

Embassy of Pakistan Warsaw

Tender Document Cleaning and Janitorial Services

Introduction

The Embassy of Pakistan, Warsaw invites sealed tenders from reputable and experience cleaning service companies for the provision of comprehensive cleaning and janitorial services at the Embassy premises.

Scope of Work

2. The contractor shall provide cleaning and janitorial services to the Embassy of Pakistan with a total area of the building at 1572 square meters, comprising of three floors having 20 rooms, two conference rooms, an auditorium, a store, basement with parking space and 08 washroom.

3. The scope of work will include the following:

Cleaning Services

- Daily sweeping, mopping, and polishing of offices and other areas
- Vacuum cleaning of carpeted floors in all offices, meeting rooms, and corridors
- Thorough cleaning and sanitization of all toilets, urinals, and washrooms, including walls, floors, mirrors, sinks, and fixtures.
- Cleaning of glazed screens, glass doors, and windows (both interior and exterior sides as accessible).
- Dusting and cleaning of furniture, fittings, and office equipment (desks, tables, chairs, cabinets etc).
- Cleaning of steel, wooden, and aluminum fence, gates, doors, and window frames.
- Regular removal of trash and waste materials from all areas to designated disposal points.
- Periodic deep cleaning and disinfection of all office and common areas.

Supply of Cleaning Materials and Consumables

- Liquids, soaps, disinfectants, and detergents.
- Toilet paper rolls and tissue papers (for offices and washrooms).
- Paper towels and napkins
- Air fresheners and deodorizers
- Hand soap dispensers and refill materials.
- Toilet seat sanitizers and other washroom supplies.
- Garbage bags and cleaning cloths.
- All cleaning tools and equipment necessary to perform the work (e.g., mops, vacuum cleaners, polishers, etc.).

Staff Requirements

The following must be considered while giving the offer:

- The contractor shall provide two cleaners to ensure effective service coverage every working day.
- General cleaning must be five days a week, and deep cleaning must be once in six to nine (6 to 9) months.
- Staff must be uniformed, courteous, and maintain confidentiality and decorum suitable for Embassy premises.
- Replacement staff must be arranged promptly in case of absence.
- Workers from India and Israel are not allowed to work in the Embassy premises.
- The contractor must nominate a focal person who can be reached in case of emergency or any complaint.

Working Hours

- Cleaning activities shall generally be carried out from 0700 – 1000 (Monday to Friday), unless otherwise directed by the Embassy. Additional cleaning may be required during special events or weekends, provided prior notice is given.

Health, Safety, and Security

- The contractor must ensure compliance with all Polish labour, safety, and environment regulations. All staff must adhere to Embassy security protocols. Use of hazardous chemicals or substances must be approved in advance by the Embassy.

Duration of Contract

- The initial contract period shall be two (2) years, renewable for another one (1) year on the same terms and conditions based on satisfactory performance and mutual agreement.

Bid Submission Requirements

- The bidders should submit their tender in sealed envelopes according to the PPRA Rules (Government of Pakistan).
- The tender should consist of a sealed single package consisting of one “Technical Proposal” and one “Financial Proposal”.
- Envelope marked as “ Technical Proposal” should contain the following:
 - i) Company Profile
 - ii) Company Registration documents
 - iii) Proof of experience (Number of companies/ years) of similar work
(missing, incomplete or ambiguous documents can affect the Technical Evaluation; therefore, it is expected that Bidders shall submit complete and verifiable details).
 - iv) References of clients and nature of work done.
- Sealed envelope for financial bid, marked as “Financial Proposal” contains the financial offer for the provision of services as per requirements.

Evaluation Criteria

- The bidders have to qualify for the technical evaluation and, thereafter, lowest financial offer will be given the contract.
- The following aspects will be considered while awarding the tender:
 - i) Experience and reputation
 - ii) Staffing and supervision arrangements
 - iii) Compliance with Embassy requirements
 - iv) Competitive pricing

Submission Deadline

- All bids must be submitted in sealed envelopes clearly marked “Tender for Cleaning Services – Embassy of Pakistan, Warsaw” and delivered to the Embassy at Ulica Wiertnicza 63, 02-952 Warsaw within fifteen (15) days from the date of publication of the advertisement.

Contact Information

- For any clarification or site visit requests, please contact:

Embassy of Pakistan, Warsaw

Email: Parepwarsaw@mofa.gov.pk

Phone: +48-228494938

Postal Address: Ul. Wiertnicza 63, 02-952, Warsaw

EMBASSY OF PAKISTAN WARSAW

TENDER FOR CLEANING & JANITORIAL SERVICES

The Embassy of Pakistan, Warsaw invites sealed tenders from reputable and experienced cleaning companies in Poland for the provision of comprehensive cleaning and janitorial services at the Embassy premises.

Interested parties may collect the tender documents from the Head of Chancery's Office in the Embassy and submit their bids latest within 15 days of the publication of the notice.

Embassy of Pakistan,
Ul. Wiertnicza 63,
02-952 Warsaw
Phone: 228494938
Email: Parepwarsaw@gmail.com