SOCIAL SECURITY BOARD TENDER CLEANING & JANITORIAL SERVICES

The Social Security Board invites bids for the provision of cleaning & janitorial services for Belize City Branch Office. It is expected that the contract will commence in June 2021.

LOCATION:

a. Belize City Branch Office - located at Cor. Princess Margaret Drive & St. Joseph Street, Belize City.

THE SCOPE OF WORKS:

a. Clean and sanitize all bathrooms daily, including the Security Booth daily.
   b. Clean kitchen and all appliances, kitchen equipments, crockery, cutlery and all other kitchen items daily.
   c. Sweep, mop and polish office floors daily.
   d. Dust and polish office furniture, fixtures; and sanitize telephones sets daily.
   e. Polish wooden, aluminum and brass hand rails daily.
   f. Clean and polish glass doors, panels daily.
   g. Remove cobwebs from building daily.
   h. Empty waste paper baskets and all garbage containers daily.
   i. Clean all vertical blinds regularly.
   j. Clean all planters, both outside and inside.
   k. Unclog, clean and wash drains as necessary.
   l. Sweep, wash and maintain clean all parking lots and walkways.
   m. Maintain the entire compound that is yard, parking lots, walkways, planters and plants free of litter of any kind.
   n. Properly clean all windows inside out semi-annually.

GENERAL REQUIREMENTS:

a. Comprehensive proposal including company profile, experience and competence.
   b. Certificate of Good Standing from Belize Company Registry
   c. Certificate of Good Standing from the Belize Tax Services
   d. Current Trade License
   e. At least 2 (two) recommendation letters are required
   f. Cost indicated by number of employees by hour, week, month and year.
   g. Provide Valid police record for all workers.
   h. Description of cleaning products proposed to be used (material, deodorizers, cleaning agents, chemicals).

Cost incurred in visiting the premises and preparation of the tender bid is the sole responsibility of the tenderer. Bids are to be accompanied by the documents listed above.

The successful bidder must provide all materials (garbage bags, dishwashing liquid, cleaning cloths, dusters, brooms, mops etc.), for chemicals, equipment, and accessories (COVID-19 Personal Protective Equipment or PPE) necessary for the janitorial services, including thoroughly trained employees to perform these duties.

1. Provide and pay for all tools, equipment, transportation, permits, taxes, supervisors, labour and all other necessary services to complete the above described works satisfactorily.

The Social Security Board does not bind itself to accept the lowest bids and reserves the right to accept or reject any bids, and to annul the process and reject all tenderers, at any time prior to award of contract, without thereby incurring any liability to the affected prospective contractor or any obligation to assign and reason for the rejection of any bid.

Contact can be made with the Service Delivery Manager, Social Security Board, Belize City for a walk through of the premises or for any other related details by emailing: dmahler@socialsecurity.org.bz.

Prospective bidders must be in compliance with the requirements of Social Security Act and up to date with all Social Security Contributions in order to be considered

Bids must be submitted in a sealed envelope marked “CLEANING & JANITORIAL SERVICES SOCIAL SECURITY BOARD-BELIZE CITY” and received by the SSB office in Belmopan no later than 4:00 p.m. local time on April 23rd, 2021. Kindly address bids to:

General Manager, Corporate Services
Social Security Board, Bliss Parade
P.O. Box 18, Belmopan, Belize C.A.