

**Consulate General of Pakistan
Milan**

Open Competitive Bidding Provision of Cleaning Services
Tender No.: 001/2026

1. PPRA TENDER ADVERTISEMENT

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

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

Estimate Annual Value: Euro 36,000/- maximum per annum, inclusive of all applicable taxes and charges.

Contract Period: One year, commencing tentatively on 01 November 2026, subject to contract award and approval.

Particular	Schedule
Advertisement/ Tender Publication	01 October 2026
Bid Submission Closing	31 October 2026 at 1200 hours
Bid Opening	31 October 2026 at 1230 hours
Bid Validity	30 days from Tender publication
Contract Commencement	01 November 2026 (indicative)

Submission: Bids can be submitted in person by company representatives or via courier through registered post/ mail in sealed envelope during working hours before 1200 pm on 31 October 2026.

Tender documents: The bidding document shall be collected from the Consulate during the working hours (0900-1700 hours) from Monday to Friday.

2. TERMS OF REFERENCE/ SCOPE OF SERVICES

The contractor shall provide reliable, professional and regular cleaning services for the Consulate General of Pakistan premises in Milan in accordance with applicable Italian legal, employment, health and safety and waste-management requirements. Following are the ToRs/Scope of Services:

- Daily cleaning of offices and designated areas.
- Cleaning of corridors, entrances, reception areas and common areas.
- Regular cleaning and sanitization of washrooms.
- Dusting and cleaning of furniture, fixtures, doors and accessible surfaces.
- Sweeping, mopping, vacuuming and polishing of surfaces/floors.
- Cleaning of glass doors and windows from within and outdoors as required.
- Removal and appropriate disposal of waste.
- Cleaning of kitchen/pantry areas and related facilities.
- Periodic deep cleaning from time to time.
- Provision and use of appropriate cleaning materials and equipment.
- Immediate response to reasonable cleaning-related complaints.
- Any other cleaning activity reasonably required for maintaining the premises in a clean and hygienic condition.

3. MINIMUM SERVICE STANDARDS

- Cleaning personnel shall report punctually according to mutually agreed schedule.
- The contractor shall maintain continuity of service and promptly arrange replacement personnel where necessary.
- Suitable cleaning products shall be used for the surfaces on which they are used and shall be used keeping in mind the varied surfaces involved.
- The contractor shall comply with the security protocols, 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 authorized to provide cleaning services in Italy.
- Possess a valid and active Partita IVA and comply with all applicable Italian tax and labour requirements.
- Have at least two completed or ongoing projects of a similar nature involving the provision of cleaning/janitorial services.

- Have adequate manpower, supervisory personnel, equipment and administrative capacity to perform the required services.
- Not be blacklisted, debarred or otherwise ineligible to participate in public procurement.
- Comply with all applicable laws and regulations governing employment, wages, social security, insurance, health and safety, and provision of services in Italy.
- Visit the Consulate premises before submission of its bid and familiarize itself with the scope and requirements of the services.

5. DOCUMENTS TO BE SUBMITTED BY THE BIDDER

- Signed Express of Interest or Letter of Intent
- Company registration / legal authorisation details applicable in Italy.
- 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	20%	Documented controls
Financial proposal	40%	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 (Euro)	Annual (Euro)
Regular Cleaning Services/Manpower		
Cleaning materials/consumables		
Other agreed charges		
Applicable taxes		
TOTAL BID PRICE		

Maximum annual contract value: Euro 36,000/-

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 Terms of references and agreed scope of work, schedule and service standards.
- The contractor shall nominate a supervisor/contact person.
- Monthly payment invoices shall be submitted after satisfactory performance certification by the authorised officer.
- Payment shall be made in accordance with the agreed 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 Consulate, 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 procurement authority before final signature with the company.

11. BID SUBMISSION FORM

We, the undersigned, hereby submit our bid for provision of cleaning services to the Consulate General of Pakistan, Milan, 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 (Euro)	
Bid Validity	
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 Consulate General of Pakistan, Milan.

Company: _____

Authorised Representative: _____

Signature / Date / Stamp: _____