

DOCUMENT TWO

GENERAL LEGAL, REGISTRY, HUMAN RESOURCES, EXPERIENCE REQUIREMENTS

The prospective service provider must meet the undersaid pre-requisites

1. LEGAL & REGISTRY REQUIREMENTS.

Must show evidence of general legal and registry status by incorporating in the tender dossier certified copies of TIN/VAT Certificates, Business License and Certificate of Incorporation, Memorandum and Articles of Association (MEMART), Submit copies audited financial statements for at least two recent consecutive years, Annual Returns to BRELA and Tax Clearance Certificate

2. DETAILED LIST OF CLEANING & GARDENING MATERIALS

Must submit a detailed list of cleaning materials of superior quality & gardening tools and indicate how they will affect cost chargeable on monthly basis (refer appendix ii)

4. EQUIPMENT AND TOOLS

Provider must station in specific offices preferred Equipment and Tools whose specifications are detailed in (See Document iii)

5. FINANCIALS

Interested bidder must clearly indicate how the below affect final cost

- (i) Price formulation and how total cumulative is achieved
- (ii) Credit Value and Credit Period

6. HUMAN RESOURCES

Interested bidder must submit evidence of standard human resources / manpower dedicated to achieve required quality performance.

7. COMPANY PROFILE including among others - List of Directors, Organization Structure, Office Location, List of Clients, and facilities.

DOCUMENT THREE (iii)

A. Equipment, Tools Cleaning Materials and Gardening Materials.

At each of our offices enough stocks of below:

- I. Vacuum cleaner (20L) – 01
- II. Steam carpet cleaner – 01 (Head office)
- III. Spray Bottles – N/A
- IV. Sponge and Scrubbers - N/A
- V. Protective gloves - N/A
- VI. Disposable towels - N/A
- VII. Mops & Brooms - 09
- VIII. Trash bags - N/A
- IX. Bucket & Mop Wringer - 10
- X. Cleaning Caddies – 12
- XI. Ladders and Step stools - 09
- XII. Cleaning apron - N/A
- XIII. Glass cleaner - N/A
- XIV. Tiles cleaner - N/A
- XV. Scrub brush - N/A
- XVI. Disinfectant spray and wipes - N/A
- XVII. Feather dusters - N/A
- XVIII. Dusters - N/A
- XIX. Microfibers cloth - N/A

B. Experience of preserving Garden and poses below:

- I. One skillful and experienced gardener
- II. Mower machine
- III. Sprinklers
- IV. Weed removers and other garden working tools