Liability

14.1 The Contractor shall be liable for all damages arising from its action or that of its agents, of which he or its agents could be held liable under the applicable laws.

14.2 The Contractor shall bear the full financial consequences of any material damage or personal injuries, including death which, through its action or that of its agents, may be suffered by himself, its agents, the Bank or its agents or any third party.

14.3 The Contractor undertakes to indemnify and hold the Bank and its agents and principals harmless against all claims, suits and losses that are due to personal injury (including death) or property damage to the extent caused, or alleged by a claimant to have been caused, connection with the performance of the Services under this Contract/PO, by (i) improper or defective work performed by the Contractor; (ii) improper or defective machinery, materials, supplies, implements, equipment or appliances provided, installed or used by the Contractor; and (iii) negligent or wrongful acts or omissions of the Contractor.

15.0 Intellectual Property and Confidentiality

15.1 The Contractor agrees to indemnify and hold harmless the Bank, its officers, employees and agents against all claims, suits and losses that arise from patent, trademark and/or copyright infringement by the Contractor. The Contractor further agrees and indemnifies the Bank in any action against the Bank by the Contractor's employees seeking further compensation for claims covered by the Contractor's worker's compensation insurance. The obligation set out in this Article shall survive the expiration or termination of the Contract/PO.

15.2 The Contractor shall not, while performing the Contract/PO or at any time thereafter, use, or disclose in any manner prejudicial to or incompatible with the interests of the Bank any information of a

restricted or confidential nature that may come to its knowledge in connection with the performance of this Contract/PO. The Contractor shall not use the Bank's name or emblem without prior written authorization.

16.0 Dispute Settlement

16.1 The parties shall make every effort to resolve any disagreement or dispute arising between them under or in connection with this purchase order amicably by direct informal negotiation. The party asserting the existence of a disagreement or dispute shall, promptly upon becoming aware of such disagreement or dispute, notify the other party in writing (such writing being referred to herein as the "Notice of Dispute") specifying the nature of the disagreement or dispute, and shall also provide such other information about the disagreement or dispute as the other party may reasonably require.

16.2 If, forty-five (45) days after the date the Notice of Dispute has been given, the parties have been unable to amicably resolve the dispute or difference, either party may require that such dispute be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.

16.3 The arbitral tribunal shall comprise one arbitrator jointly chosen by the parties. However, where the parties are unable to reach an agreement within sixty (60) days of notification of the Conciliation Notice, the London Court of International Arbitration (LCIA) shall become the appointing authority.

16.4 The arbitration shall take place in, Freetown, Sierra Leone and shall be in the English language.

16.5 The resulting award shall be final and binding on the parties and shall be in lieu of any other remedy.

16.6 Nothing contained in this Contract shall be construed as or constitute a waiver, renunciation or other modification of any privileges, immunities and exemptions accorded to the Bank under the Agreement Establishing the African Development Bank, international conventions or any other applicable law.

16.7 The provision of this article shall remain in force after the termination of this contract.

17.0 Governing law

17.1 This Agreement shall be governed by, enforced and construed in accordance with the laws of England.

18.0 Force Majeure

18.1 "Force Majeure" means any event or condition which (a) wholly or partially delays or prevents a party from performing any of its obligations under the Contract/PO, (b) is unforeseeable and unavoidable, (c) is beyond the reasonable control of such party, and (d) occurs without the fault or negligence of such party.

18.2 The party affected by such Force Majeure shall give prompt written notice to the other party of the nature and probable duration of such Force Majeure, and of the extent of its effects on such party's performance of its obligations hereunder.

18.3 During the continuance of such Force Majeure, the obligations of the affected party shall be suspended to the extent necessitated by such Force Majeure.

18.4 In the event of Force Majeure which delays performance of the Contract/PO or any part thereof by more than thirty (30) days, either party shall have the right, by notice to the other party, to terminate the PO.

19.0 Severability

19.1 If any provision of the Contract/PO is held to be invalid or unenforceable, the remainder of the Contract/PO will remain in full force and effect, and such provision will be deemed to be amended to the minimum extent necessary to render it enforceable.

20.0 Copyrights, database and design rights

20.1 The deliverable report(s) and other creative work of the Contractor called for by this Contract/PO, including all written, graphic, audio, visual and other materials, contributions, applicable work product and production elements contained therein, whether on paper, disk, tape, digital file or any other media, (the "Deliverable Work") is being specially commissioned as work made for hire in accordance with the applicable copyright, data protection and design laws of the country governing the Contract/PO originated. The Bank is the proprietor of the Deliverable Work from the time of its creation and owns all right, title and interest therein throughout the world

including, without limitation, copyrights and all related rights. To the extent that it is determined that the Deliverable Work does not qualify as a work made for hire within the meaning of the applicable copyright, data protection and design laws of the country governing the Contract/PO, then the Contractor hereby irrevocably transfers and assigns to the Bank all of its right, title and interest, throughout the world and in perpetuity, in and to the Deliverable Work, including without limitation all of its right, title and interest in copyright and related rights free of any claim by the Contractor or any other person or entity.

African Development Bank Group



Sierra Leone Field Office
Tel: 076 541 328

Date: August 05, 2012

List of Member Countries of the Bank:

REGIONAL COUNTRIES			
1. Algeria	2. Angola	3. Benin	4. Botswana
5. Burkina Faso	6. Burundi	7. Cameroon	8. Cape Verde
9. Central African Rep.	10. Chad	11. Comoros	12. Congo
13. Côte d'Ivoire	14. Democratic Rep of Congo	15. Djibouti	16. Egypt
17. Equatorial Guinea	18. Eritrea	19. Ethiopia	20. Gabon
21. Gambia	22. Ghana	23. Guinea	24. Guinea Bissau
25. Kenya	26. Lesotho	27. Liberia	28. Libya
29. Madagascar	30. Malawi	31. Mali	32. Mauritania
33. Mauritius	34. Morocco	35. Mozambique	36. Namibia
37. Niger	38. Nigeria	39. Republic of South Africa	40. Rwanda
41. Sao Tome & Principe	42. Senegal	43. Seychelles	44. Sierra Leone
45. Somalia	46. Sudan	47. Swaziland	48. Tanzania
49. Togo	50. Tunisia	51. Uganda	52. Zambia
53. Zimbabwe	54. South Sudan		
NON REGIONAL COUNTRIES			
1. Argentina	2. Austria	3. Belgium	4. Brazil
5. Canada	6. China	7. Denmark	8. Finland
9. France	10. Germany	11. India	12. Italy
13. Japan	14. Korea	15. Kuwait	16. Netherlands
17. Norway	18. Portugal	19. Saudi Arabia	20. Spain

21. Sweden	22. Switzerland	23. United Kingdom	24. United States of America