



JOINT SONGWE RIVER BASIN COMMISSION

REQUEST FOR QUOTATION FOR PROVISION OF CLEANING SERVICE QUOTATION NO: SONGWECOM/2026/2027/NC/03

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REQUEST FOR QUOTATION (RFQ) FOR PROVISION OF CLEANING SERVICES

QUOTATION NO. SONGWECOM/2026/2027/NC/03

Date: 10th August, 2026

1. Background

The Joint Songwe River Basin Commission (SONGWECOM) is a bi-national institution established by the Governments of the United Republic of Tanzania and the Republic of Malawi to promote sustainable management and development of the Songwe River Basin.

SONGWECOM invites quotations from qualified and experienced cleaning service providers for the provision of cleaning services at its Secretariat Offices located in Kyela, Tanzania, for the Financial Year 2026/2027.

The selected service provider shall be responsible for maintaining cleanliness, hygiene, and sanitation of SONGWECOM offices, buildings, compounds, and facilities and for supplying cleaning consumables throughout the contract period.

2. Objectives

The objective of this assignment is to engage a competent cleaning company to:

- a) Maintain a clean, hygienic, and healthy working environment.
- b) Ensure cleanliness of offices, toilets, corridors, windows, and surrounding areas.
- c) Promote health and safety standards within the workplace.
- d) Provide cleaning personnel, equipment, materials, and consumables required for effective service delivery.

3. Scope of Services

The service provider shall provide cleaning services at the SONGWECOM Secretariat Offices including but not limited to:

a) Cleaning Areas

S/N	Description	Area/Quantity
1	Environmental Cleaning surrounding the Office Building	15,000 m ²
2	Cleaning of Toilets	70 m ²
3	Cleaning of Corridors	60 m ²
4	Cleaning of Windows in the Main Building	120 m ²
5	Cleaning of Offices	240 m ²
6	Cleaning Personnel	3 Personnel

b) Cleaning Activities

The successful bidder shall undertake the following activities:

- i. Daily cleaning of offices, corridors, toilets, windows, and common areas.
- ii. Sweeping, mopping, dusting, and polishing of office surfaces and furniture.
- iii. Collection and disposal of waste in designated disposal areas.
- iv. Cleaning and sanitization of washrooms and toilets.
- v. Cleaning of office windows, doors, and glass surfaces.
- vi. Cleaning and maintenance of the office compound and surrounding environment.
- vii. Refilling and replacement of cleaning consumables and hygiene materials.
- viii. Reporting any maintenance issues observed during cleaning operations.

c) Supply of Cleaning Consumables

The service provider shall provide the following consumables throughout the contract period:

S/N	Item	Unit	Quantity
1	Toilet Papers	Carton	24
2	Hand Wash Soap	Piece	96
3	Air Freshener	Piece	48
4	Toilet Balls	Packet	84
5	Insect Killer	Piece	48

The above consumables shall be supplied continuously and maintained at adequate levels throughout the execution of the contract.

4. Duration of Contract

The contract shall be for a period of two (2) years from the date of signing the agreement.

5. Payment Terms

- a) Payments shall be made according to the services provided.
- b) Detailed invoices shall be submitted monthly outlining services rendered and consumables supplied.
- c) Payment shall be made within thirty (30) days after receipt and verification of invoices.

6. Minimum Requirements

Interested cleaning firms must submit evidence demonstrating compliance with the following requirements:

6.1 Company Registration

The bidder shall possess:

- a) Certificate of Incorporation.
- b) Valid Business License.
- c) TIN Certificate.
- d) VAT Registration Certificate (where applicable).

6.2 Technical Capability

The bidder shall demonstrate experience in provision of cleaning services and provide evidence of:

- a) Adequate cleaning equipment and tools.
- b) Availability of qualified cleaning personnel.
- c) Capacity to supply cleaning materials and consumables.

6.3 Personnel

The bidder shall provide:

- a) List of proposed cleaning personnel.
- b) Evidence of employment arrangements.
- c) Information on training and experience of the personnel.

6.4 Equipment and Materials

The service provider shall demonstrate ownership or access to:

- a) Cleaning machines and equipment.
- b) Waste collection tools.
- c) Cleaning chemicals and detergents.
- d) Personal Protective Equipment (PPE) for cleaners.
- e) Transportation means for service delivery where applicable.

7. Performance Requirements

S/N	Activity	Area	Performance Standard	Special Requirement
1	Office Cleaning	Offices	Clean and dust-free offices	Daily cleaning
2	Toilet Cleaning	Toilets	Hygienic and sanitized toilets	Continuous supply of consumables
3	Corridor Cleaning	Corridors	Clean and presentable corridors	Daily cleaning
4	Window Cleaning	Main Building	Clean windows and glass surfaces	Regular cleaning schedule
5	Environmental Cleaning	Office Compound	Clean surroundings and grounds	Waste collection and disposal
6	Consumables Supply	All Facilities	Continuous availability	Replenishment as required
7	Waste Management	Entire Premises	Proper disposal of waste	Compliance with environmental regulations

8. Schedule of Prices

Bidders shall complete the schedule below:

S/N	Description of Service	Unit	Quantity	Rate (TZS)	Amount (TZS)
1	Environmental Cleaning surrounding the Office Building	M ²	15,000		
2	Cleaning of Toilets	M ²	70		
3	Cleaning of Corridors	M ²	60		
4	Cleaning of Windows in the Main Building	M ²	120		
5	Cleaning of Offices	M ²	240		
6	Toilet Papers	Carton	24		
7	Hand Wash Soap	Piece	96		
8	Air Freshener	Piece	48		
9	Toilet Balls	Packet	84		
10	Insect Killer	Piece	48		
11	Cleaners	Personnel	3		
	Total Amount Excluding VAT				
	VAT				
	Total Amount Including VAT				

9. Required Documents

Interested firms shall submit:

- a) Brief description of the company including experience in provision of cleaning services.
- b) Certificate of Incorporation.
- c) Business License.
- d) TIN and VAT Registration Certificates.
- e) List of key personnel.
- f) Evidence of ownership/access to cleaning equipment.
- g) At least three references from clients served within the last three years.
- h) Financial quotation duly signed and stamped.

10. Evaluation Criteria

Quotations shall be evaluated based on:

- a) Compliance with all mandatory requirements and submission of required documents.
- b) Experience in provision of cleaning services to Public Institutions, Government Agencies, International Organizations, Private Companies, or similar entities.
- c) At least three (3) references from clients who have received similar services within the last three years.
- d) Qualifications and experience of proposed personnel.
- e) Availability of equipment and materials required for service delivery.
- f) Capacity to supply cleaning consumables continuously.

- g) Technical capability and capacity to deliver the required services.
- h) Detailed fee structure and pricing schedule.
- i) Financial quotation duly signed and stamped.

Only substantially responsive quotations shall proceed to financial evaluation.

11. Submission of Proposals

Proposals should be submitted in both electronic or hard copy formats by **16/06/2026**.

TO:

Executive Secretary
Joint Songwe River Basin Commission
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Kyela, Tanzania

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12. Timeline

- a) **RFP Release Date:** 10/08/2026
- b) **Deadline for Submission of Quotation:** 24/8 /2026 at 10:00 am, EAT
- c) **Evaluation of Quotation:** 25/8/2026
- d) **Notification of Award:** 31/8/2026
- e) **Contract Start Date:** 1/10/2026

13. Terms and Conditions

- a) SONGWECOM reserves the right to accept or reject any quotation without assigning any reason.
- b) Quotations shall remain valid for ninety (90) days from the submission deadline.
- c) Any form of canvassing shall lead to automatic disqualification.

14. Confidentiality

All information provided in response to this RFQ and during the course of the contract shall be treated as confidential and shall not be disclosed to any third party without prior written consent from SONGWECOM.

A handwritten signature in blue ink, appearing to read 'Ghoyela C. Mpangala', is written over a horizontal line.

Ghoyela C.Mpangala

***For:* EXECUTIVE SECRETARY**