

# EASTERN CARIBBEAN CENTRAL BANK



## INVITATION FOR TENDER

### CLEANING SERVICES FOR THE SIR K. DWIGHT VENNER AND ERROL N. ALLEN BUILDINGS

The Eastern Caribbean Central Bank (ECCB) hereby invites tender proposal from suitably qualified companies to provide cleaning services at the Bank's Headquarters. The property comprises of two (2) buildings - **Sir K. Dwight Venner (SKDV) and Errol N. Allen (ENA)** - with three floors in the SKDV building and two floors in the ENA building. Both building totaling approximately 36,579 square feet, of which 27,052 square feet is carpeted and 9,527 square feet is non-carpeted.

Services required, include:

1. Light cleaning (including dusting desks, doors/partitions and work spaces), damp dusting of doors (including frame and furniture, window ledges, telephones and computers);
2. Spot wipe paint work, walls, partitions and pillars;
3. Clean elevator, glass on doors and transparent glass panels excluding windows;
4. Clean main entrances, stairwells and patios/ledges around the exterior of building;
5. Clean and polish drinking fountains, and handrails and brass work on a periodic basis
6. Mop floors, and burnishing of terrazzo floors;
7. Vacuum and shampoo carpeted areas;
8. Clean kitchens, bathrooms, washbasins, toilets, and mirrors;
9. Clean meeting rooms and plant rooms on each floor;
10. Empty waste bins and replace garbage bags in designated areas;
11. Provide all equipment, tools and materials necessary to perform the cleaning services including working platforms and access ladders.

Cleaning should be conducted on a daily basis, Monday to Friday from 6:00 pm to 8:30 pm, with the exception of the Gym, which should be cleaned daily, Sunday to Saturday at 8:00 pm. In the event of an emergency situation, fire or flood, the Bank will require the service provider's employees/subcontractors to be redirected to assist with any cleanup operations that may be necessary.

#### Contents of Tender

Applicants must submit a written proposal to the Bank, which should include the following:

- Business profile, including name, contact details, number of personnel employed and equipment utilised. If operating as a company, the date of incorporation and copy of the company's registration certificate.
- A letter from your main banker indicating the number of years that you have maintained a business account with the bank and a general statement on how your account has been managed over the years.
- A statement from your Attorney stating that your business/company is free of any offence concerning professional conduct, any judgement that may be detrimental to the ECCB's interest and any litigation for the past ten years.
- A list of major clients served within the past 2 years of similar size (sq ft).
- Two references from clients served within the past 2 years.

#### Evaluation and Selection

Proposals must comply with the preceding requirements. Proposals submitted without the required information will not be considered. The selection process will include:

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- An opportunity for the applicant to tour the premises prior to submission of bids for the service.
- Employee background checks
- A formal interview

The successful applicant will be contracted for a period of two years, and will be responsible for providing all cleaning services in a manner consistent with industry standards and the level of professional skills generally acceptable in the industry. The applicant's performance will be assessed quarterly and corrective action if required would need to be taken within the specified timeframe.

#### Submission of Applications

Applications should be received by **11 June 2021** and should be addressed to:

*Senior Director, Support Services Management Department  
Eastern Caribbean Central Bank  
P O Box 89  
Basseterre, St Kitts*

A copy of this invitation for tender can be viewed on the Bank's website [www.eccb-centralbank.org](http://www.eccb-centralbank.org). Applicants may call the Bank for further information at 465-2537 ext 3938.