



MAGAMPURA PORT MANAGEMENT COMPANY (PVT) LTD

"Sayurupaya", Mirijjawila, Hambantota, Sri Lanka.

Web-WWW.mpmc.lk, E-Mail-Procurement@mpmc.lk

Vat Reg. No: 174934150-7000

Telephone no : (+94)472258130 Fax-(+94) 472258119

PROCUREMENT NOTICE

INVITATION OF BIDS FOR JANITORIAL SERVICES

Ref No: SD/04/17/SE/09 (ADM)

Inquiry Date: 08-11-2017

| | |
|-----------------------------|---|
| Supplier Code: N/A | MPMC Attend to: Mr. Ashan |
| Supplier Name: | E-mail: procurement@mpmc.lk |
| Address: | Mobile No : 071-0635612 |
| | Fax : 047-2258119 |
| Telephone No: | |
| Phone /Mobile: | |

QUOTE REQUEST

Our Company intendeds to purchase the following services. Please quote your best competitive price.

1. Please complete all the information to avoid being demand as an invalid offer.
2. Are you VAT registered company? (YES/NO) If yes, VAT No:.....
3. The supplier's quotation must include the above provided reference number.
4. Suppliers are required to complete a pre site visit in order to identify requirement.
5. A non-refundable fee of Rs. 5,000/= should be paid by a Bank Draft. The Bank Draft should be drawn in favor of **“Magampura Port Management Company (pvt) Ltd” with the validity of 60 days** and it should be accompanied with the application. **Cheques and Money Orders will not be accepted.**
6. All bids should accompany a bid security of Rs 25,000/= (Twenty Five thousand only) obtained from any **recognized commercial Bank in Sri Lanka** addressed to the **Managing Director, Magampura Port Management Company(pvt) Ltd, Hambantota** which should valid up to 29/01/2018.



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COMPANY REQUIREMENTS

1. The firms should be registered as janitorial service companies in order to provide employees.(The relevant documents should be submitted)
2. The pertaining documents should be submitted if the company has been registered as a sole proprietorship or as a company. The previous experience in the Janitorial service will be highly considered and being a service provider in ports will be an extra eligibility. (The relevant documents should be submitted)
3. Port of Hambantota is in operation around the clock all over 365 days throughout the year and the employees should be supplied on public holidays, weekends and special holidays as the requirement according to the labour rules and regulations.
4. Employees should be provided for over time and night duties according to the requirement of the Port.
5. Transport facility and insurance (accidental coverage) should be provided by the janitorial company. (the relevant documents in terms of insurance should be submitted)
6. Uniform of the employees and other necessary items such as masks, rubber gloves etc... and cleaning related equipment should be provided by the janitorial company.
7. The bidder will be supplied Detol, Tile Cleaner, Enol, Air Freshener, Vim powder, Shop, Brasso and Toilet Papers.
8. All the daily basis employees should be paid their minimum salaries with EPF/ ETF according to the labour rules and regulations.
9. The Management of the Janitorial Service should have the ability to employ the workers at any location as required by the port.
10. One of the responsible Manager should be appointed to port of Hambantota in order to resolve all issues arise against the Janitorial labour and the salary pertaining to the said Manager should be paid by your company.
11. Normal working hours start at 07.00 am and end at 05.00 pm. & it is required to mark fingerprint for duty on and off.
12. The employees should be under age of 55 with good health condition.
13. Supervisors should only be male employees.
14. The employees should behave politely and decently in the port premises and uniform will be required during the duty.
15. The police reports of the workers should be submitted to MPMC (Pvt) Ltd within a month.
16. Those who submit the police reports will be issued personal permits to enter the port and an extra charge will have to be paid in case of loss and damage of the permit.
17. Maximum 02 free vehicle permits will be issued for the selected bidder.
18. The monthly payment of the janitorial firm will be settled according to the attendance of the relevant months.



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SERVICE REQUIRMENT & SCOPE OF DUTY

| S/N | CLEANING AREAS | QUANTITY OF AREA | MINIMUM REQUIREMENT OF WORKERS |
|-----|---|----------------------|---|
| 01 | <p><u>Main Administrative Building (Sayurupaya)</u></p> <ul style="list-style-type: none"> • From Basement to 12th Floor • Main Security Point • Surrounding of the Building | 21842 m ² | <ul style="list-style-type: none"> • Supervisor - 01 • Labour - 19 |
| 02 | <p><u>Operation Division</u></p> <ul style="list-style-type: none"> • Welfare Building with 03 Floors • Administrative Building with 02 Floors • Electrical Section • Mechanical Section • Motor Mechanic Section • Civil Engineering section • Jetty and Surroundings of the Buildings • Navigation Section | 3205 m ² | <ul style="list-style-type: none"> • Supervisor - 01 • Labour - 18 (at least 03 employees out of 18 should be male) |
| 03 | <p><u>Tank Farm</u></p> <ul style="list-style-type: none"> • Administrative Building • Rest Room • Fire Brigade Section & Buildings • Administrative Building of the Oil Jetty & Surrounding of the Oil Jetty | 1800 m ² | <ul style="list-style-type: none"> • Supervisor - 01 • Labour - 09 |
| 04 | <p><u>Public Service Building</u></p> <ul style="list-style-type: none"> • 04 Floors | 2000 m ² | <ul style="list-style-type: none"> • Supervisor - 01 • Labour - 09 |



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PAYMENT DETAILS OF JANITORIAL SERVICES

| Service | Description | Amount Per persons (Rs.) | Number of persons | Amount (Rs.) |
|--|-------------|--------------------------|-------------------|--------------|
| Janitorial Service for MPMC (PVT) LTD | Laborer | | 55 | |
| | Supervisor | | 4 | |
| Total Amount per Day | | | | |
| Total Amount per Month (30 Days) | | | | |
| NBT 2% | | | | |
| VAT 15% | | | | |
| Grand Total per Month (30 Days) | | | | |

OTHER CHARGES (SEE CONDITIONS & INSTRUCTIONS)

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Signature & Stamp of Supplier



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CONDITIONS & INSTRUCTIONS

1. Currency: LKR
2. The above quotation shall include the Total cost, Freight, Validity, Insurance charges, Payment terms, Tax, Provide delivery to MPMC.
3. Payment term: Credit 30 days or more
4. The selected bidder will have to entered in to an agreement with the **Adm. & HR Division, Magampura Port Management Company (pvt) Ltd.**
5. Quotations should be valid for a period of 60 days.
6. In the event, the contractor fails to supply the service or in breach of any of the terms and condition herein stated, the **Magampura Port Management Company(pvt) Ltd** reserve the right to encash the bid security / performance bond without any notice to the contractor.
7. Applicants should submit service certificates to prove similar nature of services served by company.
8. The bidder should submit the certificate of incorporation / business registration.

FORWARDING THE QUOTATION /PROPOSAL

The duly completed sealed bids/quotations on prescribed specifications should be sent under Registered Cover to reach the **Manager Supplies, Supplies Division, 7th Floor, Sayurupaya, Mirijjawila, Hambantota** or put into Procurement box (Monday to Friday from 8.30am to 4.30pm on normal working days) at Supplies Division after sealed & date stamp.

The completed sealed bid/quotation will be received up to **2.00pm on 28/11/2017** and will be opened from the same day at **2.30pm** in the Supplies Division of MPMC. Procurement Committee reserves the right to reject any part or full bid/quotation without assigning any reason. Preference will be given to qualified applicants from the Janitorial Services.

Please compose on the top left hand corner of the envelope as "**SD/04/17/SE/09 (ADM)**". Incomplete bids/quotations without supporting documents and bids/quotations received after the closing date & time will not be considered.

MANAGING DIRECTOR