

ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)



REQUEST FOR PROPOSAL (RFP)

FOR

TENDER NO: SUMAIT/RFP/2024/P02/OCG

FOR

The Provision of University Compound Cleaning and Gardening Services for FY 2025

Abdulrahman Al-Sumait University (**SUMAIT**) was established as a full-fledged University in 2014 on the foundation of the former University College of Education Zanzibar (UCEZ) established in 1998. The University is owned by **Direct Aid**, a charitable organization based in Kuwait. The main objective of the University is to advance knowledge, wisdom and understanding through teaching, research, extension and consultancy.

Requirements:

Abdurahman Al-Sumait University (SUMAIT) is hereby inviting able entities to submit a quotation for supplying Gardening and Cleaning services at the University compound and its hostels in and outside the university campus with all its facilities including: -

Classrooms and Lecturer Halls, Administration Block Offices, ICT Building, Both Hostels Male and Female in and outside the university campus, Al-hajri Dispensary Center, Laboratories, Masjid and other areas surrounding the University.

In this regard, SUMAIT wishes to invite sealed bids from qualified individuals and reputable companies/firms to supply Gardening and Cleaning services at for the University as follows conditions: -

1. SUMAIT intends to engage eligible Cleaning and Gardening Service Provider for the **University compound and its offices' cleaning and gardening.**
2. A tender will be conducted through the Competitive Tendering procedures **and** is open to all registered firms.
3. Interested office cleaning and gardening service providers should submit the technical and financial proposals as one document with two sections.
4. Firms with the intent of submitting office cleaning and gardening service proposals should clearly explain their approach to the delivering of services and relevant qualifications of key personnel.
5. Organizations interested in submitting office cleaning and gardening service proposals must provide certified copies of **relevant professional registration certificates**, valid **business license**, **VAT/TIN registration**, current **Tax Clearance Certificate**, and **lists of reputable clients**, including at least three (3) non-governmental organizations (NGOs), or Higher Learning Education Institutions served within the last three years.
6. Interested office cleaning and gardening service firms should have experience of at least 5 years in the field in Zanzibar.
7. All Proposals for tender should be in one original and one copy properly written and enclosed in plain envelopes marked (*description of services to be supplied or provided*).
8. Proposals for Tender should be submitted in ***sealed envelopes*** and delivered to SUMAIT before or on **15th November 2024 at 15:00 hours** and be clearly marked **"Application for Tender No..... [*Applicant to insert number and description of the Tender.*"]**.
9. Inquiries about this tender should be submitted to SUMAIT via info@sumait.ac.tz before the submission deadline.
10. Tender proposals will be opened immediately thereafter in the presence of applicants' representatives who choose to attend.
11. Late Tender applications, a portion of applications, electronic applications and applications not received, applications not opened at the Tender opening ceremony

shall not be accepted for evaluation irrespective of the circumstances.

12. Bids details can be downloaded from the **university website: www.sumait.ac.tz**.

13. All Tender applications should be addressed and submitted to:

**VICE CHANCELLOR,
ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)
P.O.BOX 1933
Chukwani, Zanzibar
Email:info@sumait.ac.tz/recruitment@sumait.ac.tz**

**Inquiries can be made through the above email indicating subject as “INQUIRY” or by phone
+255 715492 937 during working hours.**

