

TERMS OF REFERENCE (TOR)

OFFICE CLEANING

Background

Maldives Fund Management Corporation Limited (MFMC) & Subsidiary company Ocean Connect Maldives (OCM) requires the effective provision of Cleaning & Messenger service. Service cost shall comprise price for both companies and quotation shall be prepared in a way to identify both site prices separately.

Scope of work

This is to provide Cleaning & Messenger service for one floor comprising two office spaces of MFMC, and the H.Suez building second floor (OCM/MFMC). All equipment and products used for the cleaning service should be bought by the service providers.

Cleaning Service

The scope of the Contract shall include but not be limited to the following:

- Cleaning of office space, meeting rooms and common area
- Cleaning of all bathrooms and their fixtures
- Cleaning of the balcony
- Cleaning of windows – internal and external

Offices / Reception

- Daily – paper/waste bins emptied & dustbin bags changed, Sweeping/mopping the floor area
- Three times a week – floors/carpets vacuumed.
- Two times a week – cleaning/dusting/vacuuming of fixtures such as cupboards, shelves, picture frames, couches, chairs, desks and desk equipment
- Once a week – cleaning/dusting/vacuuming of window-sides, doors, glass doors and glass partitions

Meeting / conference rooms

- Daily – paper/waste bins emptied & dustbin bags changed; table tops cleaned; tables and chairs re- arranged
- Three times a week – floors cleaned; fixtures cleaned
- Once a week – cleaning/dusting/vacuuming of window-sides, doors, glass doors and glass partitions

Bathrooms

- Daily – floors scrubbed, washed and dried
- Vanity top scrubbed, washed and dried
- Fixtures cleaned and disinfected

Kitchenettes

Daily – Floors sweeping/mopping; table tops; sinks scrubbed, washed and dried, waste bins emptied and dustbin bags changed.

Balconies

Twice a week – litter cleared from the balconies, dusting the Railings & Fixtures

Windows cleaning

Once a month – inside and outside

Supplies and equipment

The contractor should equip himself with all necessary tools and chemicals required for carrying out the work. A dedicated storage room will be provided for storing the supplies and equipment.

Premises

Total office area: Approximately 200sqm (Including lift lobby)

Details	Nos
Executive rooms	4

Meeting rooms	2
Pantry	2
Toilet	3
Balcony	1

Office area in Suez (OCM, MFMC)

Details	Nos
Executive rooms	4
Meeting rooms	1
Pantry	1
Toilet	2
Balcony	1

Work schedule

The cleaning work will be carried out during the office working hours within the following time frame – from 15:00 pm to 16:00 pm (all official public holidays excluded).

Payment

- Payment will be made on monthly basis.
- Payments will be made within 7 (seven) days upon the receipt of the invoice.

Duration of contract

The contract will be initially for 1 year with the possibility of extension up to 12 months, subject to satisfactory performance of the contractor. Contractor performance will be reviewed on an ongoing basis.

Quotation

Quotation must include a validity of 60 days and a breakdown of the price monthly and yearly.

Termination Condition

1. Based on the ongoing review, MFMC will have the right to issue immediate termination notice if the contractor:

- i. Fails to attend for 3 consecutive days without any written notice with reasons
 - ii. Fails to rectify/address and remedy any receipts of a notice of failure issued from MFMC, within the agreed period
 - iii. Has been issued 3 written notices of failure as stated in G. 1. ii
2. Agreement can be terminated by MFMC with a notice period of 1 month

Qualifications of contractor

Two years proven track record in rendering satisfactory services to similar offices. The company must have training and experience in similar environments.

Evaluation Criteria

Criteria	Details
Price	the Employer shall award the Contract to the Tenderer whose offer has been determined to be the lowest evaluated Tender and is substantially responsive to the terms of reference, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.
Experience in related field	<p>at least 2 contracts within the last 3 years, that have been successfully and substantially completed and that are similar to the proposed Works.</p> <p>Points will be given based on the past 3 years' experience of work completed above MVR 60000/- On the field of cleaning service on letter. The reference letter should contain price of work, work start date and complete date.</p>

Financial Capabilities

Except above evaluation criteria the company shall meet the below mention criteria

Criteria of financial Capabilities

- Companies past 3 years average income at least should be MVR 60,000.
- Bidders should submit bank account statement if the company is not more than 1 year.