



ASSET RECOVERY  
BUREAU

Malta

***Request for Quotations (RfQ) for the Provision of Cleaning Services for the  
Asset Recovery Bureau  
ARB/06/2021***

**Published On: 09/04/2021**

**Deadline for Clarifications: 16/04/2021 at noon.**

**Closing date for submission of offers: 23/04/2021 at noon.**

## **1. Introduction**

1.1. The Asset Recovery Bureau (hereinafter referred to as the ARB) is a public entity established under Proceeds of Crime Act, Chapter 621 of the Laws of Malta.

## **2. Objective**

2.1. The ARB is inviting interested parties (hereinafter referred to as Service Providers) to submit quotations for the **Provision of Cleaning Services for a period of six (6) months** - with the possibility to extend the agreement for a further period of up to six (6) months beyond the initial expiration date.

2.2. The estimated procurement value for this Request for Quotations is that of €3,900 excluding VAT.

## **3. Terms and Conditions**

3.1. The total area of the office space to be cleaned is approx. 194m<sup>2</sup> split over basement, ground floor level, and three additional storeys.

3.2. The service provider must:

3.2.1. Be of good moral character;

3.2.2. Be in a position to render service as of 11th May 2021;

3.2.3. Be able to communicate in Maltese and/or English.

- 3.2.4. Provide a reliable service and apply safety and hygienic rules relating to that particular cleaning aspect.
  - 3.2.5. Be able to handle day-to-day workload under supervision.
  - 3.2.6. Be ready to work the working hours agreed upon and as specified in section 4.9.
- 3.3. The Service Provider needs to provide a valid insurance policy covering employees and third-party injuries and damages, documented evidence of which is to be submitted to the ARB.
  - 3.4. The Asset Recovery Bureau reserves the right to decrease or increase the number of cleaners or change the below-mentioned premises, indicated in section 4.9., according to its exigencies.
  - 3.5. The cleaning services shall be rendered and paid on hourly basis and shall not be subject to the number of cleaners per hour.
  - 3.6. The cleaning services shall be carried out at all times to the satisfaction of the ARB. The ARB reserves the right to refuse the certification of works if service is not provided to the ARB satisfaction.
  - 3.7. The Service Provider is to ensure a decent, smart and clean appearance at all times.
  - 3.8. The Service Provider must provide a recent police conduct not exceeding six (6) months from publication, of the cleaner/s assigned to carry out the cleaning services.
  - 3.9. The ARB will not reimburse costs incurred for to the certificate of police conduct indicated in 3.8. above.
  - 3.10. The ARB reserves the right to refuse entrance to cleaner/s not presenting a clean police conduct as specified in 3.8. above.
  - 3.11. Due to its nature of work, the ARB does not allow contracted service providers to circulate in the premises with personal belongings with particular regards to bags and mobile phones. Such items are to be left in a lockable unit at the entrance of the ARB premises.

- 3.12. All necessary equipment and detergents required to carry out the cleaning duties including but not limited to; ladders, bin liners/garbage bags and detergents, are to be provided and costs are to be borne by the Service Provider.
- 3.13. It is the responsibility of the Service Provider to maintain adequate stock level of equipment and detergents mentioned in section 3.12. above to ensure cleaning services are carried out without disruptions.
- 3.14. All cleansing equipment must be in conformity with the applicable health and safety regulations.
- 3.15. Detergents and any other cleaning products must be environmentally friendly in line with the Green Public Procurement Regulations.
- 3.16. For every cleaning service carried out, the Service Provider shall provide a timesheet. Such timesheet should be filled in and signed on the day of the service rendered and must contain at least the following information:
  - i. Date of service rendered.
  - ii. Time In.
  - iii. Time Out.
  - iv. Type of service rendered.
  - v. Signature of Service Provider representative.
  - vi. Endorsement by ARB representative.
- 3.17. The Service Provider is bound to ensure that its business operations are in accordance with local regulations and Laws of Malta.

#### **4. Duties**

The following cleaning services are to be carried out:

- 4.1. Sweeping and washing of all office floors, including basement;
- 4.2. Damp cleaning of all furniture, seating and fixtures in all areas;
- 4.3. Emptying of waste baskets in all areas;
- 4.4. Cleaning of toilets, basins, mirrors, seats, walls, fixtures and fittings;
- 4.5. Cleaning of kitchenette, sinks, walls, fixtures and fittings including appliances and any utensils;
- 4.6. Cleaning of all office windows, blinds, window wooden louvers, doors and one balcony, internal and external;

- 4.7. Cleaning of stairs and carpets;  
 4.8. Cleaning of the roof area;  
 4.9. Cleaning Schedule:

Office cleaning services are to be provided on two days, Tuesday and Thursday, excluding public/national holidays as indicated in Schedule A shown hereunder;

<b><u>Schedule A</u></b>						
<b><u>Office cleaning services for the Asset Recovery Bureau</u></b>						
<b><u>Address</u></b>	<b><u>No. of Cleaners</u></b>	<b><u>Time in and Time Out</u></b>	<b><u>No. of hours/day</u></b>	<b><u>No. of days</u></b>	<b><u>Days</u></b>	<b><u>No. of hours/week</u></b>
72, Market Street, Floriana	1	08:00 hrs up till 12:00 hrs	4 hours	2	Tuesday and Thursday	8 hours

4.10.If any of the days indicated in 4.9. above (i.e. Tuesday and/or Thursday) fall on a national/public holiday, upon agreement between both parties, the service may be provided on another day falling within that particular week.

4.11.The ARB reserves the right to increase or decrease the number of hours per day according to its exigencies. However, the total number of hours shall not exceed 10 hours per week.

## **5. Submissions**

5.1. Interested parties are invited to submit their quotations, according to Section 3 Terms and Conditions and Section 4 Duties as outlined in this request by not later than **23<sup>rd</sup> April 2021 at noon** on the following email address: [finadmin.arb@gov.mt](mailto:finadmin.arb@gov.mt) .

5.2. Submission must include the following:

5.2.1. Annex I - ARB\_06\_2021 Financial Bid Form (attached to this RfQ) covering:

- i. Section A. Providing general information including declaration concerning exclusion ground and;

- ii. Section B. The financial offer abiding to all Terms and Conditions and Duties mentioned under Sections 3 and 4 respectively of this RfQ, including declaration referred to in the pertaining section.

**AND**

- 5.2.2. Proof of insurance policy covering employees and third-party injuries and damages caused during work as specified in 3.3. above.
- 5.3. Any other form of submission different from the above may not be accepted.
- 5.4. Clarification requests are to reach the ARB by not later than **16<sup>th</sup> April 2021 at noon** on the following email address: [finadmin.arb@gov.mt](mailto:finadmin.arb@gov.mt).
- 5.5. Financial offer should include all conditions specified mentioned under Sections three (3) and four (4), in rate/€ per hour excluding VAT.

## **6. Method of Payment**

- 6.1. Payments shall be executed only upon the presentation of an invoice addressed to ARB and duly certified correct by Director ARB.
- 6.2. The Service Provider shall provide a monthly report for service rendered. Such report is to accompany each invoice and contain at least the following information:
  - i. The Entity's name and Address
  - ii. Date of service rendered.
  - iii. Number of hours of service rendered on that day.
  - iv. Chargeable Hourly Rate in €
  - v. Total amount chargeable for the service in €
- 6.3. Invoice should be accompanied by a monthly report as indicated in 6.2. above and include the amount (exc. VAT), VAT amount and Total in €.

## **7. Award Criteria**

- 7.1. The award criteria for this RfQ is the price. The cheapest administratively and technically compliant bid shall be awarded.

**8. Further Information:**

- 8.1. A commitment will come about only when a contract with the successful Service Provider will be signed. Until a contract is signed, the ARB may decide not to award a contract or to cancel the procedure, without the interested parties being entitled to claim any compensation.
- 8.2. The ARB reserves the right not to proceed further with the RfQ process at any given time.
- 8.3. This Request for Quotations is in no way binding on the ARB. The ARB reserves the right to refuse any bid, even the cheapest and technically compliant offer without providing any justification.
- 8.4. This RfQ is without prejudice to ARB seeking alternative services.