Embassy of Pakistan
(Belgrade)
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Tender Document for Cleaning and Janitorial Services

Introduction:

The Embassy of Pakistan, Belgrade 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. 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, urinals, and washrooms, including walls, floors, mirrors, sinks, and fixtures.
- Cleaning of glazed screens, glass doors, and windows (both interior and exterior sides as accessible).
- Dusting and cleaning of furniture, fittings, and office equipment (desks, tables, chairs, cabinets, etc.).
- Cleaning of steel, wooden, and aluminum fence, 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.

Cleaning Supplies:

3. The company shall be responsible for provision of the following:

- Toilet paper rolls and tissue papers (for offices and washrooms).
- Liquid soaps, disinfectants, and detergents.
- 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 cleaners, polishers, etc).

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.
- Monthly: Comprehensive cleaning of exterior areas, including fences and gates

Working Hours:

5. 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.

Terms and Conditions:

6. Following terms and conditions shall govern the process of this bid:

- The firm must provide proof of their registration with Serbian tax department.
- The bidders should submit their tender in sealed envelopes according to the PPRA Rules (Government of Pakistan). Bids must consist of two distinct parts submitted concurrently:
    - Technical Offer: Company credentials, proof of qualifications, proposed methodology, and timeline.
    - Financial Offer: Completed Price Schedule.
- Currency: Prices must be quoted in RSD (Serbian Dinar) or EUR (with exchange rate specification if applicable), exclusive of VAT, but explicitly stating the VAT percentage.
- Bid Validity Period: Bids must remain valid for a minimum of 15 days from the submission deadline.
- Missing, incomplete or ambiguous documents can affect the Technical Evaluation; therefore, it is expected that Bidders shall submit complete and verifiable details

7. Sealed bids / Tenders clearly mentioning "Technical Bid" and "Financial Bid" addressed to the Head of Chancery, Embassy of Pakistan can be submitted at the Embassy's address at 62 Bulevar from 14 October 2026 to 28 October 2026 till 12:30 hours. Tenders will be opened on the same day i.e Wednesday 28 October 2026 at 14:30 hours in the main hall of the Embassy. All interested companies or their representatives shall visit the Embassy Premises for assessment of services required before submission of their bids.

8. For further details, please contact Head of Chancery at Email parepbelgrade@gmail.com