

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.

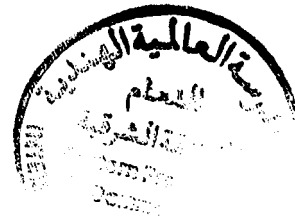
School reserves the right to accept or reject the bid without assigning any reason.

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

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

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 SECTION on or before Thursday, 16.02.2019. Under NO circumstances the school will accept any bid received after the above specified date .



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

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

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. Please provide a Bank Reference and Authorization to discuss your financial capability with your bank.

3. Please providethe history of your Company, mention any current or proposed developments and generally describe your operation.

4. Please describe your facilities briefly and attach a sketch of yourlocation and facilities.

5. Describe briefly the procedure of effectively managing Cleaning and Janitorial Services without any interruptions.

6. Describe your procedure and measures that ensure that the services are satisfactory?



7. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.

8. 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

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.

Having been properly represented during the Job Explanation Meeting and having investigated and examined their entirety the Scope of Work, the Proforma Contract and all the documents referred therein, and the instruction to bidders, the undersigned offers to provide the Cleaning and Janitorial Services / Supplies in accordance with the said Bid Documents and the Cleaning and Janitorial Services Contract, all for the price indicated below. The undersigned confirms that there are no conditional terms or exceptions contained elsewhere in this Bid.

The scope of the works are

1. All classrooms of the Boys & Girls Sections, and all villas.
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. Bus Duty – Working as Conductors for all the buses and checking of left out students in the bus both morning and afternoon.
12. Gate Duty – Working as Security in all the Gates during morning (0630 Hours to 0800 Hours) and after noon (1100 Hours to 1400 Hours)
13. 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)
14. Switch on / off all Lights, Air Conditions and other Common Electrical Items.
15. Assisting Each Sections (10 Sections) and Admin Section for their day to day works as attenders.
16. 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.
17. Performing Security works for Boys School, Girls School, including night duty and 5 Villas. Also assigning duty of One person for cahier office during evening hours.
18. Removal of all Waste from School Premises to outside.
19. Cleaning of Playgrounds, Staircases, Outside Buildings and Roofs.
20. All other general works which are not mentioned here but necessary to day to day function of the school.
21. Assisting school functions in every respect including shifting of all furniture.
22. 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 are:

1. Cleaning of Toilets : Daily
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

Having examined in their entirety the Bid Documents and determined all factors that may affect the cost, duration and /or the performance of the Service required, the undersigned bidder hereby submits a 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.

Type of Services	Unit	Unit Rate in SAR
Performing Cleaning and Janitorial Services for Boys and Girls Section as per the scope mentioned above but not limited to. A minimum of 2 Supervisors, 40 Male Staff, 20 Female Staff, 3 Medium Duty Drivers to be considered.	Per Month	
Supply of Cleaning Material – Minimum Quantity to be defined.	Per Month	
Optional Rate for supply of Supervisor	Per Month	
Optional Rate for supply of Male Janitor	Per Month	
Optional Rate for supply of Female Janitor	Per Month	
Optional Rate for supply of Medium Duty Drivers	Per Month	



For calculation purpose, working days considered in a month is 26 days and working days in a week is 6 days.

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

It is understood that the Contractor will provide sufficient stand-by staff in order to provide an uninterrupted service.

The price indicated above includes but is not limited to compensation for all applicable taxes, insurance, including Saudi Arabian Social Insurance, fees, mobilization and demobilization, catering and accommodations, transportation to and from the school, profits and all other direct and indirect cost incurred or to be incurred by the undersigned bidder. The price includes any other types of compensation envisaged.

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 of SAR 10000 is required along with the Bid and unsuccessful bidders will be refunded the same after awarding of Service Contract to successful Bidder.
- A Bank Guarantee equal to SAR 500,000/- or 3 months contract value valid for 2 years to be submitted to school at the time of signing the Service Contract by the successful bidder.
- Facilities provided by School – Uninterrupted Access to the School Premises, Space for keeping their Tools & Accessories.
- Contract period will be for 2 Year subject to extension of 2 More Years but one year at a time.
- 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 posted on the school website.
- The school may take serious action in case of any delay in performing the assigned works by the Service Provider.



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)

