



REQUEST FOR PROPSAL

PROVISION OF CLEANING SERVICES

Habitat for Humanity Malawi (HFHM), an affiliate of Habitat for Humanity International, is a non-profit Christian organization dedicated to improving housing conditions in Malawi. Established in 1986, HFHM has supported more than 133,600 people to access safe and decent housing. Guided by our vision – “A Malawi where everyone has a decent place to live” – and the 2025–2030 Strategic Plan, we focus on building more and better homes, strengthening housing systems, and advancing action for housing through partnerships, innovation, and volunteerism.

HFHM operates from its head office in Area 14, Lilongwe, with active programs in Lilongwe, Blantyre, Zomba, Thyolo, Mulanje, Dedza, and Mzuzu.

We now invite applications from qualified cleaning service providers to submit their technical and financial proposals as per the following requirements:

- Provision of cleaning services from Monday to Friday in all the office buildings at HFHM national office, Area 14, Lilongwe.
- Provision of gardening services surrounding the National office.
- At least 4 workers, thus 3 cleaners and 1 gardener.
- The successful service provider will be required to use its own working tools and protective equipment

Type of contract required:

One year framework agreement with fixed unit price/s. Tentative period of the agreement is from 1st February 2026 to 31st January 2027

Terms of payment:

Within 30 days upon receipt of monthly invoice

Evaluation Criteria

Applicants will be evaluated based on their demonstration of business legality, financial capacity, relevant experience, technical competence, logistical and geographical capability, and strict adherence to the application instructions. The detailed evaluation criteria are provided below:

1. Name of Business, Physical address and contact details.
2. Names of business owners/Directors and their contact details
3. Copy of valid business registration certificate
4. Copies of valid tax certificates with Malawi Revenue Authority
5. Completeness of the pricing e.g., price list presented on a letterhead, signed and stamped.
6. Provision of copies of at least three separate signed contracts, signed service completion certificates or LPOs of similar cleaning services with public institutions or non-governmental organizations.

7. Any other evidence of proven knowledge, expertise and experience in the provision of cleaning services.

Site Viewing:

Site viewing is mandatory. All interested bidders are therefore invited to come to HFHM National Office, Area 14 on any day of their choice between 6th January and 9th January 2026 for the site viewing. Please contact Phellistas Ntengula on 0888852674 or Mercy Kapito on 0999822145 for site viewing arrangement.

Submission Guidelines

Submit 3 sets of physical documents, (one original and 2 copies) in a sealed envelope. Label the envelope “**PR398: Cleaning Services**” and deposit the sealed envelope in a tender box which is placed at the address below.

***The Chairperson
Internal Procurement Committee
Habitat for Humanity Malawi
Off Presidential Drive, Next to Pacific Villas, Area 14
P.O Box 1638
Lilongwe***

Closing date for receiving bids is 16th January 2025 at 10:00am.

Please note: This RFP represents only a definition of requirements and does not legally obligate HFHM. Only the execution of a written contract shall obligate HFHM in accordance with the terms and conditions contained in such contract.