

BELIZE TAX SERVICE DEPARTMENT
REQUEST FOR EXPRESSION OF INTEREST FOR CLEANING &
MAINTENANCE SERVICES AT CHARLES BARTLETT HYDE BUILDING,
BELIZE CITY

The Belize Tax Service Department seeks expressions of interest from companies wishing to tender their services for cleaning and maintenance at our headquarters in Belize City. Sanitization and cleaning of the office is essential to provide a safe and healthy environment for the BTSD personnel and the public.

Scope of work:

To maintain a clean and healthy working environment at the BTSD at Charles Bartlett Hyde building and compound on Mahogany Street in Belize City, Belize, the contractor must undertake the following cleaning and maintenance services:

Deliverables

The scope of the contract shall include the following:

1. Cleaning of office spaces, cafeteria, kitchenette, office furniture, equipment and conference facilities along with respective fixtures.
2. Cleaning of all bathrooms and their fixtures.
3. Cleaning of the stairways, corridors and foyer area, railings and doors.
4. Cleaning of windows – internally and externally.
5. Compound maintenance.
6. Garbage disposal.

Main Activities:

a. Office space, furniture and equipment:

Daily:

1. Sweep and mop offices spaces properly.
2. Empty office paper/waste bins.
3. Change garbage bags for office paper/waste bins.

Weekly:

1. Cleaning/dusting/polishing/sanitizing of office furniture and equipment such as:
 - ✓ Filing cabinets
 - ✓ Cupboards, shelves, desks and desk equipment
 - ✓ Printers, photocopiers, computer stations
 - ✓ Telephones and fax machines
2. Dust ceilings and walls for cobwebs (how often)– internal and external

b. Conference room

After every use – cleaning/dusting/mopping and washing of utensils

1. Dust and wipe frames, clocks and other fixtures.
2. Dust and polish all furniture.
3. Sweep and mop floors.
4. Weekly dusting of ceiling and wall to remove cobwebs.

c. Bathrooms

Daily:

1. Properly sweep and mop floors.
2. Clean and disinfect toilets (9:00 am, 2:00 pm & 5:00 pm).
3. Clean basin, mirrors and other fixtures.
4. Empty garbage bin and change garbage bags.
5. Replenish toiletries as required - toilet paper, hand towel and handwashing liquid soap etc.

Weekly:

1. Disinfect garbage bins weekly.

d. Kitchenettes

Daily:

1. Properly sweep and mop floors.
2. Clean microwave, coffee maker, table and sinks.
3. Empty garbage bin and change garbage bags.
4. Replenished as seen necessary washing liquid, kitchen paper towels

Weekly:

1. Disinfect garbage bins.
2. Clean refrigerators.

e. Corridors, foyer area, stairway, railing and doors

Daily:

1. Sweep corridors, foyer area and stairway.
2. Disinfecting of doors including knobs.

As required

1. Mop corridors, foyer area stairway (Monday's, Wednesday and Friday's).
2. Clean and disinfect railings on both stairways (Wednesday and Fridays).

f. Internal and external window cleaning

1. Clean windows and windowsills (monthly or as required)
2. Clean (power wash) exterior windows and doors.
3. Dust/clean ceiling fans monthly or as required.

g. Maintain cleanliness of the grounds/building.

h. Maintain the compound and building litter free.

i. Clean drains surrounding the building.

IDENTIFICATION

During the time, the services are being performed, all employees for the contractors shall wear identifiable clothes showing that they are contractors' workers.

The contractor shall send a list of personnel and their hours of work for the week to the Employer's representative at the beginning of each week.

SECURITY

1. The Contractor shall ensure that there is no pilferage on the part of his/her employees.
2. Most of the work to be done by the personnel in the building is highly sensitive and confidential, the Contractor and his personnel must ensure that they do not interfere with, read, make copies of, or remove any such papers from the building.
3. No such documents shall be removed from the building under the guise of being garbage or litter.
4. A police record shall be provided for all personnel.
5. The Contractor and all personnel must sign and adhere to the Confidentiality Oath.

PROVISION OF LABOUR AND EQUIPMENT

1. It is hereby understood and agreed that by the Contractor that this is a "fixed price" contract, and the Contractor shall provide all labour, equipment and cleaning supplies to perform his/her duties under this contract including One (1) supervisor, five janitors and one yard attendant.
 - There is a dedicated storage room on the premises for keeping supplies and equipment.

RESPONSIBILITY

1. The contractor shall ensure that the building has been properly cleaned in accordance with the terms and conditions of this contract.

2. The contractor is responsible for all fees, taxes and other cost related to worker's compensation, GST, Social Security contributions, etc.
3. The Contractor shall attend quarterly meetings or as requested with the representative of the employers for monitoring and evaluation of cleaning and maintenance services performed by the contractor, as set out in the terms and conditions of the contract.
4. The Contractor must invoice the Government of Belize monthly for services rendered.
5. The Government of Belize assumes no liability, expenses or cost for the conduct and work of the contractor or its employees.
6. All work must be done between the hours agreed upon.

COMENCEMENT AND DURATION

The duration of the contract is for two (2) years for the period July 1, 2021, to June 20, 2023, and is subject to satisfactory performance of the contractor.

QUALIFICATION FOR THE CLEANING COMPANY

The selected consultant should have the following characteristics:

1. Have a minimum of three (3) years working experience in Government offices.
2. Cleaning and maintenance or similar type work experience of at least five (5) years is required.
3. Experience working in the public and private sector in similar assignment.
4. **Skills, Abilities and Knowledge**

The team will need to have or demonstrate the following:

- ✓ Excellent written and communication skills in English and Spanish.
- ✓ The ability to solve problems in a timely fashion.
- ✓ Organizing a work team with hands-on experience.
- ✓ Good public relations, organizational, coordination and networking skills required.
- ✓ Honesty, integrity, and respect.
- ✓ Demonstrate daily monitoring of on-site workers.

APPLICATION PROCEDURES:

Bidding package should contain:

1. Comprehensive proposal that includes the company's profile, interests, experience, and expertise.
2. Certificate of Good Standing from Belize Company Registry.
3. Certificate of Good Standing from the Social Security Board.
4. Certificate of Good Standing from the Belize Tax Service "For Bidding Purposes".
5. Current Trade License.
6. Two (2) recommendation letters.

The lowest or any tender will not necessarily be accepted. Late bids will be disqualified and returned to the sender unopened.

Deadline date for submission of proposals is before or on **July 9th, 2021**, and should be addressed to

Mrs. Michelle Longsworth

Director General

Belize Tax Service Department

Charles Bartlett Hyde Building

Mahogany Street Extension, Belize City

Ref: "TENDER FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES FOR THE BELIZE TAX SERVICE DEPARTMENT IN BELIZE CITY"