

# ANNEX

## Provision of cleaning services

## TENDER SPECIFICATIONS

### **1. Description of the tender**

The Contracting Authority is situated at the Embassy of the Hellenic Republic. The total space in all floors and other areas is approximately 3.500 sqm. Inside the lot there are a) two two-floor buildings of roughly 1.600 square meters each, b) to smaller one-floor buildings of 50 square meters each c) one two-floor building of 250 square meters and d) storage and garage space. The scope of the services to be covered by the contract between the Contracting Authority and the successful tenderer, includes all aspects of gardening and outside area maintenance / cleaning services to be provided at the premises of the Contracting Authority as well as the provision of cleaning material, uniforms, other cleaning consumables, as well as event assistance. For the cleaning of the premises at least 2 full time, experienced cleaners are required as well as some additional, ad-hoc personnel with hospitality training.

### **2. Place of delivery or performance**

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in Annex A.1 Technical specifications.

### **3. Duration**

The framework contract(s) resulting from the present call for tenders shall enter into force the date on which it is signed by the last contracting party.

### **4. Volume**

The maximum contract amount has been estimated in 145.000 SAR including VAT.

### **5. Selection Criteria**

The tenderer would need to be able to prove sufficient economic and financial capacity and sufficient technical and professional capacity to perform the contract. For economic capacity assessment criteria could be, among others, a statement of the annual average manpower and the number of managerial staff of the tenderer in the last three (3) years. For technical and professional capacity, the tenderer should provide proof that they have performed at least 2 projects of a nature or scope similar to the services to be carried out under this tender.

### **6. Other Requirements**

The tenderer should be able provide, upon request, proof during the duration of the project that a) The staff assigned at the Embassy of the Hellenic Republic has no criminal record, b) No taxes or medical/social insurance fees related to the aforementioned employees are due.