

Réf : RFQ18-051

Date: 6 September 2018

REQUEST FOR QUOTATION

**SUBJECT : RFQ – CLEANING SERVICES FOR THE PACIFIC COMMUNITY, MICRONESIA
REGIONAL OFFICE**

1. You are requested to submit a quotation to carry out specific tasks as outlined in the attached Terms of Reference. With the proposal, please include:
 - a. An itemised quote on a monthly basis over 12 months.
 - b. A cover letter noting experience, proposed contractor employee(s), confirming employees are fit for work and have no criminal records or pending court cases against them.
 - c. Current police clearances for all employees.
 - d. Confirmation and list of supplies provided by contractor to carry out the work.
 - e. The names and contact information for three (3) references confirming past work experiences cleaning premises (public or private).
2. Queries or questions may be emailed to janellea@spc.int
3. Please email your quotation to procurement@spc.int , with copy to janellea@spc.int by **14th September 2018, 04:00 PM, Pohnpei Time.**
4. This letter is not to be construed in any way as an offer to contract with your organisation.

TERMS OF REFERENCE

RFQ18-051

- A. Purpose of the contract: CLEANING SERVICES FOR THE PACIFIC COMMUNITY (SPC), MICRONESIA REGIONAL OFFICE (MRO) IN POHNPEI, Federated States of Micronesia.**
- B. Background**
SPC-MRO, in Pohnpei seeks cleaning services for its office space located at One-World Plaza, Suite 301.
- C. Scope of work**
This is to provide cleaning services of high standards for premises of approximately 2,580 square feet comprising of an office space, conference facilities, common areas and a balcony.
- D. Scope of services (or specific terms of reference)**
As part of the effort to maintain staff health and wellness at SPC-MRO, the cleaning service provider will be responsible for the following during each visit:
- Wipe/dust office equipment (including computers, monitors and keyboards, etc.), blinds, desks, table tops, cupboards, and shelves
 - Sweep and mop floors
 - Dispose trash and wash trash bins
 - Sanitize phones, knobs, and switches
 - Clean fans, fridge, microwave, water dispenser, etc.
 - Wash and shine all windows and glass doors
 - Clean dishes
 - Water plants
 - Ensure balcony is clean and neat
- E. Institutional arrangement**
Service provider will be directly responsible to the Director, Micronesia Regional Office. Evaluation/spot checks will be conducted by MRO staff on a regular basis to ensure all duties are being completed accordingly.
- The contractor will provide all equipment, as well as environmentally friendly cleaning supplies required for carrying out the work. This comprises of but is not limited to, all the cleaning supplies for floors, wood and glass surfaces and dishes including – disinfectants, cleaning/drying towels, dish soap, sponges/scrubbers, etc. There is a dedicated storage room on the One World Plaza premises for keeping supplies and equipment.
- F. Duration of the work**
Contract shall be for a period of one year with the possibility of extension subject to satisfactory performance of the contractor. Cleaning services are to be provided on Monday afternoons, Wednesday mornings, and Fridays afternoons. Should the MRO require a change of schedule, prior notice shall be made. The cleaning work will be carried out during office hours between 9:00AM to 4:30PM, Mondays and Wednesdays and 9:00AM to 4:00PM on Fridays.

G. Premises

Duties shall be performed at the Micronesia Regional Office. All invited parties will be welcomed to make a visit to assess the premises prior to submitting an offer. Floor plans could be obtained, if required, at the visit to the premises.

H. Qualifications of the successful contractor

Contractor must be a registered service provider and must present a valid (non-expired) business license. The Contractor must have proven track record in rendering satisfactory services to high-end premises. Financially sound and stable, evidenced by authentic financial statements for the past two years of operation is required. The personnel must have training and experience in similar environments. The contractor must provide proof that they are fit to work and have no criminal records or pending court cases against the personnel.

I. Scope of bid price and schedule of payments

- The contract payment will be based on satisfactory completion of work as per scope provided
- The contractor will provide a monthly invoice within 15 calendar days of completion of the work on the agreed fixed price for a period of 12 months. The successful bidder can be paid on a monthly basis. The cleaning services will not be needed on SPC holidays.