

Embassy of Pakistan

Dublin

Open Competitive Bidding Provision of Cleaning Services

Tender No: 001

1. PPRA TENDER ADVERTISEMENT

Invitation to Bid. The Embassy of Pakistan, Dublin invites electronic/online bids from eligible and experienced cleaning service providers legally authorised to operate in Ireland for provision of cleaning services at its office premises in Dublin.

Procurement Method: Open Competitive Bidding – Single Stage–One Envelope Procedure.

Estimated Annual Value: EUR 10,000 maximum per annum, inclusive of all applicable taxes and charges.

Contract Period: One year, commencing on or about 15 October 2026, subject to contract award and approval.

Particular	Schedule
Advertisement / Tender Publication	15 September 2026
Bid Submission Closing	30 September 2026 at 1100 hours
Bid Opening	30 September 2026 at 1100 hours
Bid Validity	90 days from closing date
Contract Commencement	15 October 2026 (indicative)

Submission: Bids can be submitted in person in sealed envelope during working hours and on and before 30 September 2026.

Tender documents: The bidding document shall be collected from the Embassy during working hours.

Contact: Abdul Khaliq Shah, Accountant

Embassy of Pakistan, Dublin
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Email: pakembassydublin@gmail.com

Telephone: +353 (0) 1 261 3032 /33

2. TERMS OF REFERENCE / SCOPE OF SERVICES

The contractor shall provide reliable, professional and regular cleaning services for the Embassy premises in Dublin. The services shall maintain a consistently clean, hygienic and presentable working environment and shall be performed in accordance with applicable Irish legal, employment, health and safety and waste-management requirements.

- Daily sweeping, mopping and vacuuming of office floors and common areas.
- Dusting and cleaning of desks, furniture, accessible surfaces, doors and fixtures.
- Cleaning and sanitisation of toilets, washrooms and associated fixtures.
- Cleaning of reception, corridors, stairways and entrance/common areas.
- Cleaning of kitchen/pantry and refreshment areas.
- Emptying of waste bins and appropriate segregation/disposal of office waste.
- Cleaning of internal glass and other accessible surfaces as reasonably required.
- Periodic deep cleaning of carpets/floors and other areas as reasonably required.
- Provision of ordinary cleaning equipment, chemicals and consumables necessary for the service, unless specifically excluded in the financial bid.
- Additional cleaning associated with official meetings/events, where reasonably required and within the agreed scope.
- Provision of a responsible supervisor/contact person for coordination with the Mission/Office.

3. MINIMUM SERVICE STANDARDS

- Cleaning personnel shall report punctually according to the agreed schedule.
- The contractor shall maintain continuity of service and promptly arrange replacement personnel where necessary.
- Cleaning products shall be suitable for the surfaces on which they are used and shall be used safely.
- The contractor shall maintain confidentiality and shall ensure that personnel do not disclose information encountered during service.
- The contractor shall comply with the office's security, access-control and visitor procedures.
- Any damage, loss, safety incident or unusual occurrence noticed during cleaning shall be reported immediately.
- The Procuring Agency may inspect the quality of service and require rectification of deficiencies without additional cost where the deficiency falls within the agreed scope.

4. ELIGIBILITY AND QUALIFICATION REQUIREMENTS

- Legally established and authorised to provide cleaning services in Ireland.
- Relevant experience in office/commercial cleaning services.
- Adequate staffing, supervision and capacity to perform the required service.
- Compliance with applicable Irish employment, health and safety and insurance requirements.
- Not insolvent, under liquidation or otherwise legally disqualified from contracting.
- Not blacklisted/debarred by the competent public procurement authority or otherwise prohibited from public procurement.
- At least two recent client references, preferably for office/commercial premises.

5. DOCUMENTS TO BE SUBMITTED BY THE BIDDER

- Signed Bid Submission Form.
- Company registration / legal authorisation details applicable in Ireland.
- Company profile and description of relevant experience.
- Details of proposed staffing and supervision arrangements.
- At least two client references with contact details.
- Evidence of appropriate insurance, where applicable.
- Service methodology / work schedule.
- Financial Proposal in the prescribed format.
- Declaration of non-blacklisting/debarment.
- Signed acceptance of the tender conditions.

6. EVALUATION AND AWARD

Bids shall first be examined for completeness and responsiveness against the mandatory requirements. Only responsive bids shall proceed to financial evaluation. The Procuring Agency shall apply the evaluation method stated in the final approved bidding document and shall not introduce undisclosed criteria.

Criterion	Status/Weight	Remarks
Mandatory eligibility / responsiveness	Pass/Fail	Must satisfy all mandatory requirements
Relevant experience and references	20%	Documented comparable assignments
Staffing, supervision and service methodology	20%	Adequacy and practicality
Quality assurance / health & safety arrangements	10%	Documented controls
Financial proposal	50%	Annual evaluated price

If the competent authority decides that the award shall instead be made strictly to the lowest evaluated responsive bid, the final advertisement and bidding document should be revised

consistently before publication. No post-opening negotiation for reduction of price should be included where prohibited by the applicable PPRA framework.

7. FINANCIAL BID FORM

Cost Component	Monthly (EUR)	Annual (EUR)
Regular cleaning services		
Cleaning materials / consumables		
Other agreed charges		
Applicable taxes		
TOTAL BID PRICE		

Maximum annual contract value: EUR 10,000.

The bidder shall ensure that the annual total is within the approved ceiling. The bidder shall clearly state whether any quoted tax is included in the total.

8. BID SECURITY / BID SECURING DECLARATION

Not Required

9. PERFORMANCE SECURITY

Not Required

10. CONTRACT CONDITIONS

- The contractor shall perform the services in accordance with the agreed scope, schedule and service standards.
- The contractor shall nominate a supervisor/contact person.
- Monthly invoices shall be submitted after satisfactory performance certification by the authorised officer.
- Payment shall be made in accordance with the contract and applicable financial rules.
- Repeated poor performance may result in corrective action and, where contractually and legally justified, termination.
- The contractor shall be responsible for its personnel and shall comply with applicable employment and health and safety obligations.
- The contractor shall maintain confidentiality regarding the Embassy, its personnel, visitors and activities.
- No subcontracting shall be permitted without prior written approval where the final contract requires such approval.
- Any amendment or extension shall be subject to the applicable procurement rules and competent approval.
- Dispute resolution, governing law and termination provisions shall be completed by the competent legal/procurement authority before signature.

11. BID SUBMISSION FORM

We, the undersigned, hereby submit our bid for provision of cleaning services to the Embassy of Pakistan, Dublin, in accordance with the bidding document. We confirm that the information supplied is true and complete, that we meet the stated eligibility requirements, and that our financial proposal is as follows:

Bidder/Company Name	
Authorised Representative	
Annual Bid Price (EUR)	
Bid Validity	90 days from closing date
Signature / Date / Stamp	

12. DECLARATION OF NON-BLACKLISTING / ELIGIBILITY

We hereby declare that the bidder and its directors/owners, to the best of our knowledge and belief, are not blacklisted, debarred or otherwise prohibited from participation in public procurement, and that there is no material conflict of interest that has not been disclosed to the Embassy of Pakistan, Dublin.

Company: _____

Authorised Representative: _____

Signature / Date / Stamp: _____