



REQUEST FOR QUOTATION (RFQ)

Provision of Third-Party Contractor Services -office cleaning service

1. RFQ REFERENCE INFORMATION

Entity Name	Mantrac Sierra Leone Limited
Territory / Location	6-8 Blackhall Road, Freetown, Sierra Leone
Procurement Title	Outsourced Contractor Services – Office Cleaning
RFQ Issue Date	28 th April, 2026
RFQ Closing Date	8 th May 2026
Contact Person	Yayah Kamara – Senior Procurement Specialist
Email	YKamara@mantrac-sl.com
Submission Format	Sealed Hard Copy or Approved Electronic Submission Email: YKamara@mantrac-sl.com CC: MAbdelsalam@mantracgroup.com

Provision of Office Cleaning & Facility Support Services

Mantrac Sierra Leone Limited hereby invites reputable and qualified service providers to submit an Expression of Interest (EOI) for the provision of outsourced office cleaning and related facility support services at its premises located at 6-8 Blackhall Road, Freetown, Sierra Leone, and other designated sites.

2. Scope of Work

The required services include, but are not limited to, the following:

A. Facility Cleaning Services

Daily Routine Cleaning

- Sweeping, mopping, and vacuuming all office floors
- Cleaning and sanitizing desks, furniture, and workstations
- Internal window and glass partition cleaning
- Washroom sanitation and restocking consumables
- General waste collection and disposal
- Cleaning of reception areas, corridors, stairways, and common areas

- Spot cleaning of high-traffic areas

Quarterly Deep Cleaning, Fumigation & Pest Control

- High-level dusting and cobweb removal
- Machine-assisted scrubbing, polishing, and waxing of floors
- Carpet shampooing/extraction
- Deep cleaning of kitchens, lunchrooms, and washrooms
- External accessible window cleaning
- Fumigation and pest control for offices, stores, and warehouse areas
- Use of EPA-approved chemicals; MSDS and after-service certification required
- Garbage Management
- Daily waste removal
- Provision of waste bags, bins, and accessories
- Coordination with municipal waste authorities (minimum three times weekly)
- Compliance with environmental and hygiene standards (PPE always required)

B. Forklift Operator Services

- Licensed and certified operators
- Minimum of two (2) years' experience
- Ability to operate in warehouse and yard settings
- Strict adherence to Mantrac safety procedures

C. Caretaker / Facility Assistant Services

- Yard cleaning, gardening, sweeping, and general grounds maintenance
- Minor facility supports and upkeep
- Basic handyman assistance
- Support during facility-related emergencies

3. Submission Requirements

Interested companies must submit an EOI package containing the following:

A. Company Documentation (Mandatory)

- Valid Business Registration Certificate
- Valid NRA Tax Identification Number (TIN) Certificate
- NASSIT Compliance Certificate (if applicable)
- Company profile and list of key clients
- Evidence of insurance (public liability and/or workers' compensation)
- Evidence of after-service certification (where applicable)

B. Technical & Operational Information

- Proposed methodology and work execution plan
- Cleaning schedules and staffing deployment plan
- List of equipment, tools, chemicals, and consumables
- HSE policy, risk assessments, and quality assurance procedures

C. Financial Information

- Itemized cost breakdown (monthly, quarterly, annual)
- Unit rates per staff category
- Cost of consumables, equipment, and technical interventions
- Clear indication of applicable taxes
- Proposed payment terms

D. Past Performance

- At least three (3) reference letters for similar work
- Previous contracts or completion certificates

4. Additional Requirements

- Ability to mobilize staff, equipment, and consumables within five (5) working days of contract award
- No replacement of assigned staff without formal notice or approval
- Compliance with EPA chemical-use requirements (approved list + MSDS)
- Agreement to operate under a Service Level Agreement (SLA) with clear KPIs

4. Submission Guidelines

Interested vendors should submit their EOI in sealed hard copy or via approved electronic submission.

Submission Address:

Senior Procurement Specialist
Mantrac Sierra Leone Limited
6–8 Blackhall Road, Freetown

Email Submissions:

 YKamara@mantrac-sl.com

CC: MAbdelsalam@mantracgroup.com

Closing Date: *[8th May 2026]*

5. Clarifications

All requests for clarification must be addressed to:

Yayah Kamara – Senior Procurement Specialist

 YKamara@mantrac-sl.com

Mobile: +232030250004

6. Disclaimer

Mantrac reserves the right to:

- Reject any or all submissions
- Cancel or reissuing the EOI
- Verify all submitted information
- Award the contract in whole or in part

Submission of an EOI does not guarantee selection or award.