

Bidder Information Sheet: Office Cleaning

No. and Date of Issue	SDFC/IU/2021/36
	10 th June 2021
Project Name	Providing Office cleaning Services
Purchaser	SME Development Finance Corporation Pvt Ltd
Address	SME Development Finance Corporation, M. Kaneeru Villa, 2 nd Floor, Orchid Magu, 20212 – Male’ City, Republic of Maldives Phone: 3026015 Mail: info@sdfc.mv
Clarification and Site seen	Interested parties can send written queries via email to procurement@sdfc.mv before 14:00hrs, 15th June 2021 Site seen: 14th June 2021 11:00am. Interested parties are requested to attend on time for site seen and bidder who attend after 11:00am may not be able to participate site seen session.
Bid Submission Deadline	Bid submission meeting will be held via zoom on 17th June 2021, 11:00hrs. Meeting link: https://zoom.us/j/95327877223?pwd=b0FTTUFxaDRRS0F2cHFZSGp0Mmt1QT09
Bid Validity	40 Calendar days from the date of submission.
Bid language	English

1. General Information

SDFC was established as a specialized financial institution providing financial products and ancillary services to MSMEs and entrepreneurial start-ups with the primary purpose of easing access to finance for MSMEs. This institution is formed as to financially support Micro, Small Medium- Sized Enterprise (MSME) growth in the Maldives.

SME Development Finance Corporation invites you to submit your bids for the services described herein. Partial bid and bids that does not meet specific requirements may be rejected.

2. Eligible Bidders

The invitation is open to all interested local parties with a formal intent to enter into an agreement.

3. Scope of Work and Deliverables

In consultation SDFC designated staff, the successful bidder is expected to deliver the minimum scope of work outlined in the information sheet included in ANNEX I.

4. Bid Prices

All bids shall be quoted inclusive of all applicable local taxes and GST. Where prices quoted is not indicated or mentioned as “exclusive” of GST or local taxes, SDFC have the right to take the quoted price deemed to be inclusive of GST and all applicable local taxes.

If the Price Quoted in the Bid Form differs from those given quotations, then the Price given in the Bid Form will prevail.

5. Evaluation Criteria and Procedure

5.1. Price 70%

The points will be given using benchmark marking criteria where lowest proposed price will be considered as the benchmark. The full marks will be given to the benchmark value and others weighted accordingly using the formula below.

$$\text{MAX\%} = (\text{Benchmark price} / \text{Proposed price}) \times \text{weightage}$$

5.2. Experience of the bidder 30%

The bidder must submit a portfolio of relevant work done accompanied by references about the satisfactory delivery of finished projects. The bidder should give contact numbers and names of references for each project. The projects listed as references should be carried out in the last 5 years (June 2016 – to present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows:

$$\text{MAX\%} = (\text{No. of projects} / \text{Benchmark}) \times \text{weightage}$$

6. Documents to be Submitted.

All bids should be submitted with the following forms and any bids submitted without the forms will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and work schedule for the proposed task.

7.1 Form 1 – Application for BID submission

7.2 Form 2 – Bidder profile and technical proposal

7.3 Form 3 – Price schedule for the contracting service

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Annex I

Scope of Work

Cleaning Services shall be provided on weekdays (5 working days), after official working hours. Contractor's staff shall be sent to the Corporation as schedule provided by the Corporation. Contractor shall provide below mentioned task in the premises of the Corporation located at the 2nd floor of M.Kaneeru Villa (3200sqft) and 03rd floor of M.Iris (1800sqft).

1. Dusting and polishing doors, windows and glass surfaces at least one day per week.
2. Dusting and polishing all the glass partition one day per week.
3. Dusting and mopping all the rooms/ vacuuming carpet laid area on daily basis.
4. Dusting and mopping of lobby area on daily basis and vacuuming carpets in lobby area on daily basis.
5. Cleaning and washing toilets (6 toilets) at office on daily basis.
6. Cleaning and dusting tearoom counter and cupboard once a day in a week.
7. Dusting and polishing of all furniture at the Corporation office on daily basis.
8. Sweeping and mopping of all the balconies on daily basis.
9. Clearing all the dustbins at the office and loading garbage for WAMCO collection on daily basis.
10. Dust ceiling corners to remove cobwebs on daily basis.

A supervisor from contractor must be present to monitor the work performed by their staff.