EMBASSY OF PAKISTAN, RIYADH

TENDER DOCUMENTS FOR

Janitorial Services for Facility Management of the Embassy Premises and Maintenance/Upkeep of the Heating Ventilation and Air Conditioning (HVAC) System of Embassy of Pakistan Riyadh.

SUBMITTED BY

Company Name:
Authorized Rep Name:
Signature &Stamp
Dated :

Tender Document

Janitorial Services for Facility Management of the Embassy Premises and Upkeep/Maintenance of the HVAC System of Embassy of Pakistan Riyadh.

Tender Notice

The Embassy of Pakistan requests/invites sealed quotations from experienced and well-reputed companies for the provision of Janitorial Services to the Embassy of Pakistan, Riyadh, to manage the Embassy premises and for maintenance and upkeep of the HVAC system of the Embassy. Interested companies may collect these documents and submit their bids by 1200 hrs on 13 December 2026.

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Embassy of Pakistan,
Circle8, Diplomatic Quarters,
Riyadh. Phone No.011-4822794,
Ext. 303

INVITATION TO BID

Embassy of Pakistan, Riyadh, hereby invites sealed tenders from well-reputed and experienced companies registered to do business in KSA for the provision of janitorial services for facility management of the Embassy of Pakistan Riyadh and for the maintenance and upkeep of the Embassy's Heating, Ventilation and Air Conditioning System.

Interested bidders may collect the bidding documents from **the Administration Office** at the Embassy of Pakistan,Riyadh by submiting a Letter of Interest(Lol)or by emailing the Lol to headofchancery@pakistaninksa.com requesting for the Tender Documents. Bidders are requested to provide their best and final prices. Bidding will be conducted according to the normal PPRA rules in vogue. The quantity/volume of work may increase or decrease; items of work may be added or deleted as per requirements. Bidding companies/individuals must have prior experience in the said field.

Bids must reach the office of the undersigned before **1200 hours on 13 December 2026.** The technical bids and financial bids of technically qualified bidders only will be opened on the same day at 1300 hrs. Complete details of work experience,fulfilment of tender requirements,documentation,and licences of the bidders will be considered in the technical bid. No tender documents shall be issued on the date fixed for the opening of the tender.

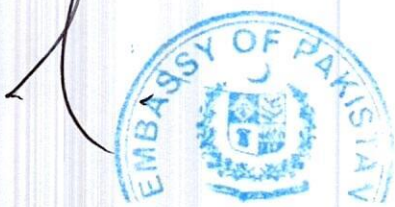
Conditional,incomplete tenders,and those not fulfilling the above-mentioned requirements and those mentioned in the General Terms and Conditions of the tender document shall be considered non-responsive.Further personal canvassing or recommendations will disqualify the bidder(S).Bid(s)not submitted on time in the prescribed format/BOQ will outright be rejected.This tender is only an invitation to offer,and the Embassy reserves the right to accept or reject any or all tenders at any time prior to the acceptance of a bid or proposal.It shall,upon request,communicate to any bidder or contractor who submitted a bid or proposal the grounds for its rejection of all bids but is not required to justify those grounds,PPRA's Rule 33(1).

Embassy of Pakistan,

Circle 8,Diplomatic Quarters,Riyadh.

Phone No. 0114887272, Ext. 445

Email:headofchancery@pakistaninksa.com


EMBASSY OF PAKISTAN

INSTRUCTIONS FOR BIDDERS:

1. Bidders should understand and know the exact nature,type,and quantum of the work before submitting their Tender/Quotation.

2. If the bidder(s)need(s)any clarification/information,he/she should contact the Embassy before the date of opening of quotations.

3. **Quoted prices should be mentioned without and inclusive of all taxes, including VAT,as applicable.**

4. Quoted prices should be firm and final,and no rebate will be accepted after the opening of the quotations.

5. Quoted prices must be mentioned in words and figures both.In case of an error the price quoted in words will be considered. Any proposals with overwriting or cutting will not be accepted,and the bid will be rejected.

6. Each and every page of the Tender document must be signed and sealed by the Bidder.
7. The bidders are expected to have read the bill of Quantities (BOQs) while submitting the bidding documents and when participating in the open bid.

EMBASSY OF PAKISTAN RIYADH

(Muhammad Hamza)
Head of Chancery
Embassy of Pakistan.
Riyadh

Bidders Signature&Stamp

Janitorial Services and Maintenance of the HVAC System

GENERAL TERMS AND CONDITIONS

The general terms and conditions should be studied carefully before quoting the rates.

1.The bidders should submit their tender according to the Single Stage Two Envelope process under PPRA Rules.The tender should consist of a **sealed single** package containing one sealed envelope titled"Technical Proposal"and one sealed envelope titled "Financial Proposal"

a.Envelope marked as "**Technical Proposal**" should contain the following:

i) Company Profile
ii) Company Registration documents
iii) Income Tax Department Registration
iv) VAT Registration
v) Proof of experience (number and detail of clients with details of years of services)of similar work.
vi) **Any other documents mandatory/required as per Annexes must also be furnished along with the Technical Proposals**.(Missing, incomplete,or ambiguous documents can affect the Technical Evaluation; therefore,it is expected that bidders shall submit complete and verifiable details).
vii) References of clients and orders completed in the past.
viii) Copies of previous and ongoing contracts as proof.

b. One sealed envelope for the financial bid marked as **"Financial Proposal".** The envelope should contain a duly filled,signed,and stamped **Financial Bid document** as given in Annex-and **Bid Security** in the form of **Demand Draft/Bank Draft or Pay Order amounting to 2% of the quoted amount.**

c.The Bid Security of the unsuccessful bidder will be returned within 30 days after the award of the contract.The Bid Security will be forfeited in case the bidder withdraws his bid during the period of bid validity or,in the case of a successful bidder,if the selected bidder fails to sign the agreement in time or furnish a performance guarantee or provides any wrong information.

2. The bidders have to qualify for technical evaluation,and the successful bidder(s) will be decided on the basis of the "Most Advantageous Bid."

3. The successful bidder will have to execute a framework agreement with the Embassy,while all tender documents,instructions and terms and conditions shall be made a part of the contract.

4. The Technical Evaluation will be based on the criteria provided in **Annex-I**,the minimum qualifying score for Technical Proposals is 70 marks. All mandatory documents must be provided for assessment and better chances of qualification. In case any mandatory document or other listed documents are found missing, the score for the Technical Proposal may be deducted, or the bid may be deemed non- responsive and disqualified.

5 . The weightage of the Technical score will be 70% of the total marks obtained in the technical evaluation as per the criteria given in **Annex-I**

6. The bidders are expected to give their best offers.The bidder to quote the lowest cost shall receive the maximum Financial Bid score.

7. The weightage of the financial score will be 30% of the total marks obtained in the financial evaluation as per the criteria given in Annex-II.

8. The bidder obtaining the highest marks in the technical and financial proposals will be deemed the "Most Advantageous Bidder."

09. If more than one bidder achieves the same aggregate score,then preference will be given to the bidder with the higher financial score.

SPECIFIC TERMS AND CONDITIONS

1. The successful bidder/company will enter a contract for providing a combined service for janitorial services for facility management as well as upkeep/maintenace of the HVAC System.

2. Performance guarantee as well as bid security will have to be submitted by the successful bidder.

3. A completion certificate will be issued to the successful bidder once the whole work is complete and to the satisfaction of the Embassy.

4. The Embassy shall reserve the right to cancel any contract at any given time, with the sole prerogative lying with the Embassy whether or not to share a reason for the cancellation of the contract.

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Contractor's signature with seal

FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To: Head of Chancery,
Embassy of Pakistan,
Riyadh.

Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data,Conditions of Contract,Contract Data,Specifications,and Annexes for the execution of the subject work,we,the undersigned,being a company doing business under the name of _____ and address _____ and being duly incorporated under the laws of the Kingdom of Saudi Arabia hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the sum as specified in our Financial Proposal.

2. We understand that all the Schedules attached hereto form part of this Bid.

3. We undertake,if our Bid is accepted,to commence the services as per the framework agreement (to be signed later by the successful bidder).

4. We agree to abide by this Bid for the period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Unless and until a formal Agreement is prepared and executed,this Bid, together with your written acceptance thereof,shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any bid you may receive.

7. We do hereby declare that the Bid is made without any collusion,comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this day of 2026

Signature _____

in the capacity of_____ duly authorised to sign bid for and on behalf of

_____

(Name of Bidder in Block Capitals)

(Seal)

Address

_____

_____

_____

Financial Proposal (Annex-I)

Sr. No	Description of Work	Total Cost (SAR)
1	Combined bid offer for Janitorial Services and maintenance of HVAC System	
2	Total Cost/ Financial Estimate Exclusive of VAT	
3.	Total Cost Inclusive of VAT (15%)	
4.	Grand Total	

*** All bidders are requested to conduct a site survey to thoroughly understand the scope of the work. The Head of Chancery's office may be contacted at the Embassy, and thorough site visits will be conducted to help bidders understand the scope of work required.**

***Quotation should be inclusive of all taxes, including VAT, income tax, and general sales/services tax as applicable under KSA laws.**

*** Validity of the quoted amount should not be less than 120 days.**

Bid security in the form of (Demand Draft/Bank Draft) equal to 2% of the quoted amount _____ has been submitted along with the Financial Bid.

Name of the Company:
Authorized person:
Signature:
Contact details:

Contractors Seal with Signature

Embassy of Pakistan, Riyadh

ANNEX-II

(documents to be submitted with Technical Proposals

Technical Evaluation Criteria

S. NO	DESCRIPTION	Criteria	Score	Checklist
1.	Company Registration Certificate and documents (VAT certificate)	Mandatory	15	
2.	Proof of past experience working with Private/Govt Orgs(copies of ref letters for both Janitorial and HVAC services	Mandatory	20	
3.	Managerial capability; verifiable hierarchy of office staff;No. of employees and details of employees		15	
4.	Undertaking of the financial strength of the company (Bank statements etc).		15	
5.	Details of Current ongoing facility manageme nt services provided and HVAC maintenance.		20	
6.	Details of staff available such as Technicians/Engineers for maintenance of HVAC		15	
	Total Score		100	

- **All"Mandatory"Criteria must be fulfilled in order to qualify for the Technical Proposal**
- **Qualifying marks for the Technical Evaluation:70**

  Any Bid with incomplete/missing documents may be deemed non-responsive and may be **disqualified**

  Initially Technical Evaluation will be completed and Financial Bids will be opened or prescribed time for Technically qualified bidders only

EMBASSY OF PAKISTAN 3 RIYADH

TENDER SUBMISSION DEADLINE
Date: 10 December 2026
Time:1200 Hrs
Address for Submission:Embassy of Pakistan,Riyadh,KSA,Abdullah As Sahm Street,Assafarat,Riyadh.

For further enquiries,please contact:
Head of Chancery
Embassy of Pakistan Riyadh.
Phone:011-4887272/011-4822794
Email: headofchancery@pakistaninksa.com

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Embassy of Pakistan, Riyadh

Bill of Quantities.

SECTION I – MANPOWER AND HUMAN RESOURCES (JANITORIAL SERVICES)

1. Deployment of 16 janitorial staff/cleaners for routine cleaning and maintenance of the Embassy premises.
2. Provision of a janitorial supervisor to oversee cleaning operations and ensure compliance with prescribed standards.
3. Provision of sufficient manpower to cover all designated office areas, corridors, washrooms, kitchens, common areas and external premises and attached residences. The residences are included in the services and must be visited by the service provider prior to submitting financial quotation.
4. Deployment of replacement staff in case of absence, leave or any other eventuality to ensure uninterrupted janitorial services.
5. Provision of staff uniforms, identification cards and necessary protective equipment.
6. Ensuring that all deployed personnel are adequately trained in cleaning procedures, hygiene standards and the safe handling of cleaning materials.

SECTION II – CLEANING MATERIALS, CONSUMABLES AND EQUIPMENT

1. Provision of cleaning detergents, disinfectants, sanitizers and other cleaning chemicals.
2. Provision of floor-cleaning materials, including floor cleaners, polishes and stain removers.
3. Provision of washroom consumables, including liquid handwash, toilet paper, paper towels and air fresheners.



4. Provision of garbage bags, waste collection bags and other waste-disposal materials.

5. Provision of cleaning tools, including mops, buckets, brooms, brushes, dusters, wipers and cleaning cloths.

6. Provision of vacuum cleaners, floor scrubbers, polishing machines and other necessary cleaning machinery.

7. Provision of glass-cleaning materials and equipment for windows, glass partitions and other glass surfaces.

8. Periodic replenishment of all cleaning materials and consumables to ensure uninterrupted services.

9. Maintenance and replacement of cleaning equipment, wherever required.

SECTION III – SCOPE AND FREQUENCY OF JANITORIAL SERVICES

1. Daily cleaning, sweeping, mopping and dusting of offices, corridors, reception areas and common spaces.

2. The service provider must ensure Facade cleaning twice a year (months to be decided by the employer). Cleaning and polishing of the exterior grills must be ensured once a year.

2. Daily cleaning and sanitisation of washrooms, including toilets, washbasins, mirrors, floors and other sanitary fittings.

3. Daily cleaning and maintenance of kitchens, pantry areas and dining spaces.

4. Daily collection and disposal of waste from designated areas.

5. Cleaning and dusting of office furniture, workstations, tables, chairs, cabinets and other fixtures.

6. Periodic cleaning of windows, glass doors, partitions, and other glass surfaces.

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7. Periodic deep cleaning and scrubbing of floors, including polishing wherever required.

8. Cleaning and maintenance of external areas, including entrances, walkways, parking spaces and surrounding premises.

9. Cleaning of staircases, lifts and other common-use facilities.

10. Periodic deep cleaning of areas requiring specialised cleaning attention.

11. Ensuring proper hygiene, sanitation and upkeep of the entire Embassy premises at all times.

SECTION IV – HVAC MAINTENANCE SERVICES

1. Provision of comprehensive preventive and routine maintenance services for both chillers installed at the Embassy premises to ensure their proper functioning, operational efficiency and uninterrupted performance.

2. Regular inspection and monitoring of both chillers to identify potential faults, deterioration or operational issues at an early stage and prevent major breakdowns.

3. Provision of routine preventive maintenance and servicing of 09 Air Handling Units (AHUs) and 19 Fan Coil Units (FCUs) installed at the Embassy premises.

4. Deployment of a qualified and experienced chiller technician to undertake regular inspection, preventive maintenance, servicing and troubleshooting of both chillers and associated HVAC equipment.

5. Provision of a qualified electrical technician/electrician to undertake routine inspection, maintenance and troubleshooting of electrical connections, control panels, motors, wiring and other electrical components associated with the HVAC systems.

6. Regular inspection, cleaning and servicing of AHU and FCU components, including coils, filters, drain trays, fans and associated equipment.

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7. Routine servicing and cleaning of chiller coils, including condenser and evaporator coils, wherever applicable.

8. Regular inspection, cleaning and replacement of air filters, wherever required, as part of routine maintenance.

9. Inspection, adjustment and replacement of belts, wherever required, to ensure proper functioning of the HVAC systems.

10. Routine inspection and servicing of motors, pumps, electrical connections, control systems and associated equipment.

11. Checking refrigerant levels, water circulation, pressure, temperature and other operational parameters as part of preventive maintenance.

12. Provision of routine servicing materials, consumables and minor maintenance items required for the upkeep of the HVAC systems.

13. Deployment of qualified technical personnel for scheduled preventive maintenance and timely attendance of maintenance complaints.

14. Maintenance of proper service records, including details of inspections, servicing, identified faults and corrective measures undertaken.

15. Ensuring that both chillers, 09 AHUs and 19 FCUs remain in good working condition through regular preventive maintenance, thereby minimising the likelihood of breakdowns and costly repairs.

SECTION V – FINANCIAL RESPONSIBILITIES AND SCOPE OF MAINTENANCE

1. The contractor shall bear all routine maintenance costs and expenses associated with the upkeep and proper functioning of both chillers, 09 AHUs and 19 FCUs.



2. The cost of routine maintenance materials and consumables, including cleaning and servicing of coils, air filters, belts, lubricants, cleaning materials and other minor maintenance items, shall be borne by the contractor and included in the quoted contract price.

3. Any major repair, overhaul or replacement of major components or parts of the chillers and associated HVAC equipment, where required, shall be borne by the Embassy, subject to prior assessment, approval and authorisation by the Embassy.

4. The contractor shall promptly notify the Embassy of any major technical fault or requirement for replacement of parts and submit a technical assessment and cost estimate for approval before undertaking such work.

5. The contractor shall remain responsible for ensuring that routine maintenance is carried out regularly and professionally. Any deterioration or damage resulting from negligence or failure to undertake prescribed preventive maintenance shall not be treated as a major repair chargeable to the Embassy.

SECTION VI – GENERAL REQUIREMENTS

1. The contractor shall ensure the availability of 16 janitorial staff, adequate supervisory personnel, qualified technical staff and all necessary cleaning and maintenance materials throughout the contract period.

2. The contractor shall ensure the availability of a qualified chiller technician and an electrical technician for the proper maintenance and upkeep of the HVAC systems.

3. All cleaning materials and maintenance supplies shall be of appropriate quality and suitable for use at the Embassy premises.

4. Janitorial and HVAC services shall be provided in accordance with the Embassy's prescribed working hours and operational requirements.



5. The contractor shall remain responsible for the supervision, discipline and performance of its deployed personnel.

6. Additional cleaning requirements arising from official events, high-level visits or other Embassy engagements shall be addressed by the contractor as required.

7. The contractor shall ensure that preventive HVAC maintenance schedules are strictly followed and that both chillers, 09 AHUs and 19 FCUs are maintained in an efficient operational condition throughout the contract period.

8. The contractor shall submit periodic maintenance reports to the Embassy, detailing the work undertaken, condition of equipment, identified faults and any recommendations for corrective action.

SECTION VII – FINANCIAL QUOTATION REQUIREMENTS

The contractor shall submit a detailed financial proposal clearly indicating the following:

1. Annual cost of 16 janitorial staff and supervisory personnel.
2. Annual cost of janitorial cleaning materials, consumables and equipment.
3. Annual cost of HVAC maintenance covering:
   * 02 Chillers.
   * 09 Air Handling Units (AHUs).
   * 19 Fan Coil Units (FCUs).
4. Annual cost of qualified chiller technician and electrical technician.
5. Cost of routine HVAC maintenance materials, consumables and minor maintenance requirements, which shall be included in the contractor's annual quoted price.
6. Applicable VAT and other statutory charges, clearly indicated separately.

