



INVITATION TO BID: PROVISION OF CLEANING AND SECURITY SERVICES

CARE Zimbabwe is a humanitarian non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls. CARE has been actively working in Zimbabwe since 1992 in response to the regional drought. CARE's programming has since expanded to reach an average of one million Zimbabweans annually with humanitarian, recovery, and development programming. Through strategic local partnerships, CARE is implementing both short-term and long-term programming to empower Zimbabwe's vulnerable households to meet their basic needs through sustainable livelihoods. CARE's long-term programming efforts ensure measurable, lasting change is achieved for specific marginalized and vulnerable populations. CARE works through and in collaboration with government and the private sector with the vision to eradicate poverty and achieve social justice.

Specific Objectives

CARE Zimbabwe invites qualified companies to submit proposals for the provision of professional cleaning and security services. We are seeking a reliable vendor that can deliver high-quality cleaning solutions to maintain a safe and hygienic environment across our facilities, as well as comprehensive security services to ensure the safety of our staff and assets.

Summary Objectives of Cleaning

- **Ensure Hygiene Standards:** Maintain high levels of cleanliness to promote a healthy environment for staff and visitors
- **Implement Sustainable Practices:** Utilize eco-friendly cleaning products and methods to minimize environmental impact.
- **Adhere to Regulations:** Comply with health and safety regulations and industry standards for cleanliness.
- **Regular Maintenance:** Establish a routine cleaning schedule to ensure consistent upkeep and prevent the accumulation of dirt and grime.
- **Quality Control:** Monitor cleaning effectiveness through regular inspections and feedback mechanisms to maintain service standards

Summary Objectives of Security

- **Protect Personnel:** Ensure the safety and well-being of all staff, clients, and visitors in the facility.
- **Safeguard Assets:** Prevent theft, vandalism, and damage to physical assets, equipment, and property.
- **Control Access:** Implement access control measures to restrict entry to authorized individuals only.
- **Monitor Activities:** Utilize surveillance systems and personnel to monitor activities within and around the premises.
- **Respond to Incidents:** Establish protocols for responding to security breaches, emergencies, and other incidents effectively and promptly.
- **Conduct Risk Assessments:** Regularly evaluate potential security risks and vulnerabilities to implement appropriate mitigation strategies.

RFP NUMBER	DESCRIPTION	THE DEADLINE FOR SUBMISSION OF BIDS:
ZWE02-PR002	Provision of Cleaning Services at CARE Offices in Zimbabwe	Monday, 06 January 2025 Before Midnight @00:00hrs
ZWE02-PR001	Provision of Security Services at CARE Offices in Zimbabwe	Monday, 06 January 2025 Before Midnight @00:00hrs

To access the Terms of Reference document, use the link below:

- **NB: Link is case-sensitive** <https://www.carezimbabwe.org/tenders/>
- **Submission of financial and technical bid is strictly by email to:** tenders@carezimbabwe.org
- The deadline for submission of the bids is **Monday 06 January 2025 before Midnight 00:00hrs**
- **Email Subject should be CLEANING SERVICES FY25 or SECURITY SERVICES FY25 respectively**
- Any submission received after the deadline will be rejected.
- CARE Zimbabwe reserves the right to reject any or all submissions without thereby incurring any liability to bidders and shall not be obliged to give any reasons for accepting or rejecting any submission.