

Appendix 5 – Tenderer’s response form

Cleaning services 2021

Contents

[1. General details 3](#_Toc536622154)

[1.1. Activities to be performed by consortium members / principal contractors / subcontractors 3](#_Toc536622155)

[2. Requirements 3](#_Toc536622156)

[3. Further award criteria 4](#_Toc536622157)

[4. Statement of agreement 6](#_Toc536622158)

# General details

|  |  |
| --- | --- |
| Name of company | Click here to enter text. |

**If applicable:** Consortium member B / subcontractor B

|  |  |
| --- | --- |
| Name of Consortium member B / subcontractor B | Click here to enter text. |

## Activities to be performed by consortium members / principal contractors / subcontractors

If you are submitting a joint request to participate, you should indicate in the table below how the activities (or services, tasksver, deployment of staff) will be divided between the consortium members or contractors.

|  |  |  |  |
| --- | --- | --- | --- |
| Division of tasks between consortium members / between principal contractor and subcontractors | % performed by tenderer A / lead party of consortium / principal contractor  | % performed by consortium member B / subcontractor B | % performed by consortium member C / subcontractor C |
| service X (describe) |       |       |       |
| service Y (describe) |       |       |       |
| service Z (describe) |       |       |       |

By signing the Statement of Agreement, the consortium members / the principal contractor declare/declares that, if they are / it is awarded the contract, the lots will be performed in accordance with the percentages shown in this table.

# Requirements

#

|  |  |
| --- | --- |
| **Requirement 1** |  |
| Financial statements submitted including signed copy of Appendix 4 | [ ] yes [ ] no |
| **Requirement 2** |  |
| Documented Technical and Service requirements submitted including signed copy of Appendix 6 | [ ] yes [ ] no |
| **Requirement 3** |  |
| Documented Environmental requirements submitted | [ ] yes [ ] no |
| **Requirement 4** |  |
| Documented Gender Equality and Anti-discrimination requirement submitted | [ ] yes [ ] no |
| **Requirement 5** |  |
| Documented Social and Labour requirements submitted | [ ] yes [ ] no |
| **Requirement 6** |  |
| Acceptance of the ToR Appendix 3 | [ ] yes [ ] no |
| **Requirement 7** |  |
| Acceptance of draft contract security services Appendix 2 | [ ] yes [ ] no |
|  |  |

# Further award criteria

|  |  |  |
| --- | --- | --- |
| **Further award criteria** | **Weighting factor** | **Maximum** **Points** |
| **Quality** |
| **Criteria 1** | **Supervisor’s CV**  | **10%** | **10 points** |
|  | ***Assessed on:*** |
| Tenderers should submit the proposed supervisor’s curriculum vitae.The supervisor should conduct quality controls of the cleaning crew and should be able to train the crew at the site | The CV will be assessed on the quality of education, training and experience of the supervisor. Relevance to contract.  |
| ***Please use the template below for the CV***  |
| Personal details | *Surname (and given name(s)), age (date of birth), town/city / country* |
| Relevant education  | *Secondary education or higher professional education / other (specify), name of study programme, period, name of educational institution.* |
| Relevant completed courses  | *Name of course, period, name of educational institution* |
| Does the manager have a minimum of 1 year of experience as a supervisor of a cleaning crew? | Yes [ ]  No [ ] *Name of employer, position, description of work, number of years' experience of relevance to contract, results achieved.* |
| Language skills | English [ ]  good [ ]  poor [ ]  no knowledgeNyanja [ ]  good [ ]  poor [ ]  no knowledgeBemba [ ]  good [ ]  poor [ ]  no knowledge |
| Other relevant information | *Other information of relevance to contract* |
| *Further details*  |  |
|  |
| **Criteria 2** | **Training of cleaning staff.**  | **20%** | **10 points** |
|  | ***Assessed on:*** |
| Describe the training standards and procedures that the cleaning staff undergo as inhouse training.  | The proposal will be assessed on: Number of hours of training as well as the quality of in-house training of staff. |
| *Write here your proposal*  |
| **Criteria 3** | **Social conditions for the cleaners** | **10%** | **10 points** |
| *Assessed on:* |
| *Write you proposal here*Please describe the social protection benefits available to staff.  | The proposal will be assessed on the provision of medical services and or any other allowances and benefits over and above a basic minimum salary.Provision of Covid-19 vaccination scheme to employees (once available in Zambia). |
| **Criteria 4** | **Provision of environmentally friendly cleaning liquids/chemicals** | **30%** | **10 points** |
|  | ***Assessed on:*** |
| Describe the product that you use for cleaning. The products must be certified by an authorised organisation. |  | The proposal will be assessed on the possibility to provide environmentally friendly cleaning materials/chemicals with proven standard certification under Zambian and/or other international standards. |
| *Write your proposal here* |
| **Price** |
| **Criteria 5** | **Price** | **30%** | **10 points** |
|  |
|  | 1st year from  | *2nd Year*  | 3rd year  | 4th year  | *Total price in**ZMW*  |
| *Price for two cleaners, including supervision per month 40 hrs per week* | *ZMW* | *ZMW* | *ZMW* | *ZMW* | *ZMW* |
| *Price for window cleaning of all buildings once per quarter* |  |  |  |  |  |
| *Price per**Emptying of* *Women’s sanitary bins**weekly* | *ZMW* | *ZMW* | *ZMW* | *ZMW* | *ZMW* |
| *Price for equipment**and cleaning materials per month* | *ZMW* | *ZMW* | *ZMW* | *ZMW* | *ZMW* |
| *Total* | *ZMW* | *ZMW* | *ZMW* | *ZMW* | *ZMW* |
| **Total score for quality and price** | **100%** | **100** |

# Statement of agreement

By signing this statement, the tenderer declares that it agrees with all the information supplied and the conditions set by the contracting authority, and that the information is complete, accurate and regular. The tenderer also declares that the accuracy of all information may be verified without its prior approval.

The signatory must have authority to sign.

|  |  |
| --- | --- |
| Name of tenderer: |       |
| Name and position of authorised signatory: |       |
| Signature and date: |       |