No. Ad.11/Bah/2021-(P-I)

EMBASSY OF PAKISTAN BAHRAIN

Subject: Cleaning Services Required at Embassy of Pakistan, Bahrain.

(i) Job Description:

Perform cleaning duties in orderly condition such as cleaning floors, washing walls and glass, and removing rubbish etc., of the Chancery building consisting of 17 office rooms, 2 consular halls, 1 conference room, 1 prayer room, 12 bathrooms, 2 small kitchens, 2 store rooms. Notify management of need for repairs, and cleaning dust or debris from sidewalk of public/visitor's area and at car parking area on working days.

(ii) Job Duties and Task for "Cleaner":

1) Clean building floors by sweeping, mopping, scrubbing and vacuuming.
2) Clean restrooms, gather and empty trash bins.
3) Remove dust from sidewalks, driveways, and parking areas, using cleaning brush and shovels and clear debris from grounds.
4) Dust furniture, walls, machines, equipment and use cleaning polish on furniture and fixtures. Strip, seal, finish, and polish floors.
5) Cleaning of windows panes (outside) once a month.
6) Cleaning of inside glass partitions and mirrors, using soapy water or other cleaners, sponges, and squeegees.
7) Notify concerns the need for repairs or additions to building operating systems.
8) Cleaning of Consular Halls and washrooms will be carried out four times on working days.
9) Power wash of Embassy building once in three months.

Note: The company may provide at least two workers and along with machinery & equipment. All general cleaning materials will be provided by the Embassy.

(iii) Detailed terms and conditions:

Interested companies may provide detailed terms and conditions including:

- Introduction / company profile;
- Overview of the company;
- Clients / Project in hand;
- Scope of cleaning works;
- Timings (daily, weekly, monthly, quarterly);
- Payment monthly in arrear, payable within 30 days from the date of invoice.
- Agreement initial period of one year and renewable annually up to maximum of three years' subject to satisfactory performance.

(iv) Bid Validity:

Validity of Bid should be not less than 90 days.
(NOTE: Technical and Financial bid may be provided in a separate sealed envelope)

(v) Evaluation:

Bid evaluation takes place after the tender submission deadline. It will be opened on **15.02. 2026 at 3:00 PM**.

(vi) Rejection:

The Embassy reserve the rights to accept / reject any or all bids without assigning any reason.