

INVITATION FOR OPEN TENDER

Provision of Professional Office Cleaning Services

The Embassy of Islamic Republic of Pakistan, Dublin invites sealed bids/tenders from reputable, experienced and suitably qualified professional cleaning service providers for the provision of comprehensive cleaning and related services at its office premises located at 14 Clyde Road Ballsbridge Dublin 4.

The successful service provider will be required to provide professional cleaning and related services, including but not limited to:

- Daily cleaning of offices, work areas, meeting rooms and common areas;
- Cleaning and sanitization of washrooms and related facilities;
- Sweeping, vacuuming and dusting;
- Cleaning of windows, glass partitions, doors and other surfaces;
- Cleaning of kitchen
- Emptying and appropriate disposal of office waste;
- Periodic deep cleaning and specialized cleaning as required;
- Supply of suitably trained, uniformed and supervised cleaning personnel;
- Provision of necessary cleaning equipment, materials and consumables,
- Any other cleaning related services are reasonably required by the Embassy.

Interested bidders must:

1. Be a legally registered cleaning services company/firm in Ireland.
2. Have relevant experience in providing professional office/commercial cleaning services;
3. Demonstrate adequate staffing, equipment and operational capacity;
4. Provide evidence of relevant licences, registrations, insurance and statutory compliance, where applicable;
5. Provide details of relevant previous/current contracts and client references

Interested bidders are encouraged/required to inspect the premises prior to submitting their bids.

Completed sealed bids /tender clearly marked “TENDER FOR PROVISION OF PROFESSIONAL OFFICE CLEANING SERVICES at 14 Clyde Road Ballsbridge Dublin 4 must be submitted to the Embassy in person or by post within fifteen days of publication of this advertisement. Tender documents can be downloaded as well. Late submissions will not be accepted.

Tenders/bids will be opened in presence of the participating companies and evaluated accordingly. The Embassy reserves the right to accept or reject any tender, in whole or in part, and is not bound to accept the lowest priced tender.

The Embassy also reserves the right to cancel or amend the tender process in accordance with applicable procurement requirements.

The proposed contract period shall be **12 month** with the possibility of extension subject to satisfactory performance and the applicable terms and conditions.

Embassy of Islamic Republic of Pakistan, Dublin

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Date of Advertisement: ...