



## Inviting quotation

WHO Country Office in Bhutan is pleased to invite Sealed Quotation for cleaning of office from January to December 2010 with the following **Terms of Reference**:

*For the performance of following services on daily basis except on WHO Holidays and weekends:*

1. **Cleaning of office:**
  - ✓ **Vacuuming of room carpet daily;**
  - ✓ **Cleaning toilets and bath-rooms daily;**
  - ✓ **Cleaning windows and doors;**
  - ✓ **Cleaning wall/door glasses,**
  - ✓ **Cleaning office tables, computers, furniture and file racks including ceiling.**
  - ✓ **Emptying dustbins and burning of papers/wastes**
2. **Cleaning of store and premises of the office**
3. **Maintaining and watering of flowers in the office and office compound.**
4. **Any other cleaning services of the office required on call.**

*Following toiletry items also need to be provided depending on the use and consumption in the office:*

1. **Toilet papers**
2. **Hand-towels (need to replace on alternative days with clean ones)**
3. **Hand soap**
4. **Brush**
5. **Brooms**
6. **Deodorant**
7. **Cleaning cloths**
8. **Carpet shampoos**

**Service conditions:**

- **The regular/general cleaning services are to be provided without disturbances to the office normal working hours either before or after office hours (9.00 am to 5.30 pm ) on daily basis except on WHO holidays ( a copy of WHO Holidays are attached herewith)**
- **Carpet shampooing once a month preferably on one of the weekends in a month**
- **Weekly cleaning of furniture and equipments on weekends either on Saturday or Sunday**
- **Cleaning of office store and garage once a month preferably on one of the weekends in a month**

**Payment conditions:**

**Payment will be made on the installment basis as follows:**

- **1<sup>st</sup> Installment 20% on signing of the service Agreement**
- **2<sup>nd</sup> Installment 25% first week of April**
- **3<sup>rd</sup> Installment 25% first week of August**
- **4<sup>th</sup> Installment 20% first week of November**
- **5<sup>th</sup> Installment 10% on satisfactory completion of the contract period on 31 Dec 2010**

The sealed quotation should be submitted on or before 23<sup>rd</sup> December 2009, 1500 hrs. to the WHO Representative.

WHO Representative