

Request for Proposal**ASSIGNMENT TITLE: PROVISION OF CLEANING, JANITORIAL AND PEST CONTROL SERVICES IN THE AFRICA CDC COMPOUND****Ref. Number: ACDC/ADM/NC/03**

The African Centres for Disease Control and Prevention (Africa CDC) has allocated funds for the procurement of Cleaning, Janitorial and Pest Control Services and now invites sealed offers from eligible bidders for the Provision of Provision of Cleaning, Janitorial and Pest Control Services as per attached Terms of Reference. Services providers shall be selected under the **Least Cost Selection criteria**. Bids that are responsive, qualified, technically compliant will be ranked according to price. Service Providers are expected to demonstrate their capability, experiences and understanding of the requirements of the Africa CDC.

Submission Deadline: Technical and Financial proposal must be delivered on or before 10th July 2026 at 15:00 Hours Local Time. Proposal must be accompanied by:

- Work experience
- CV of the professional staff
- Methodology and demonstration of the capability to manage their personnel on the ground. Please see details on methodology.
- Registration in accordance with Ethiopian legislation and valid job licenses.
- Bank statement / Financial statement for the last three years
- Health and Safety guidelines of the service provider
- One technical and one financial proposal in soft copy and shall be protected by password
- Add certificates/references of satisfactory performance for similar contracts carried out with other organizations.

Validity: Proposals should be valid for at 60 Calendar days from the closing date.

Proposal Opening: Proposals will be opened immediately after the closing hours in the presence of bidders or bidders' representatives who wish to attend. Late submission will be rejected and remain unopened.

Contract Start Date: 01 September 2026 and ends on 31st August 2028. The Service Contract shall be for an initial period of two (2) years from the date of commencement. At the end of the first year, Africa CDC shall undertake a formal performance appraisal of the service provider to assess performance, service quality, compliance with contractual obligations, and overall market competitiveness. Continuation into the second year shall be subject to satisfactory performance assessment by Africa CDC.

Either party shall provide ninety (90) days written notice prior to termination, expiry, or non-renewal of the Contract.

Site visit: Site visit is scheduled as follows:

All Bidders shall be required to attend a site visit arranged by the procuring entity from Monday 22nd June to Friday 26th June 2026, from 12:00 PM – 1:00 PM prior submitting their offer.

Proposal Submission: Services Providers should ensure that the technical and financial proposals are prepared separately and submitted in different envelope.

Deadline for submission of Proposals

The deadline for submission is technical and financial proposal is

- **10 July 2023, at 3:00 PM**

For **Clarification of Bid purposes** only, the Purchaser's address is:

Africa Centres for Diseases Control and Prevention,

Supply Chain Division

Administration Directorate

Lafto Square, Haile Garment,

Africa CDC Office, A1 Tower, 4th floor, Room No. 408

E-mail: Procurement@afriacdc.org

Requests for clarification should be received by the Purchaser no later than: **26 June 2026**.

Web page: <https://afriacdc.org/bids/>

The language of the Bid is: **English**

All correspondence exchange shall be in English language.

Language for translation of supporting documents and printed literature is **English**

Submission and Opening of Bids

For **Bid submission purposes** only, the Purchaser's address is

Africa Centres for Diseases Control and Prevention,

Supply Chain Division

Administration Directorate

Lafto Square, Haile Garment,

Africa CDC Office, A2 Tower, 4th floor, Room No. 408

The deadline for Bid submission is:

Date: **10th July 2026**

Time: 15:00 hours .

Bidders **shall not** have the option of submitting their Bids electronically.

The Bid opening shall take place at:

Africa Centres for Diseases Control and Prevention,

Supply Chain Division

Administration Directorate

Lafto Square, Haile Garment,

Africa CDC Office, A2 Tower, 4th floor, Room No. 404

SECTION II: Bid Submission Sheet

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

Bid Addressed to (Employer):	
Date of Bid:	
Procurement Number:	N/A
Subject of Procurement:	

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in the Invitation for Bids.

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the financial proposals are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Services will commence within _____ days/weeks/months from date of Contract.

Services will be completed within _____ days/weeks/months from date of Contract.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorised to sign Bid for and on behalf of

Section III: Terms of Reference/Statement of Requirements

TERMS OF REFERENCE CLEANING, JANITORIAL AND PEST CONTROL SERVICES IN THE AFRICA CDC COMPOUND, ABABA, ETHIOPIA

Description of Services

The tasks to be performed pertain to the provision janitorial, cleaning and pest control services of the Africa CDC Premises located at Haile Garment, Addis Ababa, Ethiopia. The said services comprise labor, the supply of the necessary materials and chemical agents and all related aspects. These services must be performed in such a manner as to minimize nuisance, adverse effects including harmful effects on the environment.

In performing its services, the Service Provider must contribute to protecting the premises, including the equipment and facilities in place, and take measures to ensure the harmonization and smooth coexistence of its activity with any other Africa CDC authorized activity.

The Service Provider shall be required to perform the services in such manner as not to disrupt the functioning and routines of the occupants of the premises. Given the routine and repetitive nature of cleaning and maintenance services, timeslots reserved for such key tasks as washing, movement of motorized and other special equipment, its use in sensitive areas (conference rooms, special premises, etc.) and during certain periods (e.g. peak hours) shall be specified in the service performance schedule and subject to special supervision.

The services are categorized as basic (daily, weekly, monthly, quarterly and twice yearly) services and Africa CDC on-demand services to be performed according to a pre- arranged schedule. The latter are quarterly and half-yearly services performed on specified sites. Daily tasks include dusting, carpet cleaning and washing of floor surfaces, windows and various items of office equipment, constant cleaning of wash room areas, including supply or refills of various consumable items, and garbage collection. Concerned areas are all offices, common areas (including but not limited to stairs and elevators), toilets, showers, conference rooms/halls, stores, security stations, external areas and external facades and walls, Pest Control Services, including pests as well as rodents and any other nuisance species, must be provided on quarterly basis but might be requested at any time when required.

The Service Provider is presumed to have full knowledge of the areas and premises to be cleaned, maintained and treated (Pest Control Service), the frequency of performance of services and to have assessed the working conditions and becomes fully cognizant of their importance and peculiarities.

Cleaning days and cleaning times

Cleaning of the premises should take place on weekdays, Monday to Saturday; between the hours of **06:00am to 5:00pm and from 7:00 am to 1:00pm on Saturday**. No changes in the agreed days or time can be made without prior clearance by the Africa CDC.

Exceptional periods: Public Holiday and Sundays

Meetings: Under exceptional circumstances, meetings may go on beyond working hours therefore the Service Provider may have to take into account such scenarios. All meetings will be communicated to the Service Provider in advance.

Cleaning equipment and cleaning consumables

The Service Provider shall make available, at its own cost, all necessary equipment, machinery and materials required to adequately perform the services including but not limited to:

- a) Vacuum Cleaners and carpet washing equipment
- b) Rubbish carts and buckets, garbage plastic bags, trash bins
- c) Dusters, brooms, brushes, mops and gloves
- d) Quality consumables for cleaning such as chemical liquid, hand wash, washing/cleaning detergents, floor polish and cleansing material (perfumed) for the cleaning of office equipment (photocopiers, fax machines, computers, printers, scanners, other equipment, office furniture, glass top, glass panes etc.
- e) Ladders/scaffolding for high rise buildings
- f) Pesticides and rodents control chemicals

A stock of these items should be maintained by a service provider

The Service Provider shall be responsible for providing Liquid hand wash Soap. Toilet Papers shall be provided by the Africa CDC.

Pest Control Service periods

Pest control Service must be provided at the end of each quarter of the Calendar Year through a precise and detailed schedule submitted by the Service Providers to the Africa CDC. However, specific interventions outside of the regular schedule might be requested if required without the Africa CDC incurring any additional charges.

The Service Provider shall make available, at its own cost, all necessary equipment, materials and chemicals required to adequately perform the services including but not limited to:

- A) Chemicals for roaches or any other pests/insects.
- B) Glue or mechanical traps for rodents.
- C) Any other process or equipment upon specific approval of the Africa CDC.

All chemicals and processes used for Pest Control Service must be fully harmless for Africa CDC Staff's Health and environment-friendly.

It is strictly forbidden for Service Provider's Staff to carry out duties and tasks outside their scope of work such as running personal errands of Africa CDC Staff inside or outside the compound or washing up Africa CDC Staff's dishes whatever their position or status. Contract might be terminated if such practices are noted whatever the reason.

RESPONSIBILITY AND CONTROL OF THE WORK

The Service Provider shall be responsible for all damage caused by its employees, its equipment or its supplies, to Africa CDC property, equipment, buildings and building contents.

The Service Provider shall also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Service Provider must be knowledgeable of and abide by all provisions of legislative enactments, by-laws and regulations in regard to occupational health and safety.

The Service Provider's employees must wear adequate safety equipment for the tasks involved (e.g. safety shoes, safety masks for Pest Control Service), and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored at all times, with all required precautionary measures. Any health

and safety issues should be reported immediately. The Service Provider is responsible for all training, supervision, orientation of new staff and quality of work.

The Service Provider shall ensure that all waste and refuse collected after cleaning service or pest control treatment are appropriately transported in quality bags, so as to ensure their handling and collection under acceptable conditions of hygiene. The Service Provider shall be responsible for waste collection and sorting.

MONITORING OF SERVICES

The Service Provider should keep the following sheets on the service sites and must be able to submit them to the Africa CDC at any time when requested:

- Daily service sheets to be signed once a day;
- Weekly service sheets to be signed once a week;
- Monthly service sheets to be signed once a month;
- Quarterly service sheets to be signed once a quarter;
- Half-yearly service sheets to be signed once every six months;

These sheets will state the services performed and the problems encountered at the technical and administrative levels and in meeting deadlines. Special monitoring will be conducted in respect of the washrooms on all floors open to all staff and visitors. To that end, the Service Provider's on-site representative shall provide each cleaner assigned to continuous cleaning of washrooms with monitoring sheets to be signed after each round of cleaning of all the washrooms assigned to him /her.

PERFORMANCE SCHEDULE

The Service Provider shall propose to the Africa CDC and follow a daily, weekly, monthly, quarterly and half-yearly service performance schedule once approved by the Africa CDC. Any, even occasional, changes must be subject to the AFRICA CDC's prior approval. The schedule should clearly contain a detailed program of services to be performed on a rotational basis as opposed to daily basic duties, including but not limited to the cleaning/brushing and waxing of floor surfaces, inner window cleaning, cleaning of external walls and façade.

The Service Provider may propose the execution of certain work on Sundays or holidays, subject to written approval by the AFRICA CDC and without the AFRICA CDC incurring any additional charges.

As mentioned earlier, pest control service shall be provided on quarterly basis in addition to specific requests outside those quarterly treatments if required without the AFRICA CDC incurring any additional charges.

INSURANCE

The Service Provider shall maintain at his sole expense, effective insurance covering his activities at the project premises. This shall include Workers' Compensation for the Service Provider's employees engaged in Work associated with the Contract and General Liability Insurance.

The AFRICA CDC shall not be liable for any action, omission, negligence or misconduct of the Service Provider's employees and not liable for any insurance claims arising out of any

injury/disability/death whilst performing duties. It is the sole responsibility of the awarded Service Provider to obtain an all workman insurance cover for employees.

SERVICE PROVIDER'S RESPONSIBILITY FOR EMPLOYEES

The Service Provider shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. The Service Provider shall have overall responsibility for providing working attire for the staff, obtaining new clothes as needed and arranging for the cleaning of working clothes.

The Service Provider will assume total responsibility for contracted staff behavior and performance as well as to take care of the training of the staff, their substitute, and back up in cases of unavailability such as illness and annual leave.

All employed staff should be given a written letter of appointment & job identity card as per the local law.

SECURITY CLEARANCE

The Service Provider will have to provide security clearance /character certificate from local police authorities of all staff selected to deliver services at the AFRICA CDC Premises. A copy of the National Identity Card along with the photograph will also be provided to the Management and Administration Division for their record.

SAFETY AND HEALTH

The Service Provider shall accept responsibility for the occupational safety of staff, equipment, furnishings and fittings in the areas exclusively occupied by it for the provision of the services at all times and for such responsibility in the areas where the services are being provided during the hours that it occupies those areas. The Service Provider shall ensure that staff will use protective clothing/gears (to include but not limited to gum boots and gloves).

SERVICE PROVIDER'S PERSONNEL

Must include workers and fulltime on-site Supervisors. A Supervisor with a decisionmaking capacity, should be appointed & based in the AFRICA CDC compound by the Service Provider, who is responsible to oversee the contracted personnel & provide necessary trainings. The Service Provider's staff shall wear proper uniforms, bearing the company's insignia and be equipped in compliance with the regulations in force.

Thorough attention must be given to the good presentation and appearance of the cleaning Personnel. Cleaning personnel must wear uniforms with Company logo/insignia at all times and should be equipped with necessary equipment to undertake cleaning. Cleaning personnel proposed must undergo a medical checkup and be certified as physically fit to perform the duties;

Site visit: The AFRICA CDC reserves the rights to conduct site visits to the Service Provider's premises and references during the evaluation process.

TECHNICAL PROPOSAL

Tenderers are also required to demonstrate adequate expertise and experience in delivering the required services

Service Provider's Experience/expertise and track record: The Service Provider must be a well-established and reputable organization in the field of providing Cleaning and Janitorial Services joined with Pest Control Services (even if Pest Control Services can also be outsourced by the Service Provider) and is expected to have a minimum of five (5) years proven experience in this field.

Client References: List of current and previous clients for similar services as those required by AFRICA CDC, indicating **description of contract scope, contract duration, contract value, contact references;**

1) Staff Capabilities: Management Structure and Key Personnel

Total number of key staff and their experience.

The AFRICA CDC requires highly qualified supervisors with minimum (5) five years' experience and a National diploma.

2) Methodology:

- Understanding of the assignment: Service Provider to provide a description of how they will provide the services
- General organization and capability to adequately carry out the assignment:
 - Proposed staffing levels
 - Equipment capabilities
 - List of Consumables
 - Innovation/new ideas

3) Description of Health and Safety policy against occupational hazards: The Service Provider shall define their Health and Safety guidelines.

4) Financial Capabilities

The Service Provider must be capable to financially sustain the services if awarded the contract. A recent bank statement is required (at least for the last three years)

AWARD CRITERIA

The **Technical evaluation criterion** is made up of the following sub-criteria:

No	Areas	Points
1	Demonstrated specific Experience of the Service Provider in the provision of similar services (for both Cleaning/Janitorial and Pest Control Services) -Nature of services (similar in nature) -Contract value and scope and size, -Similar environment and customer base	25
2	• Understanding of assignment in accordance with AFRICA CDC Requirements	30

	-Suggested approach in successfully implementing an providing service requirements in the Request for proposal • General organization and capability to adequately carry out the assignment -Proposed management structure and staffing -Proposed work equipment, consumables and logistics -Innovativeness	
3	Financial capabilities	15
4	Qualifications and Experience of Key Personnel	20
	Professional Expertise Technical qualification	
5	Description of Health and Safety policy	10

The pass mark for the technical evaluation is 70 points.

FINANCIAL PROPOSAL/OFFER

Bidders shall submit a comprehensive financial proposal for the provision of janitorial, cleaning, and pest control services at the Africa CDC Headquarters based on the requirements outlined in this Terms of Reference (ToR). The proposal shall include a detailed breakdown of all applicable costs, including but not limited to personnel costs, supervision, cleaning consumables, pest control materials, uniforms, equipment, machinery, transportation, administrative overheads, and any other related operational expenses necessary for the proper execution of the services.

For pricing purposes, the Africa CDC Headquarters consists of the following areas:

- Total Built-up Area: Estimate 24,570 square meters (sqm)
- Total Paved Area: Estimate 28,240 square meters (sqm)

Bidders shall clearly indicate:

- Unit price per square meter (m²) for both built-up and paved areas;
- Total monthly cost;
- Total annual cost;
- VAT amount; and
- Grand total price inclusive of all applicable taxes.

In addition, bidders are required to conduct a detailed site assessment and familiarize themselves with the actual site conditions, scope of work, accessibility, operational environment, and any other factors that may affect the execution of the services prior to submission of their financial proposal. The site visit shall enable bidders to prepare realistic and responsive proposals based on the actual service requirements.

Failure to fully assess the site conditions shall not relieve the successful bidder from performing the services in accordance with the contract requirements, service standards, and agreed contract price.

SCOPE OF WORK

This cleaning specification will provide a guide as to what may be expected as a minimum service requirement for a range of cleaning and janitorial work in and around the Africa CDC buildings. For more detailed information on cleaning specifications, it is highly recommended to refer to the manufacturers' specification and other acceptable international standards.

Pest Control Service will be provided at the end of each quarter of the calendar year following a precise and detailed schedule that will be proposed by the Service Provider and approved by

the AFRICA CDC. Pest control treatments must include pests, rodents and any other nuisance species. However, specific interventions might be required throughout the year to eradicate any presence of pests, insects and rodents.

The Service Provider will also be required to regularly and immediately report to the AFRICA CDC Directorate of Administration any unforeseen problem that may occur to the facilities, including but not limited to: all loose walkway tiles, dripping taps, damaged w.c. seat covers and flashes, broken windows, water leakage, disordered furniture arrangements, safety and health hazardous issues, proliferation of pests and rodents and any other related information as and when they occur.

No.	Activity	Frequency
All Areas (Offices/Archives/Stores/VIPs Area/Common parts) in the Africa Compound		
1	Empty rubbish bins (internal waste and external waste)	Daily
2	Remove rubbish from planter boxes	Daily
3	Spot clean removing finger marks from stainless steel & aluminium door push plates. (Not to be left with oily film).	Daily
4	Remove dirt, marks and stains from furniture and walls.	Daily
	Spot clean removing finger marks from stainless steel & aluminium reception desks and furniture. (Not to be left with oily	Daily
5	Vacuum entrance mats and matting recesses.	Daily
6	Spot clean all glass entrance doors, handrails and reception areas removing finger marks and smudges.	Daily
7	Clean notice and index boards to remove dust, dirt, finger marks and vacuum the internal ledge	Daily
8	Clean stainless steel & plastic room name plates and direction indicators	Weekly
9	Clean LCD information displays and TVs with approved type of soft fabric	Weekly
10	Clean kick plates on doors.	Weekly
11	Dust furniture in all offices and open work areas including desks, phones and handsets, chairs, counter tops, picture frames, cupboards, doors, blinds, bench tops, windowsills and shelving (where cleared an accessible).	daily
12	Dust office equipment including photocopiers, printers and personal computers. (When turned off)	Daily
13	Dust or brush clean air vents in doors, walls and ceilings.	Weekly
14	Spot clean all other glass surfaces in public areas.	Daily
15	Cleaning of all external windows.	Weekly
16	Deep cleaning of all areas within AFRICA CDC	Twice yearly
17	Spot clean marks and dirt from vertical surfaces.	Daily
18	Clean all internal glass surfaces.	Weekly
19	Vacuum upholstered seats.	Weekly
20	Clean all walls	Weekly

21	Clean light fittings, fans and heaters	Weekly
22	Scrub rubbish bins, ashtrays and waste containers.	Monthly
23	Wet clean Venetian blinds. (Contact Cleaning Supervisor for frequency)	Weekly
24	Dust or brush clean air vents in doors, walls and ceilings.	Weekly
25	Clean all internal glass surfaces.	Weekly
26	Clean all internal walls and skylight roofs	Daily
27	Clean all internal atrium walls and skylight roofs	Monthly
28	Clean light fittings, fans and heaters	Weekly
29	Dust hand railings, barrier rails and clean internal, external stairwells and walkways within building line	Daily
30	Polish wooden walls with approved type furniture spray	Monthly
30	Clean Big Africa CDC logos	Monthly
31	Clean/polish all ornaments, sculptures, etc.	Daily
32	Dust hand railings, barrier rails and clean internal, external stairwells and walkways within building line	Daily
33	Deep cleaning of the offices and rooms after renovation, change of carpets and any other extra ordinary aspect	As required

Floor Surfaces

1	Spot clean marks, stains and spills on carpets and remove gum and other sticky substances using an approved cleaner that will	Daily
2	Spot vacuum clean all carpets and rugs	Daily
3	Full vacuum clean all carpets and rugs.	Thrice a week
4	Spin clean carpet with rotary mop pad	Twice yearly
5	Shampoo carpeted areas using hot water extraction or other methods approved by the cleaning supervisor.	Quarterly
6	Pile lift carpet	Twice yeary
7	Remove loose litter and sweep vinyl, linoleum, ceramic, granite, and marble floor areas.	Daily
8	Remove any sticky substances or spills (using a damp mop) on vinyl, linoleum, ceramic, granite and marble floors.	Daily
9	Damp mop entire vinyl, linoleum ceramic, granite and marble floors	Daily
10	Scrub entire vinyl, linoleum ceramic, granite and marble floors.	Quarterly
11	Sweep, fringe mop or vacuum resilient floors (including tarkett vinyl, vinyl, vinyl tiles, cork and timber floors) paying attention to corners and edges.	Daily
12	Remove scuff and shoe marks from resilient floors (including tarkett vinyl, vinyl, vinyl tiles, cork, and timber floors).	Daily
13	Polish by buff after mopping resilient floors (including tarkett vinyl, vinyl, vinyl tiles, cork and timber floors) with cleaner/polish.	
14	Strip floors of polish	Monthly

15	Seal floor	monthly
16	Scrub ceramic tiled floors in toilets, washrooms and change	monthly
17	Clean all staircases (stairs and handrails)	Daily
18	Spot mop for stains and spills in internal and external stairs.	Daily
Toilets, Washrooms and Changing Rooms		
1	Clean and disinfect both inner and outer surfaces of pans, seats, lids, hand basins, paper dispensers, dryers and other fixtures and fittings in toilets, washrooms and change rooms.	Daily
2	Clean and disinfect urinal surfaces, ensuring no build-up of uric acid or water scale is evident.	Daily
3	Clean shower cubicles walls and fittings.	Daily
4	Clean and polish water dispensers.	Daily
5	Empty rubbish bins.	Daily
6	Mop shower floors.	Daily
7	Remove marks from walls, doors and partitions in toilets, washrooms and change rooms.	Daily
8	Replenish toilet requisites.	Daily
9	Use a non-corrosive chemical to clean mirrors and bright metal surfaces including taps, pipes, door handles, push and kick plates	Daily
10	Scrub shower floors	Weekly
11	Wash toilet and cubicle doors, partitions and walls.	Weekly
12	Clean light fittings, fans and heaters.	Weekly
13	Scrub rubbish bins and waste containers.	Weekly
14	Spray air-freshener in toilet rooms	Twice daily
15	Clean tiled or marbled walls with clean towels using only fresh and clean water – no lemon-containing materials to be used on marble	Daily
Window Shutters and Curtains		
1	Dust plastic and steel window shutters	Weekly
2	Wet clean Venetian blinds and curtains.	Weekly
Wooden Paneling and Doors		
1	Clean and polish wooden paneled walls and doors with approved type furniture spray.	Twice yearly
Lifts and Escalators		
1	Spot clean all glass and stainless-steel surfaces removing finger marks and smudges.	Daily
2	Use a non-corrosive chemical to clean mirrors and bright metal surfaces	Daily
3	Vacuum clean floors; ensure edges, corners and door tracks are detailed in lifts.	Daily
4	Remove marks from walls, doors, ceilings, and indicator and selector panels in lifts. (Not to be left with only film.)	Daily

5	Spot Clean glass handrails	Daily
6	Dust hand railings	Daily
7	Clean glass handrails	Weekly
Dining Areas		
1	Exterior cupboard doors, urns, splash backs, bench tops, tables and tiles in tea rooms and common room areas.	Weekly
2	Clean tables in dining rooms, kitchen and common room areas	Weekly
3	Deep cleaning of all chairs of Multipurpose Hall (Lot 2)	Twice Yearly
4	Clean and polish water dispensers.	Weekly
5	Empty rubbish bins.	Weekly
6	Clean ceramic, marble and granite walls and floors	Weekly
7	Scrub ceramic, marble and granite walls and floors	Weekly
8	Scrub rubbish bins and waste containers.	Weekly
9	Be on stand-by during events and functions	As required
10	Arrange the tables and chairs for proper storage after use	As required
External Areas (Africa CDC Compound)		
1	Clean external granite, glass and aluminium curtain wall façade.	Twice yearly
2	Clean large conference hall roof dome	Twice yearly
3	Clean service areas on roof top	Weekly
4	Clean skylight roofs	Monthly
5	Remove all waste materials such as papers, plastics, cans, leaves, etc. in all areas of the premises	Daily
6	Clean entrance glass canopies	Monthly
7	Clean entrance mats and recesses	Daily
8	Sweep paved walkways	Thrice weekly
9	Wash paved walkways	Monthly
10	Clean light fixtures, surveillance cameras and utility boxes	Monthly
11	Sweep sports fields	Thrice weekly
12	Wash sports fields	Monthly
15	Sweep driveways	Monthly
16	Wash driveways	Twice yearly
17	Clean all glass surfaces	Daily
18	Clean compound location signs and texts	Daily
19	Clean external surface of roller doors	Daily
20	Clean External surface of fountains	Daily
21	Clean/wash internal and external surfaces of fountains	Monthly

22	Clean sculptures including base, Africa CDC logos and Artworks	Weekly
23	Clean fence granite cladding	Twice yearly
24	Clean solar panels	Monthly
Dirt Disposal		
1	Dispose of into incinerator	As required
2	Protect from being scattered by wind	As required
3	Burn under the strict regulations governing the activity	Occasionally
4	Provide sanitary bucket for disposal	Weekly
Reports		
1	Dripping water tap	As required
2	Water leakage	As required
3	Damaged toilet, changing room, washroom fixtures and	As required
4	Broken windows and doors	As required
5	Disordered furniture arrangement	As required
6	Damaged electrical fittings	As required
7	Damaged sculptures and artworks	As required
8	Damaged furniture	As required
9	Loose wall and floor tiles	As required
10	Damaged curtains and blinds	As required
11	Roof leakage	As required
12	Pests and Rodents	As required
13	Any other information requiring maintenance and immediate action	As required
14	Deep cleaning	As required
Pests, Insects and Rodents Control		
1	Conduct regular inspection of all potential harborages and food sources of rodents such as pipe chase, basement areas, behind appliances and point of entries, as well as regular inspection of all possible areas	Monthly
	Inspect the entire premises to determine the degree of infestation, entry points and unforeseen breeding sites of mosquitoes and other flying insects.	Monthly
2	Conduct indoor inspection of areas prone to cockroach infestation and harborage such as cupboards, floor drains, cracks, crevices, and drainage system to check the presence of cockroaches.	As required
3	Apply approved chemicals and pesticides to prevent and control pests, insects and rodents. Treat and eradicate pests, insects and rodents when sighted within the building/compound.	As required
4	Apply approved chemicals on quarterly basis to prevent and control pests. Insects and rodents within buildings and compound.	Quarterly

5	Develop pest control monitoring tool to proactively detect for any signs pests, insects and rodents and control from spread.	As required
Supervision and Work Flow management		
1	Avail a site supervisor as constant link with Africa CDC FMD and effectively workflow	Daily
2	Prioritize the work as required for efficient work output	As required
3	Only perform work as per the contract (No Miscellaneous work within the compound under any other instructions)	Always

ANNEX I FIRM'S REFERENCES

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		
Name of Client:		No. of Staff:
Address of client:		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current ETB or US\$):
Name of Associated Consultants, If Any:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

ANNEX II

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Years with Firm/Entity: _____ Nationality: _____

Detailed Tasks Assigned: _____

—

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}

Education:

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}