



TO WHOM IT MAY CONCERN

El Cairo 29th September 2026

The Embassy of Spain in Cairo has taken the decision to procure cleaning services for its premises. Therefore, it is with pleasure that I hereby invite you to submit a bid, under the terms stipulated in the **technical specifications** that you shall find attached, together with the applicable **draft contract**.

Characteristics of the procurement:

Maximum budget of the tender (inc. taxes)	33600 USDs any bid exceeding said amount shall be automatically excluded from the tendering procedure.
Duration of the contract	24 months (01/01/2027-31/12/2028), with no extension.
Civil liability insurance policy	A civil liability insurance policy is NOT required
Guarantee	No bond is required on the grounds of non-local custom
Award criteria	Price
Solvency requirements for candidates	It is not required





Submission of bids

The bids submitted by the interested parties shall adhere to the technical specifications, to this invitation, and to any other documentation governing the tender, and shall only be submitted using the attached template entitled "Financial bid and signed declaration". Submission of bids entails the unconditional acceptance by the business owner of the content of all the clauses and terms of the aforementioned documents, without any exception or reservation. The proposal shall meet the following criteria:

Deadline for the receipt of bids	21 October-2024 14 :00
Place and format for the submission of bids	1. On paper, at the Registry of (41 Ismail Mohamed – Zamalek - Cairo y from 9:00 to 14:00) 2. By email, addressed to: emb.cairo@maec.es
Language of the bid	English or Spanish
Documentation to be submitted	Bid and signed declaration using the template attached to this invitation

Yours sincerely,

Cairo, on 29th September 2026

THE AMBASSADOR OF SPAIN

Sergio Román Carranza Förster





BID AND SIGNED DECLARATION
Dossier no. 2026/125

Candidate information

Company

Tax ID no./Equivalent

Domicile

Representative

National ID

Card/Equivalent

Email for notification
purposes

Award criteria: Price (100 points)

The initial financial bid submitted for all the services described in the technical specifications, and pursuant to the draft contract is:

BID FOR THE ENTIRE CONTRACT, WITHOUT
ANY EXTENSIONS (Excluding taxes)

TAXES

TOTAL 24 MONTHS, INCLUDING TAXES:

USD

Cairo, on 2026

Signature:

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Signed declaration Dossier no. 2026/125

The signatory hereby declares:

1. Unconditional acceptance of the content of all of the clauses and terms defined in the letter of invitation, in the technical specifications, and in the draft contract.
2. That the company has the **technical and human resources** to perform the contract and undertakes to allocate said resources thereto.
3. That the company has been **validly incorporated** and that in accordance with its corporate purpose it may participate in the tendering process, and that the signatory of this declaration holds the necessary powers of representation to submit the bid and the documentation.
4. That the company has the relevant classification, where applicable, or meets the requirements regarding **economic, financial and technical or professional solvency**, in the terms set forth in the letter of invitation.
5. That the company has not been banned from entering into public sector contracts.
6. That, if the resources of other companies are to be used, a signed declaration from each of these companies is submitted together with this declaration.
7. LITIGIOUS ISSUES: Any litigious issues arising from the performance of the contract shall be resolved by mutual agreement between the parties and, failing that, shall be subject to the jurisdiction of the Spanish courts, if the Contractor so accepts.

Do you accept to submit to the jurisdiction of the Spanish courts to resolve any type of discrepancy that may arise during the performance of the contract?

☐

YES, I agree to submit to the jurisdiction of the Spanish courts

☐

NO, I do not agree to submit to the jurisdiction of the Spanish courts

The Mission shall require the candidate proposed as having submitted the best bid to submit, within ten working days, the documentation substantiating compliance with the aforesaid criteria. If this requirement is not met, the tenderer shall be deemed to have withdrawn its bid, without prejudice to any penalties that might apply. In this case, the same documentation shall be required from the next-ranking tenderer, according to the order of classification of the bids.

Cairo, on 2026

Signature:



FORM TO DESIGNATE AN EMAIL FOR CONTRACTS WITH THE DIPLOMATIC MISSION

Company information

Company

Tax ID no.

/Equivalent

Domicile

Telephone

Representative

National ID Card

/Equivalent

Email for notification purposes

Email

☒ Each time a notification is received, **the company shall always send an acknowledgement of receipt** of the notification

☒ ID document is attached

☒ Proof of the undersigned's capacity in relation to the Company represented is attached

Signature: In Cairo, on _____ 2026

