

# **INTERNATIONAL INDIAN SCHOOL DAMMAM**

## **CLEANING AND JANITORIAL SERVICES CONTRACT**

### **PREQUALIFICATION QUESTIONNAIRE AND BID FORM**

## **INTRODUCTION**

It is the policy of the International Indian School, Dammam (IIS, Dammam) to pre-qualify Cleaning and Janitorial Service Provider / Suppliers before including them in the International Indian School's Approved List of Contractors / Service Providers / Suppliers and evaluation of their bid (if any).

The objective of the Pre-qualification exercise is to evaluate the Contractor's capabilities to provide a consistently, reliable and trouble free Cleaning and Janitorial Services / Supply for the specified period as per the specifications and requirements.

By completing and submitting the Contractor's Pre-qualification Questionnaire you would provide the required information about your Company needed for the Pre-qualification. Upon receiving the completed Pre-qualification Questionnaire, IIS, Dammam will review and evaluate it thoroughly and it may be followed by a visit to your Company / meeting with Higher Management / seeking further details for further assessment.

All the information provided for this Pre-qualification process will be treated as "confidential" by the International Indian School, Dammam.

School reserves the right to accept or reject the bid without assigning any reason.

### **Instructions**

1. Kindly answer all the questions and provide complete information and attach necessary documentation, clearly marked to the relevant section and question number.
2. All answers shall be preferably typed or legibly written.
3. If the space provided for a particular question is not enough, you may attach additional sheets.
4. Questions that are not applicable to your Company may be marked "N/A" (Not Applicable).
5. Complete the "Cleaning and Janitorial Services Contractor's Pre-qualification Questionnaire" and submit them in a folder in duplicate with all the required documents.
6. Should you have any queries / clarifications, please write to

The Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia,  
Tel. : 013 814 2801, Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

And / Or

The Principal / Head of the Institution, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2807, Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

7. You may also visit International Indian School, Dammam to meet The Principal / Head of the Institution for any clarifications.
8. Duly filled Bid Form along with receipt of SR100/ ( TOWARDS COST OF BID FORM) should be dropped in the BID BOX kept in the BOYS SECTIO Non or before Thursday, 23.10.2019.(Time 1:30pm)

# CLEANING AND JANITORIAL SERVICE CONTRACT – PREQUALIFICATION QUESTIONNAIRE

## 1. CLEANING AND JANITORIAL SERVICE CONTRACT INFORMATION

Service Type : Cleaning and Janitorial Services / Supplies for both Boys and Girls Section

Last Date for submission of PQ Documents :

Contact Person : The Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

Or

The Principal / Head of the Institution, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2807, Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

## 2. SERVICE PROVIDER INFORMATION (To be filled by Service Provider)

Service Provider Name :

Registered Address :

Telephone Number :

Fax Number :

E-mail Address :

Contact Person :

Mobile Number :

Commercial Registration Number :

Issue Place :

Issue Date :

VAT Number :

ISO Certificate (if any) :

Bank Details :

### 3. DOCUMENT REQUIREMENT

Your Prequalification Documents should also include all the following documents Please checkmark the appropriate box whether the documents are attached or not. If any of the required documents is not submitted, then explain the reason.

- |    |   |     |                          |    |                          |       |
|----|---|-----|--------------------------|----|--------------------------|-------|
| 1  | Commercial Registration Certificate       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 2  | Zakat Certificate                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 3  | VAT Certificate                           | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 4  | Chamber of Commerce Certificate           | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 5  | GOSI Certificate                          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 6  | Saudization Certificate                   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 7  | Any License (Please specify-----)         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 8  | Audited Financial Statement - Year 2017   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 9  | Audited Financial Statement - Year 2016   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 10 | Company Organization Chart                | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 11 | List of Past 3 Years Similar Experience   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 12 | List of Ongoing Similar Services          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 13 | Latest Company Profile                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 14 | Operational Personnel List / CVs          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 15 | Manpower Details in Position-wise         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 16 | List of Machinery related to this Service | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 17 | List of Major Clients & Contact details   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |

### 4. GENERAL QUISTIONAIRE (Please attach separate sheet if required)

1. Do you have other subsidiaries, joint ventures or are a part of a parent company? – Yes / No  
(If so If so, please describe the type of business briefly)

2. How long have you been doing such kind of services to various clients in this field?

The completed contractor Prequalification Summary form, **together with all the relevant supporting documents**, shall be submitted to the Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

**AUTHORIZED SIGNATURE**

We certify that all the information provided in Attachments/ Sections listed above are true and correct, and we fully understand that any information found to be incorrect or incomplete could result in the disqualification of our company in participating in the above mentioned service contract.

Service Provider Name :

Authorized Signature :

Name :

Position :

Date :

# BID FORM

## CLEANING AND JANITORIAL SERVICE CONTRACT

### 1. Basic Information of Bidder

Name of the Company : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers : \_\_\_\_\_

Fax / Mobile Nos. : \_\_\_\_\_

Name of the Representative : \_\_\_\_\_

### 2. Scope and Compliance

This bid includes all the work required to perform the Cleaning and Janitorial Services as follows but not limited to:

1. All classrooms of the Boys & Girls Sections.
2. Meeting Rooms
3. Staff Rooms
4. Managing Committee Room, Principal's Room, Principal In Charges Room, Vice Principal Rooms, Finance Officer Rooms, HM Rooms, Deputy Controller of Exams Rooms and any other rooms which are not mentioned herewith but assigned to school staff.
5. Account/Cash Rooms, Office Rooms, Secretary Rooms, Prayer Rooms, Reception and other rooms which are not mentioned herewith but assigned for specific purposes.
6. Laboratories, Libraries, Stores & Stationeries, Printing / Photo Copier Rooms, First Aid Rooms, Sports Rooms, Audio Visual Rooms, Parents Waiting Rooms etc.,
7. Multi-Purpose Halls, Conference Rooms etc.,
8. All Corridors inside and outside buildings
9. All Toilets – During School Hours and After School Hours.
10. Window Air Conditioners filter cleaning once in Two months.
11. Gate Duty – Working as Security in all the Gates during morning (0630 Hours to 0800 Hours) and after noon (1100 Hours to 1400 Hours)
12. Safety & Security – Traffic Control near the school buildings in the morning and afternoon and assisting students to reach their classes (Particularly young children of Classes Pre KG to Class V)
13. Switch on / off all Lights, Air Conditions and other Common Electrical Items.
14. Assisting Each Sections (10 Sections) and Admin Section for their day to day works as attenders.
15. Carrying out day to day maintenance works in support with School staff such as Electrician, Plumber, Carpenter, AC Mechanic, Store Keeper, Photo Copier Person and others not mentioned herewith.
16. Performing Security works for Boys School, Girls School, including night duty. Also assigning duty of One person for cahier office during evening hours.
17. Removal of all Waste from School Premises to outside.
18. Cleaning of Playgrounds, Staircases, Outside Buildings and Roofs.

19. All other general works which are not mentioned here but necessary to day to day function of the school.
20. Assisting school functions in every respect including shifting of all furniture.
21. Any other works which are not listed above but require to complete the scope.

The above list of works should be performed on daily basis and the below mentioned works need to be performed as per the requirement.

1. Painting and Related Works – During Summer Vacation or whenever required by the School management.
2. Regular Maintenance Works including Civil, Mechanical, Electrical, Plumbing and Carpentry Works.
3. All ACs (Central, Window and Split) Periodic Cleaning, Servicing and Maintenance.
4. Tree Cutting and Pruning (including all related equipment for cutting and disposal) as and when required.
5. Applying Pesticides as and when required.
6. Floor Polishing (All Plinth Area of Buildings) – During Summer Vacation in addition to below Job Frequency – Other than 30 days Non Paid Time.
7. Periodic Cleaning of Water Tanks – As and When Required.
8. Periodic Checking of Lights and replacement of Tubes.
9. Supply of manpower for any special work time to time.
10. Any other works which are not listed above but require to complete the scope

All the classroom cleaning will be done after the school hours with full security of the classrooms.

Janitors should ensure that the toilets are always clean and get certification from their respective Section Heads or In charges.

Other job description and frequency at least are:

- |   |   |
|---|---|
| 1. Cleaning of Toilets                  | : Daily Thrice(After break times and afternoon) |
| 2. Sweeping of floors                   | : Daily Twice (Morning & afternoon)             |
| 3. Mopping of floors                    | : Daily Twice (Morning & afternoon)             |
| 4. Stripping and waxing                 | : Bi-monthly                                    |
| 5. Scrubbing Floors                     | : Monthly                                       |
| 6. Dusting windows                      | : Weekly (Saturdays)                            |
| 7. Washing windows                      | : Bi-monthly                                    |
| 8. Cleaning of Interior walls & ceiling | : Monthly                                       |
| 9. Dusting light fixtures               | : Monthly                                       |
| 10. Cleaning sinks & diring fountains   | : Daily (Morning & afternoon)                   |
| 11. Emptying waster receptacles         | : Daily (Morning & afternoon)                   |
| 12. Washing water receptacles           | : Weekly (Saturdays)                            |
| 13. Cleaning Chalk Boards               | : Daily (Morning & afternoon)                   |
| 14. Dusting furniture & appliances      | : Daily (Morning & afternoon)                   |
| 15. Vacuuming carpets                   | : Daily (Morning & afternoon)                   |
| 16. Carpet shampooing                   | : Quarterly                                     |
| 17. Area Cleaning (Playgrounds etc.)    | : Daily (Morning & afternoon)                   |

### **3. Prices**

Bidder shall submit total all inclusive price for the Cleaning and Janitorial Services (including manpower, Equipment, Tools and Accessories, All Legal Expenses, Government Levy, Saudization etc., but not limited to) required.

Supply of Cleaning Equipment – Attach the list of equipment and quantity that will be used in girls and boys building.

Supply of Cleaning Material – Attach the list of material and quantity that will be used in girls and boys building. The school will have option to provide cleaning material or pay the quoted amount

Unit price to be quoted considering the scope of work and the requirement of manpower as 2 Supervisors, 40 Male Staff, 20 Female Staff, 3 Medium Duty Drivers.

Type of Services	Unit Rate per month in SAR
Supply of Cleaning Material – Attach the list of material and quantity that will be used in girls and boys building.	
Rate for supply of <b>one</b> Supervisor (all inclusive)	
Rate for supply of <b>one</b> Male Janitor (all inclusive)	
Rate for supply of <b>one</b> Female Janitor (all inclusive)	
Rate for supply of <b>one</b> Medium Duty Drivers (all inclusive)	

Note : The monthly payment will be made after 30 days against approved VAT Invoice.

In the summer holidays ( July and August) only limited numbers of male Janitorial staff may be required. School will inform accordingly.

The unit prices indicated above are not subject to escalation whatsoever and shall remain the same during the life of the Service Contract, if and when it becomes operational.

#### 4. Terms and Conditions

- The Cleaning and Janitorial Service Contract will be allotted to single Service Provider only. But the school reserve right to sign with more service provider(if required).
- A Bid Bond from bank of SAR 10,000 is required along with the Bid and unsuccessful bidders will be refunded the same. No cash amount will be accepted in place of bid bond.
- A Bank Guarantee equal to SAR 500,000/- valid for period of one year shall be submitted or 3 months contract value shall be deposited in school account at the time of signing the Service Contract by the successful bidder.
- Facilities provided by School –School Premises, Space for keeping their Tools & Accessories.
- Contract period will be for **One** Year subject to extension of **1+1**more years subject to yearly review on satisfactory service. Valid Bank Guarantee value shall remain be with the school till the contract is active.
- Cleaning and Janitorial Service Provider is solely responsible in case of any delay in performing their works and they should correct it without affecting day to day functions of the school.
- Above tender will be subject to General terms & Conditions of the bidding and contracts of the school.



**5. Validity**

This bid shall remain valid for a period of one hundred twenty (120) calendar days following the bid closing date.

\_\_\_\_\_  
**(Name in Print of Authorized Signatory)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Designation & Title)**

\_\_\_\_\_  
**(Name of Company)**

\_\_\_\_\_  
**(Date)**  
**(Official Seal of the Company)**