



REPOA

REQUEST FOR PROPOSAL (RFP)

FOR

TENDER NO: REPOA/RFP/2021/P02/OCG

FOR

The Provision of Office Cleaning and Gardening Service for FY 2021 -2022

1. REPOA intends to engage eligible Office Cleaning and Gardening service provider for the **Dar es Salaam and Dodoma REPOA's offices' cleaning and gardening.**
2. A tender will be conducted through the National Competitive Tendering procedures specified in the **REPOA Procurement and Asset Management Manual (2020 edition)** 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 to submit office cleaning and gardening service proposal should clearly explain the approach to deliver the service and relevant qualifications of key personnel.
5. Organizations interested to submit office cleaning and gardening service proposal 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) served in the immediate past three years.

6. Interested office cleaning and gardening service firms should have experience of at least 15 years in the field in Tanzania.
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 REPOA before or on **12 July 2021 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 REPOA via repoa@repoa.or.tz seven days 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. All Tender applications should be addressed and submitted to:

**The Executive Director,
REPOA,
Plot 157 Mgombani/ REPOA Street,
Regent Estate,
P.O. Box 33223,
Dar es Salaam**

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