

TERMS OF REFERENCE (TOR) CLEANING SERVICES

Background

Care International Sudan requires an effective professional cleaning services for its office premise.

Scope of work

This is to provide cleaning services of high standards using environmentally friendly cleaning products and supplies, for CIS office of 945 m2. The layout is two floors comprising of office spaces, conference room, receptions, Kitchens, bathrooms and balcony and open yard.

1. Deliverables

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

- Cleaning of office spaces (cleaning/dusting/vacuuming of fixtures such as cupboards, shelves, couches, chairs, etc.), meeting room, reception, open yard, veranda and balconies.
- Cleaning of all bathrooms and their fixtures.
- Cleaning of the Kitchen and Verandas.
- Cleaning of windows and doors.
- Internal and external Waste management.

2. Work schedule

The cleaning work will be carried within the following timeframe – from 6:30 am to 2:30 pm, five days a week (Sunday to Thursday).

3. Duration of the Contract

If the offer accepted, the contract will be for **12** months with the possibility of extension, subject to satisfactory performance of the contractor.

4. Qualifications of Contractor

- Proven track record in rendering satisfactory services.
 - Financially stable, evidenced by authentic financial statements for the past two years of operation.
 - The personnel must have experience in similar environments; and must not have criminal records or pending court cases against them.
5. Adequate number of cleaners the suit the space.