EMBASSY OF PAKISTAN
STOCKHOLM

Tender Document for Cleaning and Janitorial Services

Introduction

The Embassy of Pakistan, Stockholm invites sealed tenders from reputable and experienced 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

3. The scope of work will include the following:

Cleaning Services

- Daily sweeping, mopping, and polishing of wooden floor areas.
- Vacuum cleaning of carpeted floors in all offices, meeting rooms, and corridors.
- Thorough cleaning and sanitization of all toilets and washrooms, including walls, floors. mirrors, sinks, and fixtures.
- Cleaning of door and windows (both interior and exterior sides as accessible).
- Dusting and cleaning of furniture, fittings, and office equipment (desks, tables, chairs.
- Cleaning of 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.

- Liquid 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)

Frequency of Cleaning

4. The routine of the cleaning services will be as follows:

- Daily: General cleaning, sweeping, mopping, and waste removal.
- Weekly: Deep cleaning and polishing of floors, washing of glass and windows.

Staff Requirements

5. The following must be considered while giving the offer:

- The contractor shall provide a minimum of 1 (one) cleaner to ensure effective service coverage every working day. In addition, 1 (one) cleaner will be required to come only once a week for detailed cleaning.
- Staff must be uniformed, courteous, and maintain confidentiality and decorum suitable for Embassy premises.
- Replacement staff must be arranged promptly in case of absence.

Working Hours

6. Cleaning activities shall generally be carried out from 0800 - 1400 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

7. The contractor must ensure compliance with all labour, safety and environmental 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

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

Bid Submission Requirements

9. 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. Reference of clients and nature of work done.

- Sealed envelop for financial bid, marked as Financial Proposals contains the financial offer for the provision of service as per requirements.

Evaluation Criteria

10. The bidders have to qualify for the technical evaluation and, thereafter, lowest financial offer will be given the contract.

11. The following aspects will be considered while awarding the tender:

- Experience and reputation.
- Staffing and supervision arrangements.
- Compliance with Embassy requirements.
- Competitive pricing.

Submission Deadline

12. All bids must be submitted in sealed envelopes clearly marked Tender for Cleaning Services - Embassy of Pakistan, Stockholm" and delivered to the Embassy at First Floor, Karlavagen 65, 11449, Stockholm within fifteen (15) days from the date of publication of the advertisement.

Commencement Date

13. The agreement shall be effective w.e.f. date of award of contract and the services of the hired company will commence from the same date.

Contact Information

14. For any clarification or site visit requests, please contact:

Embassy of Pakistan, Stockholm Email: acctt.sweden@pakistanembassy.se

Phone: + 46 76 7472424

Postal Address: Embassy of Pakistan, Karlavagen 65, 11449, Stockholm