

 قطر الخيرية QATAR CHARITY	Request for Quotation	Document No.....: S.A.-Purchases
		Qatar Charity
		Nigeria Office

REQUEST FOR PROPOSALS (RFP)

Provision of Cleaning and gardening Services for Qatar Charity (ABUJA)

Qatar Charity is a Doha-based non-governmental organization founded in 1992 in accordance with the laws and regulations governing charitable work in the State of Qatar. The Qatari society was expressing a deep willingness to contribute to the international solidarity chain and to participate in addressing the most important development and humanitarian challenges faced by vulnerable communities around the world. This willingness was derived from the Qatari society’s values, principles and cultural heritage and Qatar Charity came as the institutional solution that would cater to it. Initially founded to provide life-saving assistance to children affected by conflicts or natural disasters, Qatar Charity then expanded its areas of expertise to include various humanitarian and development aid fields which include Education and Culture, Health, Water, Income generating, social housing for the poor, Quran Centers and Relief projects in which it has spent more than \$1.3bn between 2013 and 2017, providing relief and assistance to more than 110 million beneficiaries worldwide. With funding from the Qatar, Qatar Charity is assisting the government of Nigeria (GON) to support vulnerable communities in achieving progress and prosperity by providing adequate support for vulnerable communities through robust social welfare systems and related services in various states within Nigeria.

Qatar Charity Abuja Country Office invites you to submit a quote in accordance with the requirements of the following Solicitation. Proposals must be received by QATAR CHARITY no later than the Date and Time indicated in the table below:

The goal of this solicitation is to establish a contract with the successful bidder to provide Cleaning Services for QATAR CHARITY office and building premises for a period of one year.

I. SCOPE OF WORK

A. Scope

General scope of work shall be to provision all labour, and incidentals necessary to provide appropriate Cleaning services at Qatar Charity Office (QATAR CHARITY).

General performance criteria shall include but not be limited to providing a cleaning services to:

REQUIRED DUTIES:

Our company seeks an Office Cleaner to clean and sanitize our office building and premises. The ideal candidate has relevant professional cleaning experience, and is efficient in mopping, sweeping, dusting, vacuuming, and other custodial duties. We are looking for hardworking individuals to implement a high standard of cleanliness for our office. You will work both on a team of office cleaners and alone, so being able to collaborate with others, follow instructions from your supervisor, and stay on-task is key.

- Clean workspaces, common areas, offices, hallways, and bathrooms
- Sweep, mop, and buff floors as needed
- Vacuum carpeted areas and furniture
- Dust and polish various surfaces
- Restock bathrooms with supplies
- Empty trash bins
- Keep track of cleaning schedule

PERSONNEL:

Cleaners employed by the contractor to perform work under this contract shall posses:

- Prior cleaning experience (highly preferred)
- A high standard for cleanliness
- Attention to detail
- Ability to follow instructions
- Time-management skills

Qatar Charity shall provide all necessary cleaning supplies and equipment to perform the work identified in this contract.

B. Deliverables

Description	Quantity
List of personnel for Cleaning	3
List of personnel for Gardening	1

C. Contract Term/Period of Performance

The term of the contract issued as a result of this solicitation shall be for an initial period of One (1) Year, subject to renewal based on performance.

D. Payment Terms

Payment terms for the contract issued as a result of this solicitation shall be on monthly/quarterly basis in arrears. Payment to the selected offeror for services rendered shall be made via EFT to the bank account provided by the offeror. QATAR CHARITY is willing to consider any offerors proposed method of billing for services, including frequency of payments, provided that the proposed method does not include pre-payment for services not yet completed.

II. REQUIRED QUALIFICATIONS

In order to be selected for award the offer must possess the following:

1. Tax Clearance Certificate
2. CAC Certificate
3. Copy of licence to operate as cleaning company. Contents of Proposals

Offerors shall submit their proposals as two separate files. One shall be titled Technical Proposal and the other shall be titled Cost Proposal.

- Cost Proposal

Offerors Cost Proposal shall include all of the following:

The personnel requirement per state for this service is as shown below:

S/N	Personnel Requirement	Number Required
	ABUJA	
1	Office Cleaner	3
2	Gardener	1

The bidder must ensure that 75% of the total cost of service go for staff remunerations such that staff pay is within industry pay grade. The bidder must also provide health insurance cover for all the staff.

1. Breakdown of cost per staff
2. Management fees

Note: Failure to provide any of the information requested above may result in rejection of the proposal.

IV. EVALUATION OF OFFERS

A. General Information

QATAR CHARITY anticipates receiving at least one round of questions from potential vendors; however, QATAR CHARITY reserves the right to award a contract without discussions.

Each offer submitted will be reviewed by an evaluation committee consisting of QATAR CHARITY employees in accordance with the criteria below and award will be made to the responsible vendor whose offer represents the best overall value to QATAR CHARITY.

QATAR CHARITY deducts Withholding Tax at Source on all Supplies and VAT on all Services rendered and payable to the Federal Inland Revenue Service as stipulated by the Federal Government of Nigeria Tax Law.

B. Determination of the Competitive Range and Contract Award

If QATAR CHARITY determines that discussions are necessary, a Competitive Range will be established which is composed of only the most highly rated offers. QATAR CHARITY may exclude an offer if it is so deficient as to essentially require a new proposal. Should a competitive range be established, QATAR CHARITY may invite those in the competitive range to present their offers to the evaluation team. Should oral presentations occur, they will be evaluated as part of the offer.

C. Non-Profit Pricing

QATAR CHARITY is a registered 501(c)(3) non-profit corporation. Offerors should provide any and all discounts available to QATAR CHARITY based on its status as a STATE OF Qatar and as a non-profit.

D. Acceptance of Offer and Award

This RFQ is non-binding and in no way obligates QATAR CHARITY to award any contract. QATAR CHARITY reserves the right to make an award in whole or in part, or not to make an award, in accordance with the best interests of QATAR CHARITY. Firm commitment to purchase is not established until a written order/contract is issued by QATAR CHARITY.

E. Cost of Proposal Preparation

The cost of the proposal preparation in response to this solicitation shall be solely the responsibility of the Offeror.

F. Validity of Offers

Offers submitted in response to this solicitation shall be valid for at least 90 days from date of submission. Prices quoted by the offeror and subsequently incorporated in contract resulting from this solicitation shall be valid for the full period of performance.

This RFQ is non-binding and does not obligate QATAR CHARITY to award any contract. QATAR CHARITY reserves the right to purchase any or all the items requested, to adjust quantities if necessary, or to make no purchase. A firm commitment to purchase is not established until QATAR CHARITY issues a written purchase order. QATAR CHARITY will not pay for vendors' quote preparation costs.

Bidders must submit their financial bid documents via email to qcnigeria@qcharity.org and copy, and kabubakar@qcharity.org. The email title should be written as follows: "Request for Quotation: Provision of Cleaning and gardening Services for Qatar Charity (ABUJA)". Any bid received after the submission's due date and time shall not be considered. Bids submitted should be signed and sealed (with the company seal) by an official authorized by the bidder. The due date for tender submission is Friday, 21/03/2025.