



Embajada de España

## **BID ANNOUNCEMENT**

### **THE EMBASSY OF SPAIN EN BEIRUT IS INITIATING THE NEGOCIATION FOR A CLEANING SERVICE CONTRACT FOR THE CHANCELLERY PREMISES**

**Object of the contract:** Cleaning services for the premises of the Chancellery of the Embassy of Spain in Lebanon.

**Duration of the contract:** three years, from January 1st, 2024 till December 31<sup>st</sup>, 2026, with possibility of two renewals of 12 months each. (Maximum budget of the tender: 31.500,00 USD, any bid exceeding said amount shall be automatically excluded).

**Criteria of award:** The most advantageous offer, as long as the labor local laws are fulfilled.

**Contact info:** [emb.beirut@maec.es](mailto:emb.beirut@maec.es)

**Deadline for presenting the bid:** Monday, October 2nd, 2023.

**Memorandum:** The technical prescriptions that must apply to the contract:

#### **1) DESCRIPTION OF THE SERVICES**

- **Wood Floor Cleaning:** All building wood floors shall be cleaned using the appropriate method and products. Floors shall be damp mopped, when dirt cannot be swept or dusted, and spots shall be removed
- **Floor Waxing and Buffing:** All building hard surface floors, including marble, wood, and ceramic tile, shall be maintain using an approved low alkaline, non-injurious detergent for floor maintenance. Floors shall be damp mopped, when dirt cannot be swept or dusted, and spots shall be removed. Thereafter, the company will apply an Underwriters Laboratory approved floor finish to enhance floor luster that is non-staining and provides a high degree of slip prevention. The frequency of the waxing shall be determined by the amount of wear caused by weather conditions. The floors and traffic areas shall be waxed and buffed so as to maintain a uniform high shine appearance throughout the entire building. Stripping and Machine Scrubbing shall be performed as frequently as necessary, depending on the need to remove dirt-embedded finishes, stains, spillage, and/or build-up
- **Vacuuming-Carpeted Floors and Mats and Carpet Spot Cleaning:** All common area and high traffic carpeted floors shall be vacuumed. All mats inside entrance shall be vacuumed. Spot cleaning of carpets and mats shall be done using accepted commercial methods to remove spots which safely respond to these procedures. Spots that cannot be removed by these methods shall be reported to the Owner/Agent representative
- **Dusting:**
  - o All furniture, file cabinets, shelves, partitions, desks and horizontal surfaces which can be reached while standing on the floor shall be dusted with a chemically treated cloth. All obstructed furniture and areas should be dust around the areas permitted. Thorough dusting of unobstructed surfaces shall be accomplished
  - o Ornamental work
  - o Fixtures, fire boxes, extinguisher
  - o Picture frames
- **Wastepaper:** Wastepaper shall be emptied. Trash generated by normal daily office routine shall be emptied into trash containers and emptied into trash room. Waste baskets are to have plastic liners installed and changed as needed by contractor. Trash should be put in the trash location area.
- **Glass door, Lobby Entrance Doors:** All glass doors and lobby entrance doors shall be spot cleaned and washed, fingerprints removed.
- **Phones:** All desk phones shall be cleaned and disinfected.

- **Walls & Vertical Surfaces:** Spot clean walls to remove finger prints, smudges, etc. Lobby walls up to 7 feet high shall be dusted and washed as needed to keep them free from finger marks, smudges, etc. Dust vertical surfaces, walls and woodwork up to 7 feet high
- **Windows:** All interior windows must be cleaned at least once a year.
- **Maintaining the grounds in front of the building clean of trash and debris**
- Restrooms:
  - o All mirrors, fixtures and dispensers shall be washed and/or polished.
  - o Hand basins and hardware shall be washed, disinfected and polished.
  - o Urinals and hardware shall be washed, disinfected and polished.
  - o Toilet seats shall be washed and disinfected.
  - o Toilet bowls and hardware shall be washed, disinfected and polished.
  - o Walls and partitions shall be free of handprints and dust.
  - o Floors shall be damp mopped with disinfectant.
  - o Hand soap, towels, tissues, seat covers, and other expendable items shall be replenished. These expendable items shall be furnished by Contractor.
  - o Toilet bowl brush and bowl cleaner shall be used on toilet bowls, and care shall be given to clean flush holes under rim of bowl and passage drain.
  - o All bathroom floor drains are to be cleaned and deodorant installed in floor drains.
  - o Collect all trash and replace liners.
  - o Spot clean walls, as necessary.
- **Kitchen and Lunch Areas:** The kitchen must always be maintained clean with a general cleaning of all common needs that are specified in the following descriptions and any other need that appears with the daily use of the area.
  - o Clean counter tops, table tops, chairs.
  - o Clean kitchen appliances and cabinet, outside and inside.
  - o Clean sink and any left-over dishes and put everything back in the cabinets.
  - o Wipe clean chairs, stools and tables.
  - o Wastepaper shall be emptied. Trash generated by daily normal use shall be emptied into trash containers and emptied into trash room.
  - o Clean walls and tiled up to 7 feet high.
  - o Dust all light fixtures and dispensers.
- **Stairways and Landings:** All stairways and landings shall be vacuumed as needed. Railings, ledges and equipment shall be dusted.
- **Public Areas:** It will be necessary to clean this public area, paying special attention to maintaining it clean of trash, dust and any other dirt.
- **Fabric-Type Furniture:** All fabric-type furniture must be vacuumed.
- **Mechanical Duties:** Maintaining the grounds in the inside and outside of the building (front, back sides-inside and outside fences), for trash and debris

## 2) GENERAL RULES:

The number of employees and time labor needed at the Spanish Diplomatic Representation: 1 cleaner (07:00am – 13:00 pm)

Work schedule would be **from Monday to Friday.**

All the duties will performance accordantly with a work schedule that the Spanish Diplomatic Representation will provide.

Beirut, September 19th, 2023



The Ambassador

Jesus I. Santos Aguado