

WORLD RELIEF MALAWI

INVITATION TO TENDER: CLEANING SERVICES

World Relief (WR) is a global Christian humanitarian organization whose mission is to boldly engage the world's greatest crises in partnership with the church. WR plans, designs and implements programs with churches, governments, and families around the world to save lives and promote human flourishing. WR implements interventions in health, nutrition, economic development, disaster response, and refugee resettlement.

World Relief Malawi is currently seeking proposals from qualified and experienced cleaning service providers to maintain the cleanliness and hygiene of its offices.

Scope of work

The selected cleaning company will be responsible for:

Daily cleaning services:

1. Routine cleaning of offices
2. Dusting and sanitizing surfaces, including tables and equipment's
3. Emptying and sanitizing waste bins
4. Replenishment of toiletries and other items for tea and lunch
5. Periodic deep cleaning of all facilities

Proposal submission

We invite you to submit your detailed proposal, which should include:

1. Company profile and history
2. Certification of company registration
3. Comprehensive list of services offered
4. Clear price structure
5. Evidence of experience and references
6. MRA Tax Clearance Certificate Valid

Areas of operational and quantity required

District in which the service is required	Number of cleaners required
Lilongwe	3
Chitipa	1
Mzimba	1
Dowa	1
Salima	1
Dedza	1
Machinga	1

Please send your proposals to worldreliefmalawi@wr.org or hand delivery to:

Internal Procurement Committee
World Relief Malawi
P.O. Box 30717
Area 12
LILONGWE 3

Deadline for submission is **30th September, 2025, 4pm.**

"World Relief Malawi reserves the right to accept or reject any bid and it is not bound to give reasons for the decision"