

ADVERTISEMENT

REQUEST FOR PROPOSALS – PROVISION OF CLEANING SERVICES

Tender Number: 28 of 2021-22

The Municipal Council of Manzini invites sealed bids from competent, registered and reputable Service Providers for the Provision of Cleaning Services for two (2) financial years 2021-2022 to 2023-2024. Prospective Tenderers are expected to outline their capability to deliver the services, in line with the Council’s requirements as outlined in the Tender Document.

The Tender Document can be obtained at Municipal Council of Manzini Civic Offices, located at the Accounts office at a non-refundable fee of **Five Hundred Emalangenani (E500.00)** per set, between 8:00am and 15:30pm (Monday to Friday).

Tenderers are expected to submit separate completed Technical and Financial Proposals (**ONE ORIGINAL AND ONE COPY**), signed and sealed, marked “Technical Proposal for the Provision of Cleaning Services for the Municipal Council of Manzini” and “Financial Proposal for the Provision of Cleaning Services for the Municipal Council of Manzini”. The two envelopes must be enclosed in a sealed outer envelope, which shall be marked:

“Request for Proposal: Provision of Cleaning Services for the Municipal Council of Manzini TENDER NUMBER: 28 of 2020/21 and addressed to “The Chief Executive Officer, Municipal Council of Manzini located at Municipal Council of Manzini Civic Offices, Ngwane Street Manzini, P.O. Box 418 Manzini.

Failure to mark the envelope clearly and accurately may result in rejection of the proposal.

To be eligible for consideration for this proposal, a tenderer should provide in its proposal the documents specified in “Instructions to Tenderers”, including the following;

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- a) **Certified Copy/Valid official statement of the Directors, alternative directors, managers and auditors of the company (for Eswatini firms: Form 'J')**
- b) **Certified Copy/Valid official statement of the annual summary of shares capital and shares (for Eswatini firms: Form 'C')**
- c) **Certified Copy of a valid Labour Compliance Certificate**
- d) **Original Receipt of E500.00 for payment for the document.**
- e) **Certified Copy of a valid Trading License**
- f) **Original valid Tax Compliance Certificate**
- g) **Certified Copy of a valid ENPF Compliance Certificate**
- h) **Police clearance or affidavit of Non-Conviction for Company Directors and Management**
- i) **Latest Company Profile with contact details of at least three (3) reference customers**
- j) **A signed declaration of Eligibility**

There shall be a **Compulsory Pre-Briefing Meeting** on **Monday, 23rd August 2021** at **10:00hrs** at the Municipal Council of Manzini Civic Offices. **Proposal/Bids** received from none attendants will **not be accepted** closing date for submission is **Friday, 10th September 2021, at 12:00 hours** local time. Late submissions **will not** be considered.

The address referred above is;

Municipal Council of Manzini Civic Offices
Ngwane Street Manzini
P.O. Box 418
Manzini

L.P. Dlamini

(Chief Executive Officer)

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