



PRIME ECONOMIC ZONES LTD.
Gateway to East & Central Africa

REQUEST FOR QUOTATION

PROVISION OF CLEANING SERVICES

FOR

KIGALI SPECIAL ECONOMIC ZONE PHASE TWO COMMERCIAL CENTER PREMISES

Client: THE MANAGING DIRECTOR,
THE PRIME ECONOMIC ZONES LTD.

KIGALI/RWANDA

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PRIME ECONOMIC ZONES LTD.
Gateway to East & Central Africa

SECTION 1

LETTER OF INVITATION

To: (Name and address of service provider)

Date 19th August 2021

Dear Sirs/ Madams,

Re: Cleaning of PEZ Ltd premises in KSEZ phase two

The PRIME ECONOMIC ZONES LTD. Invites capable service providers to avail their proposals for cleaning PEZ premises in Kigali Special Economic Zone Phase Two. Participation is open on equal conditions to all national and international service provider specialized in the field of cleaning open spaces, parking and commercial areas.

Proposals are to be submitted in plain sealed envelopes, marked "CLEANING SERVICES IN KIGALI SPECIAL ECONOMIC ZONE PHASE TWO"

And bearing NO indication of the bidder's name and should be addressed to:

**THE PRIME ECONOMIC ZONES LTD.
04TH FLOOR COMMERCIAL BUILDING
KIGALI SPECIAL ECONOMIC ZONES
Kigali/Rwanda**

So as to reach the client on or before 31st August 2021 at 11.00 a.m. Thereafter, opening of the bids will be conducted in the presence of the bidders or representatives who choose to attend at 11:30 am the same day. Any bid received after 11.00 a.m. will be returned unopened.

Yours Sincerely,

**The Managing Director,
THE PRIME ECONOMIC ZONES LTD.
KIGALI SPECIAL ECONOMIC ZONES
P.O. Box 1321
Kigali/Rwanda**

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TERMS OF REFERENCE

1. INTRODUCTION

The Prime Economic Zones Ltd (PEZ LTD) has decided to develop the Kigali Special Economic Zone (KSEZ) phase two. Infrastructural Construction in the area has been undertaken. This is a solution to position Rwanda as a trade and a redistribution hub of goods and services. The PRIME ECONOMIC ZONES LTD. Invites capable suppliers to avail their proposals.

2. SCOPE OF WORKS AND TECHNICAL SPECIFICATION

DESIGNATION	TASKS	FREQUENCY	NUMBERS
Warehouses	Internal and external cleaning	Once a week	5
Commercial building	Internal cleaning	Once a week	1
Commercial building	External cleaning	Once a week	1
Garden and parking cleaning	Garden watering and cleaning on paved blocks	Once a week	1

Note:

- Internal cleaning is about cleaning of corridors, stairs, offices, walls, toilets, drainage system, windows and doors
- External cleaning is about cleaning on walkways, parking, surroundings of buildings, removal of solid wastes, plastics bags
- Successful builder will provide personnel wearing appropriate uniforms
- The client will provide a storage space within which to store the materials at no cost to the successful bidder.
- The cleaning shall not be carried out during normal working hours except for places whereby access is denied. The client and the successful bidder shall agree on the cleaning timetable.
- Chemical products (pesticides, cleaning soaps and detergents etc., to be used shall not be toxic or a health/environmental hazard.
- The bid price shall include the provision of soaps, disinfectants, toilet papers, sanitary items and other cleaning materials and chemicals not



- Mentioned here. Cleaning materials should include those for the kitchen such as appropriate soap, towels, e. t.c
- The cleaning activities shall also include cleaning of the PEZ Kitchen, gathering and disposal of all garbage around PEZ Head Office premises.
- The successful bidder shall provide adequate supervision to ensure appropriate cleaning, stock availability of all equipment and materials to be used, and other related cleaning activities.
- The personnel of the bidding companies must be characterized by courtesy, integrity, reliability and ability to adopt changes as they arise. Staff for the contracted bidder who will be stationed at PEZ may be assigned other light duties by either PEZ staff or a representative of PEZ.
- The successful bidding company shall sign a work contract with the client for a period not exceeding one year. The contract may be renewable only once upon satisfaction of the client by the service provided
- **A compulsory site visit is scheduled on 25th August 2021 AT 10:00 am in order to ascertain to volume of work to be done by the successful bidders. The PEZ technical team will facilitate the visit.**

3. SUBMISSION, RECEIPT AND OPENING OF PROPOSAL

- The Proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person authorized to sign the proposal.
- The completed Proposal must be delivered at the submission address on or before 11:00 am **on 31st August 2021 to the following address: THE PRIME ECONOMIC ZONES LTD OFFICE**
- Any proposal received after the closing time for submission of proposal shall be returned to the respective bidders unopened.
- From the time the bids are opened to the time the contract is awarded, if any bidder wishes to contact the Client on the matter related to their proposal, they should do so in writing at the address indicated in the letter of invitation. Any effort by the firm to influence the outcome of the proposal evaluation, proposal comparison or contract award decision shall result in the rejection of the bidder's proposal



- Time schedule for delivery shall be proposed.

4. THE BIDDER SHALL SUBMIT THE FOLLOWING ADDITIONAL DOCUMENTS IN HIS/HER BID:

- a) bid submission form and monthly detailed price schedules for employees and equipment/materials well printed and properly organized;
- b) a certified copy of trading license;
- c) Original or a certified copy of the Social Security certificate;
- d) a certified copy of the RRA tax clearance certificate;
- e) Commitment letter
- f) References of at least three (3) similar tenders executed with good performance certificate from recognised institution;
- g) a copy of site visit certificate
- h) Certificate of registration in VAT System.
- i) RURA valid Certificate
- j) Garbage collection truck with proof of ownership/lease agreement
- k) Indicating the number of employees/cleaners.
- l) Provision of skyscraper windows cleaner machine.

5. OPENING DAY

The opening day is scheduled on 31st August 2021 at 11:30 am.
Please address your application to **THE PRIME ECONOMIC ZONES LTD. OFFICE**

Date 19th August 2021

Signature.....