

# ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)



## REQUEST FOR PROPOSAL (RFP)

FOR

RECRUITMENT FOR COMPANY SERVICES: 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 charity 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 you to submit a quotation for supplying Gardening and Cleaning services at the University compound and its hostels outside the university with all its facilities include: -

**Classrooms and Lecturer Halls, Administration Block Offices, ICT Building, Both Hostels Male and Female in the university and outside compound, Al-hajri Dispensary Center, Laboratories, Mosque and other areas surround the Sumait University.**

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

1. SUMAIT intends to engage eligible Office Cleaning and Gardening service providers for the **University compound and its offices' cleaning and gardening.**
2. A RFP will be conducted through the Competitive 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 the approach to delivering the service 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 in the immediate past 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 RFP should be submitted in ***sealed envelopes*** and delivered to SUMAIT before or on **22<sup>nd</sup> November 2024 at 15:00 hours** and be clearly marked "**Application for RFP No: 2024/P02/OCG [*Applicant to insert number and description of the RFP.*]**".
9. Inquiries about this RFP should be submitted to SUMAIT via [info@sumait.ac.tz](mailto:info@sumait.ac.tz) before the submission deadline.
10. The RFP proposals will be opened immediately thereafter in the presence of applicants' representatives who choose to attend.
11. Late RFP applications, a portion of applications, electronic applications and applications not received, applications not opened at the RFP 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](http://www.sumait.ac.tz)**.

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

**VICE CHANCELLOR,  
ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)  
P.O.BOX 1933  
Location: Chukwani, Zanzibar  
Email: [info@sumait.ac.tz](mailto:info@sumait.ac.tz)/[recruitment@sumait.ac.tz](mailto:recruitment@sumait.ac.tz)  
Before 22<sup>nd</sup> November at 15:30 Hrs  
ZANZIBAR**

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

