



MINISTERIO DE ASUNTOS EXTERIORES
UNIÓN EUROPEA Y COOPERACIÓN
Embajada de España en Abuja
SECRETARÍA

SALI 24/07/2023 13:41 No REG. 409

Abuja, 24th July 2023

Dear Sir/Madam,

The Diplomatic Mission of Spain has taken the decision to procure cleaning services for its premises. Therefore, it is with pleasure that I hereby invite you to submit a bid, under the terms stipulated in the **technical specifications** that you shall find attached, together with the applicable **draft contract**.

Characteristics of the procurement:

Maximum budget of the tender (inc. taxes)	9.600.000 NGN Any bid exceeding said amount shall be automatically excluded from the tendering procedure.
Duration of the contract	48 months, without the possibility of extension(s)
Civil liability insurance policy	A civil liability insurance policy is not required
Guaranty	A guarantie of 5% of the price of the contract is not required
Award criteria	Price
Solvency requirements for candidates	Economic and financial solvency.

- **Annual business volume**, referring to the best financial year within the last three available, for an amount equal to or greater than the average annual value of the contract. This condition will be accredited by providing the annual accounts or the employer's statement indicating the business volume of the company.

Technical and professional solvency

List of the principal services or works carried out of the same or similar nature to that constituting the subject matter of the contract within, at most, the last three years, stating the amount, the date and the recipient (whether public or private) thereof. The total annual amount for the year in which the most work was carried out shall be at least equal to the 70% of the annual media amount of the contract (2.400.000 NGN)

Submission of bids

The bids submitted by the interested parties shall adhere to the technical specifications, to this invitation, and to any other documentation governing the tender, and shall only be submitted using the attached template entitled "Financial bid and signed declaration". Submission of bids entails the unconditional acceptance by the business owner of the content of all the clauses and terms of the aforementioned documents, without any exception or reservation. The proposal shall meet the following criteria:



Deadline for the receipt of bids 07-08-2023, 14:30

Place and format for the submission of bids 1. On paper, at the Registry of the Embassy of Spain (8 Bobo Close, Maitama District, Abuja) between 10h00 and 14h00 from Monday to Friday.

2. By email, addressed to: emb.abuja@maec.es

Language of the bid English / Spanish

Documentation to be submitted Bid and signed declaration using the template attached to this invitation

Yours sincerely,

In Abuja, on the 24th of July 2023

THE AMBASSADOR OF SPAIN

Signature:

Juan Ignacio Sell Sanz





BID AND SIGNED DECLARATION
Dossier no. 2023/89

Candidate information	
Company	
Tax ID no /Equivalent	
Domicile	
Representative	
National ID Card/Equivalent	
Email for notification purposes	

Award criteria: Price (100 points)
The initial financial bid submitted for all the services described in the technical specifications, and pursuant to the draft contract is:
BID FOR THE ENTIRE CONTRACT, WITHOUT ANY EXTENSIONS (Excluding taxes) TAXES

TOTAL 48 MONTHS, INCLUDING TAXES:
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Other award criteria:			
Indicate YES or NO for each of the criteria, in accordance with your bid.			
For more information on each criterion, see the draft contract			
More than 80% of the cleaning products used are biodegradable	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	X points
Use of recycled consumables (toilet paper, paper towels) and biodegradable hand soap	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	X points
Provides electronic system to monitor the service	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	X points
Spoken knowledge of Spanish (min. A2) by 50% of the workers assigned to the service	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	X points
Social return of 0.70% of the bid value	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	X points
<i>Failure to provide a response shall be considered a "NO"</i>			

At _____, on _____ 2023

Signature:



Signed declaration

The signatory hereby declares:

1. Unconditional acceptance of the content of all of the clauses and terms defined in the letter of invitation, in the technical specifications, and in the draft contract.
2. That the company has the **technical and human resources** to perform the contract and undertakes to allocate said resources thereto.
3. That the company has been **validly incorporated** and that in accordance with its corporate purpose it may participate in the tendering process, and that the signatory of this declaration holds the necessary powers of representation to submit the bid and the documentation.
4. That the company has the relevant classification, where applicable, or meets the requirements regarding **economic, financial and technical or professional solvency**, in the terms set forth in the letter of invitation.
5. That the company has not been banned from entering into public sector contracts.
6. That, if the resources of other companies are to be used, a signed declaration from each of these companies is submitted together with this declaration.
7. **LITIGIOUS ISSUES:** Any litigious issues arising from the performance of the contract shall be resolved by mutual agreement between the parties and, failing that, shall be subject to the jurisdiction of the Spanish courts, if the Contractor so accepts.

Do you accept to submit to the jurisdiction of the Spanish courts to resolve any type of discrepancy that may arise during the performance of the contract?

YES, I agree to submit to the jurisdiction of the Spanish courts

NO, I do not agree to submit to the jurisdiction of the Spanish courts

The Mission shall require the candidate proposed as having submitted the best bid to submit, within ten working days, the documentation substantiating compliance with the aforesaid criteria. If this requirement is not met, the tenderer shall be deemed to have withdrawn its bid, without prejudice to any penalties that might apply. In this case, the same documentation shall be required from the next-ranking tenderer, according to the order of classification of the bids.

At _____, on _____ 2023

Signature: