

TERMS OF REFERENCE FOR PROVISION OF CLEANING SERVICES AND BUILDING MAINTENANCE WORKS

1) Introduction

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

RALGA invites interested companies to submit their bids for cleaning services provision and maintenance works for its office premises and garden for one year subject to an extension depending on RALGA's satisfaction with the quality of the services rendered.

The minimum cleaning services and maintenance works that the successful bidder is expected to render to RALGA include, among others, the following:

a) *Cleaning services*

- Cleaning services inside, around RALGA office building;
- Avail all required cleaning products/equipment;
- Garbage collection and disposal services of both in and around the compound;
- Maintenance of the garden within the entire compound space;
- Any other work that can be identified after signing the contract.

b) *Maintenance works*

- Light maintenance works of RALGA office building, furniture, water and electricity;
- Maintenance and servicing of the water treatment plant;
- Maintenance and servicing of the underground water tank
- Inspection of power generator.

2) Administrative requirements

The interested bidders shall submit the following administration requirements:

- 1) Submission letter
- 2) Copy of RDB Certificate;
- 3) A valid certificate of Rwanda Social Security Board (RSSB);
- 4) Valid tax clearance certificate from Rwanda Revenue Authority (RRA);
- 5) Certificates of good completion from 3 previous clients.

3. Submission and opening of bids

Interested bidders are invited to submit their bids well-sealed addressed to the Secretary General of Rwanda Association of Local Government Authorities (RALGA) no later than 26 February 2024 at 3:00 p.m at RALGA Office in Masaka, Kicukiro District. The opening of the bids shall take place the same day at 3:30 p.m, and the bidders or their representatives are allowed to attend this opening session.

4. Evaluation criteria

- Administrative requirements;
- Availability of at least 95% of the services and items mentioned in the tender document (see annex);
- Cost of services and items mentioned in the tender document;

5. Notification

The outcome of the selection shall be formally notified to the bidders and thereafter the successful bidder shall be invited for contract negotiation and signing.

6. Validity of bids

The validity of bids shall be 3 months starting with the deadline for submission of bids. RALGA may cancel the tender at any time before the signing of the contract.

For any additional information, send an email to info@ralga.rw

Done at Kigali, on 12 February 2024.



Ladislas NGENDAHIMANA
Secretary General



ANNEX: LIST OF CLEANING ITEMS FOR CLEANING SERVICES

- | | |
|-------------------------|----------------------------|
| 1. Coconut Broom | 18. Scotch Brite |
| 2. PH | 18. Steel Wool |
| 3. Soft Broom | 19. Dust Pan |
| 4. Cobweb Brush | 20. Vim |
| 5. Harpic Brush | 21. Bathroom acid |
| 6. WC Round Brush | 22. Naphthalene ball |
| 7. Glass Duster | 23. Phenyl |
| 8. Floor Duster | 24. Room Spray |
| 9. Mop Stick | 25. Bleaching powder |
| 10. Wet Mopping machine | 26. Potassium Permanganate |
| 11. Dry Mopping machine | 27. Baygon Spray |
| 12. Rubber Wiper | 28. Soap |
| 13. Plastic Bucket | 29. Soap oil |
| 14. Plastic Mugs | 30. Lentrek |
| 15. Cotton Swabs | 31. Surf / Tide |
| 16. Nylon Scrubber | 32. Harpic |
| 17. Vacuum Cleaner | 33. Colin Spray |

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