

Embassy of Pakistan, Baku

Technical Specifications for Cleaning Services

Eligibility Criteria:

Registered with relevant local authorities and compliant with applicable laws.

Proven experience in providing quality-cleaning services to Embassies or similar organizations.

Adequate financial capability and well-trained personnel.

Equipped with the necessary cleaning equipment.

Scope of Work:

The selected service provider shall be responsible for performing routine and specialized cleaning services for the Chancery premises and Information and Commercial Wings: including but not limited to:

a) Office Rooms and Workstations

Daily dusting and wiping of desks, chairs, shelves, and other office furniture.

Daily vacuuming/mopping of floors and carpets.

Cleaning of windows, blinds, and glass partitions (weekly).

b) Reception Area and Common Spaces

Daily cleaning and mopping of floors, furniture, and fixtures.

Dusting and disinfection of doorknobs, handrails, and touch surfaces.

c) Restrooms

Thorough cleaning and disinfection of all toilets, urinals, sinks, and mirrors (twice daily).

Replenishment of toilet paper, hand soap, air fresheners, and paper towels.

Emptying of trash bins and sanitary disposal units.

d) Corridors and Stairways

Sweeping and mopping of all staircases and corridors (twice daily).

e) Outdoor Areas

Sweeping of entrance areas, pathways, and parking lots.

Cleaning external glass surfaces and dusting signage.

Removal of litter and debris from the premises.

f) Kitchen and Pantry Areas

Daily cleaning of countertops, sinks, cabinets, and appliances.

Proper waste disposal and disinfecting high-touch surfaces.

Manpower Requirements:

Minimum 3 number of trained cleaning staff assigned on a full-time basis.

All personnel must be in proper uniform and wear ID badges.

Equipment and Supplies:

The contractor shall provide all necessary equipment (vacuums, mops, etc.).

Use of eco-friendly and non-toxic cleaning agents is mandatory.

Regular maintenance and replenishment of consumables and cleaning tools.

Schedule and Frequency:

Daily services must be carried out before office hours and during lunch breaks.

Periodic deep cleaning services (e.g. carpet shampooing, window washing) to be done monthly or as instructed.

Health & Safety:

All services must comply with local occupational safety and health regulations.

Staff should be trained in proper handling of chemicals and safety procedures.

Quality Assurance:

The firm must establish a system of routine supervision, reporting, and feedback.

Embassy reserves the right to request replacement of staff or adjust service delivery as required.

Duration of Contract:

The contract will be awarded for an initial period of one (1) year, extendable upon satisfactory performance.