

## INVITATION TO TENDER LETTER

### PROVISION OF CLEANING SERVICES FOR THE BRITISH HIGH COMMISSION, NAIROBI

#### INVITATION TO TENDER – CONTRACT NUMBER CPG/3944/2022

1. Thank you for your interest in the Foreign, Commonwealth and Development Office (the Office) in its requirement for the provision of cleaning services for the BHC office.
2. On behalf of the Secretary of State for Foreign and Commonwealth Affairs, I am now writing to invite you to submit a Tender for the above mentioned requirement.
3. The Office is the government department responsible for promoting British interests overseas and supporting our citizens and businesses around the globe.
4. Please read all the documents listed in the Form of Tender. These documents plus your tender and any changes agreed will collectively form the contract.
5. The contract will be for a period of 3 year unless extended or terminated by the FCDO as defined in Clause No. 16 'Termination' / 'Suspension' of the Conditions of Contract. The Office holds the right to extend for up to one additional 1 year period.
6. Delivering Value for Money is the Offices main procurement objective, so your Tender should state how you would support us in this endeavour, in the event of you receiving a Contract.
7. The contract will be awarded on a fixed price basis with provision for prices to be reviewed on a yearly basis, to be jointly agreed by both companies.
8. Please e-mail the Officer named below if you decide not to submit a Tender. Knowing why you have decided to decline this opportunity would be appreciated as it may help us to improve the efficiency of our procurements.
9. Your proposal will include the completed Specification Spreadsheet and Pricing Template. Provide two electronic versions in Excel format and one in Adobe Acrobat (pdf) format.
10. **For Your proposal to be considered, it must include the following:**
  - At least 3 contactable references, wherein similar services were provided
  - Copy of certificate of incorporation
  - Bids must include **SEPARATE** Technical and Financial Offer
  - Conflict of interest declaration
  - Form for of Agreement
  - Qualification requirement questionnaire
11. All documents submitted must show the unique contract reference number **CPG/3944/2022**
12. **Tenders must be uploaded on Bravo by the 09 May 2022 at 14:00 hours (CAT).**
13. **[Foreign Commonwealth & Development Office eSourcing Portal \(bravosolution.co.uk\)](https://bravosolution.co.uk)**
14. Late tenders will not be accepted and it is your responsibility to ensure that your tender is received on time.
15. The FCDO will evaluate bids fairly to ascertain the **most economically advantageous tender**.
16. If you require further information please contact the Regional Procurement Lead – Mr. Wilhelm Holtmann at [Wilhelm.Holtmann@fco.gov.uk](mailto:Wilhelm.Holtmann@fco.gov.uk)
17. Annexure A to this letter provides further instructions on how to bid for FCDO procurement opportunities.

## Annexure A to Invitation to Tender Letter

### INSTRUCTIONS TO SUPPLIERS ON HOW TO BID FOR THE BHC PROCUREMENT OPPORTUNITIES

- **Submission of Tenders**

- It is your responsibility to ensure your tender arrives at the address shown no later than the time and date stated in the attached letter (unless the date is subsequently amended in writing by the FCDO). Your tender may be submitted before the due date.
- All late tenders will be rejected. It is your responsibility to ensure that your tender is received on time.
- You must not alter any of the FCDO Invitation to Tender documents.
- Tenders may not be considered if any of the information requested is not supplied with the tender or the tender is otherwise non-compliant or incomplete.
- You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award. The only exception is if you need an insurance quotation to calculate your tender price - in which case you may give your insurance company or brokers any essential information they ask for, provided that you do so in strict confidence.
- You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
- You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
- You must not make any arrangements with anyone else about whether or not they should tender, or about their or your tender price.
- Tender documents must not be transferred to anyone (other than the firm named in the Invitation to Tender) without the prior specific approval of the FCDO in writing.
- Make sure your tender is completed legibly, in ink or typed, with all prices in the currency required (exclusive of VAT where appropriate), and is signed and dated where required. Any manuscript amendments you make to your tender, prior to submission, must be initialled and noted separately.

- **Tender Validity**

- The FCDO will assume that your tender will remain open for acceptance for a minimum of 90 calendar days from the Tender Deadline or for such other period as may be specified by the FCDO, unless you specifically state a different period in your tender.

- **Acceptance of Offers**

- The FCDO reserves the right not to accept the lowest, or any, tender
- Acceptance of a tender/award of contract will be by written communication from the FCDO.
- Complaints arising from the tender process should be directed in the first instance to the Officer leading the tender.

- **Specification of Standards**

- Where reference is made to an International, European or British Standard then you may offer an equivalent to any of these, provided that your Standard offers equivalent guarantees of safety, suitability and fitness for purpose to the one specified.

- **Tender Costs**

- You should note that any expenditure, work or effort undertaken by you prior to the award of a contract is a matter solely for your own commercial judgement. The FCDO reserves the right to withdraw this tender invitation at any time or to re-invite tenders on the same or any alternative basis. In such circumstances, and in any event, the FCDO and/or its advisers shall not be liable for any costs or loss of expenses whatsoever incurred by the bidder or any company, agent, subsidiary or organisation who may have contributed to the proposals submitted by the bidder in response to this tender invitation.

**NB: All your proposals must be submitted in English**

***British High Commission, Nairobi***

The British High Commission looks forward to receiving your tender for the work described in the attached documents. To ensure fairness all Tenderers are required to submit their tenders in accordance with these Instructions and any further requirements contained in the Invitation Letter and the Specification. Failure to comply will invalidate your tender.