

CALL FOR EXPRESSION OF INTEREST FOR PROVISION OF CLEANING SERVICES

Introduction

The CLEEN Foundation (formerly known as Centre for Law Enforcement Education) is a non-governmental organization established in January 1998 with the mission of promoting public safety, security, and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector.

Background

As an organization, we understand that having a clean and hygienic working environment is crucial. For one, it safeguards our staff, partners and visitors from exposure to unhealthy conditions and also helps to promote higher staff morale, productivity levels and gives us a professional image that is important for our workforce and partners alike. It is for these reasons that hiring an experienced, thorough commercial cleaning company that will help to make our working environment conducive is so important. Against this background, CLEEN Foundation is in search of a cleaning company that understands the importance of providing professional and high quality service to its clients.

Purpose of the Call

The purpose of this call is to engage a cleaning company that will be responsible for the comprehensive day-to-day cleaning of our offices and the premises. The successful company will provide all personnel, materials, equipment and supplies to accomplish this task with best and high-quality service.

Scope of Work

- ☐ Provision of package services including cleaning and janitorial services
- ☐ Any other services related to cleaning and maintenance
- ☐ Logistics support for meetings and office events.
- ☐ Provision of other support services as required.

Roles/Deliverables

The company will be expected to perform the following:

- ☐ Provide at least 2 to 3 personnel to carry out daily cleaning services for the organization.
- ☐ Ensure that the cleaning personnel are persons of integrity;
- ☐ Provide materials, equipment and supplies for carrying out the services.
- ☐ Provide premium quality services to the organization.

Requirements

- ☐ Applicant must have at least five years' experience doing similar work for organisations.
- ☐ Provision of Certificate of Incorporation
- ☐ Must show evidence of similar work done.
- ☐ Must have an office within the FCT.

How to Apply

For qualified companies, kindly send your recent profile, list and contact details of at least five clients and cover letter to procurement@cleen.org detailing relevant experiences and what makes you most fit for the contract.

Application Closing Date: This call will be on rolling basis.

Please title the subject of the email as: 'Provision of Cleaning Services to CLEEN Foundation'

Note: Only shortlisted candidates will be contacted, and successful applicant notified.

NO PHONE CALL PLEASE!!!