

SECTION V

ADDENDUM ON TERMS OF REFERENCES (TORs) AND SCOPE OF WORKS FOR CLEANING SERVICES

Salaries and Remuneration Commission has a staff population of approximately 95 employees who occupy 3rd, 5th and 6th floor of Williamson Building. The total floor area is approximately 20,000 sq.ft out of which 1,371 square feet is carpeted. Majority of the Commission staff work in the open space with a few in enclosed offices. The office partitions are glass with aluminium casement and walling in some offices. Bidders will be required:

1. To provide cleaning service on floor Area (20,000 Square feet) which includes offices, corridors, kitchenettes, washrooms and furniture and fittings.
2. Remove stains on the floor when necessary including machine scrubbing and mopping using detergent on a weekly basis.
3. Daily dust and clean the floor carpet on the Chairperson's office, the Commission Vice chairperson's office and the Boardroom.
4. Vacuum clean all carpeted floor (1,371) square feet) twice a week.
5. Shampoo and clean the carpet area every month or as need arises.
6. To comprehensively clean, scrap and fumigate the offices (monthly).
7. To constantly supply/replenish hand friendly high quality liquid soap in the washroom dispenser (12Pcs).
- 8. Constantly supply and replenish 4 bales /bundle (2ply*12 roll) of premium quality toilet paper of sheet size 100mm * 125 mm per roll per month.**
9. Supply and install ten (10) units of quality of toilet paper dispensers
- 10. Constantly supply and replenish 160 pieces of premium quality toilet paper of 200 sheets for the executive toilet.**
11. Supply and install quality toilet paper dispensers (Provide Acceptable a sample)
12. Constantly supply hand drying towels on the dispenser
- 13. Install re-fillable air freshener dispensers - 10pcs**
- 14. Flush and refill soap dispensing units once a week 10pcs**
15. Disinfect twice a week all toilets, sinks and urinals.
16. Clean water dispensers before re-filling, clean the micro-waves, and fridges in the offices.
17. One designated cleaner to Clean kitchenette and utensils on the fifth floor

18. Supply sanitary bins with peddle in the ladies toilets. Including emptying them Twice a month. – 9 pcs

19. Maintain a cleaning check and control register to ensure cleanliness throughout the day.
20. Keeping general hygiene conditions of the offices.
21. Wash twelve (12) dust coats for office use every two weeks
22. Provide eight (8) uniformed cleaners (Four males and four females) with displayed name tags per day reporting at 6am and leaving at 4pm.
23. The Staff must maintain high confidentiality on matters of the Commission which may come in to their knowledge. They must provide certificates of good conduct issued by the Directorate of Criminal Investigations.

24. Sinks, toilet bowls, Cistern and seat bidets

- Scrubbing with a brush twice daily using detergent and disinfectant
- Flush all soap dispensers' units once weekly
- Cistern to be cleaned once every month
- Door handles to be cleaned daily and disinfected twice weekly.
- Any system failure causing leakage or spillage of water in any the areas to be reported to SRC administration office immediately.

25. Toiletries

- Supply and install (10pcs) hand dispenser and replenish with friendly washing soap.
- Supply urinal naphthalene colored balls in the urinal as and when required
- **Constantly supply and replenish quality white toilet paper rolls sheet size 57mm*47mm (an average of 255 rolls per a month.)**
- **4 bales /bundle (2ply*12 roll) of premium quality toilet paper of sheet size 100mm * 125 mm per roll per month**
- **Constantly supply hand drying towels on the dispensers (an average of 50 packets of hand drying paper towels per a week.)**
- **Supply ten (10 pcs) automatic air freshener's dispensers and constantly re-fill the same.**

26. . Ensure safety measures when cleaning is going on.
27. Staff must have good customer care relations
28. The two cleaners (5th floor and 3rd floor kitchen) for the kitchenette to have **a valid certificate of handling** foods from the public health.
29. Must be insured (Valid Workman Injury Benefit)

VERIFICATION OF SCOPE OF SERVICES

Bidders are encouraged to visit the Commission's offices to confirm the scope of the services required.

Prior to the signing of the contract the successful bidder will be required to submit/agree with the procuring entity on the following: -

- Evidence of Workers' Injury Benefit (WIBA) Insurance Policy
- Letter of introduction for the cleaners.
- Copies of Employment letters/contract with the cleaners.
- Police Clearance Certificates for all staff that will be deployed to work at all premises of the procuring entity with copies of IDs.
- Agree with the Contract Manager on a Supplier Performance Monitoring tool.
- Food handler's Medical certificate for staff to be deployed in the kitchen.
- In case, of any staff changes, the Company shall submit an introduction letter, copies of IDs, employment letter/contract and Police clearance certificates of the new staff.