



## **Telecommunications Regulatory Commission**

### **Public Tender for Cleaning Services**

The Telecommunications Regulatory Commission (TRC) is inviting tenders for cleaning of its offices located at 27 Fish Lock Road, LM Business Centre 3<sup>rd</sup> Floor, Road Town, Tortola, British Virgin Islands VG1110 for the 2021 calendar year. Late submission will not be accepted.

Tenderers must submit the following (“supporting documents”) together with tender documents:

- A valid Trade License.
- Valid Certificates of Good Standings from: -
  - the Social Security Board (SSB)
  - National Health Insurance (NHI) and
  - Inland Revenue (IR).
- Information to show the company’s experience in providing quality cleaning services (such as a company brochure), along with two (2) reference letters.
- Service Commitment – a detailed statement to show the company’s planned efforts in delivering quality services to the TRC.

Tenders failing to meet all listed requirements will not be considered

If you would like to be considered for providing this service, please submit your tender in accordance with the specified requirements in a sealed envelope with a return address clearly marked and addressed to: -

“Tender for Cleaning Services”  
The Human Resources Manager  
Telecommunications Regulatory Commission  
27 Fish Lock Road  
LM Business Centre, 3<sup>rd</sup> Floor  
Road Town, Tortola  
British Virgin Islands  
VG1110

Closing date for submission is November 30, 2020 at 4.00pm.

## PRELIMINARIES

1. The TRC's office is located on two stories with elevation (2<sup>nd</sup> and 3<sup>rd</sup> floor).
2. The Commission invites professional cleaning companies to submit a tender for providing quality cleaning and sanitization services, in accordance with the Centers for Disease Control and Prevention (CDC) guidelines, for its offices and portions of the buildings' common areas (immediately outside of office doors).
3. Subject to the acceptance of the tender and/or any counteroffer made by the Commission, the successful tenderer, shall under a contract clean two office units and the common areas of the building.
4. All tenderers are advised to understand the Commissions' offices carefully before submitting tender. The tenderers may contact the TRC to request and schedule a walk-through of its offices.
5. The Commission is not obliged to accept the lowest or any tender submitted by the tenderers.

SCOPE OF WORK - The tender submission must comprise the following:

- I. Proposed cleaning services for each floor inclusive of unit rates.
- II. Proposed number of cleaners that will be assigned to each floor.
- III. Cleaning and mopping all general floor areas.
- IV. Cleaning of all office and workstations.
- V. Cleaning of all restrooms, kitchenettes and conference rooms.
- VI. Cleaning of all doorknobs/handles, entrance doors and office doors.
- VII. Cleaning/dusting of all office furniture, surface areas and window blinds.
- VIII. Deep cleaning of all offices and workstations is required twice per month (Fridays preferably).

Proposed work is to be carried out from Monday – Friday between the hours of 3pm and 4 p.m.