

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

**INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO HCD, PAD,
SPORTS AND PUBLIC LIBRARY DEPARTMENT.**

BID NO : CPD/07/2506/2025

BID OPENING DATE : 2026.03.05 TIME: 10.00 A.M.

PART - I

(For office use only)

NAME OF THE FIRM

DEPARTMENTAL RECEIPT NO:M.T'S RECEIPT NO:

DATE:

.....
SIGNATURE OF ISSUING OFFICER

PART - II

(To be filled by the Bidder)

1. **NAME OF THE FIRM:**
2. **BUSINESS ADDRESS:**
3. **TELEPHONE NUMBERS:**
4. **BUSINESS REGISTRATION NO:**
5. **BANK & BID SECURITY NO:**
6. **BID SECURITY AMOUNT:**
7. **VAT REGISTRATION : YES /NO**
8. **VAT REGISTRATION NO:**

List of Location

No	Location
Health Curative Department	
01.	Wellawaththa Dispensary
02.	Wanathamulla Dispensary
03.	Kotahena Eye Clinic
Public Library Department	
04.	Public Library
Public Assistance Department	
05.	Bonavista Multipurpose Development Community Center
Sports and Recreation Department	
06.	Miltanliyanage Reception Hall
07.	Kochchikade Community Centre and Body building Centre

PART - III

1. Monthly rates quoted to the providing of janitorial services to Wellawaththa Dispensary - Health Curative Department

Quoted Monthly Rate	
Janitors (01)	Rs.
Visiting Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Total monthly cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for One years with V.A.T.	Rs:

Total Cost for One years with Taxes. (in words) :-

.....

.....

.....

**SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.**

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

2. Monthly rates quoted to the Providing of Janitorial Services to Wanathamulla Dispensary
– Health Curative Department

Quoted Monthly Rate	
Janitors (01)	Rs.
Visiting Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Total Monthly Cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for One years with V.A.T.	Rs:

Total Cost for One years with Taxes. (in words) :-

.....

.....

.....
**SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.**

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

3. Monthly rates quoted to the Providing of Janitorial Services to Kotahena Eye Clinic - Health Curative Department

Quoted Monthly Rate	
Janitors (01)	Rs.
Visiting Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Total Monthly Cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for One years with V.A.T.	Rs:

Total Cost for One years with Taxes. (in words) :-

.....
**SIGNATURE OF BIDDER
 AND SEAL OF THE FIRM.**

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

4. Monthly rates quoted to the Providing of Janitorial Services to Public Library

Quoted Monthly Rate	
Janitors (18)	Rs.
Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Total Monthly Cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for One years with V.A.T.	Rs:

Total Cost for One years with Taxes. (in words) :-

.....

.....

.....

**SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.**

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

5. Monthly rates quoted to the Providing of Janitorial Services to Bonavista Multipurpose Development Community Center - Public Assistance Department

Quoted Monthly Rate	
Janitors (10) - Female (07)	Rs.
Male (03)	Rs.
Supervisor (01)	
Material Cost	Rs:
Overhead & Profit	Rs:
Total Monthly Cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for One years with V.A.T.	Rs:

Total Cost for One years with Taxes. (in words) :-

.....

.....

.....

**SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.**

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

6. Monthly rates quoted to the Providing of Janitorial Services to Miltan liyanage Reception Hall - Sports and Recreation Department

Quoted Monthly Rate	
Janitors (02)	Rs.
Visiting Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Total Monthly Cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for One years with V.A.T.	Rs:

Total Cost for One years with Taxes. (in words) :-

.....

.....

.....

**SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.**

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

7. Monthly rates quoted to the Providing of Janitorial Services to *Kochchikade Community Centre and Body building Centre - Sports and Recreation Department*

Quoted Monthly Rate	
Janitors (02)	Rs.
Visiting Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Total Monthly Cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for One years with V.A.T.	Rs:

Total Cost for One years with Taxes. (in words) :-

.....

.....

.....

**SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.**

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Bidding conditions for regular maintenance and providing janitorial services to **Health Curative Department, Public Assistance Department, Sports and Recreation Department And Public Library Department.**

1.GENERAL TERMS AND CONDITIONS FOR ALL LOCATIONS.

The Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites sealed bids to provide regular janitorial services to the Dispensary's of Health Curative Department, Public Assistance Department, Sports and Recreation Department And Public Library Department. under the terms and conditions given below.

01. Prospective bidder should have excellent and track record in providing janitorial service to government departments, corporations and other, reputed organizations for a period of not less than One years.
02. The contract will be valid for a period of One years (12 months) from the date of commencement.
03. **Each location have a separate specifications.**
04. **Bidder can bid for one or more locations or all locations.**
05. **The bidder should have minimum 03 years' experience in the relevant field.**
06. The successful bidder should provide the janitorial services from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even at short notice.
07. The successful bidder should fulfill all his obligations under the relevant labour laws and regulations in regard to appointments and payments of wages, EPF, ETF, etc, towards the persons employed for the purpose of executing the contract.
08. Offers should be submitted in original with duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
09. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
10. **The Municipal Council/ Municipal Commissioner reserves the right to terminate each contract at any time for unsatisfactory execution of the janitorial services.**
11. **Bid price should be valid for 120 days.**
12. A bid security **from a** recognized bank in Sri Lanka / Construction Guaranteed Fund **acceptable to Colombo Municipal Council, valid for 150 days** from the date of closing of the bid should be submitted along with the bid document or refundable cash deposit or a Bank Draft. Bid securities issued by insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected. location should be

mentioned in the each bid security. In Case of Cash Deposit with Colombo Municipal Council shall be attached the Original Receipt along with the Bid. Bid security required for each location as follows.

Bid Security Values for each Location

Location	Bid Security Value (Rs)
Health Curative Department	
Wellawaththa Dispensary	Rs. 50,000.00
Wanathamulla Dispensary	Rs. 50,000.00
Kotahena Eye Clinic	Rs. 50,000.00
Public Library Department	
Public Library	Rs. 350,000.00
Public Assistance Department	
Bonavista Multipurpose	Rs. 200,000.00
Development Community Center Sports and Recreation Department	
Miltanliyanage Reception Hall	Rs. 70,000.00
Kochchikade Community Centre and Body building Centre	Rs. 70,000.00

13. Acceptable Colombo Municipal Council, for amount **equivalent to the 5% of one years' total contract price and valid until 28 days beyond the end of the contract period for each bid.** Bid price is 12 times of the monthly price.
14. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly. Deductions will be made proportionately for the non – performance / inadequate provision of service according to the agreed supplier's monthly rate description. Payment shall be certified by an officer from the respective department considering the performance.
15. The rate quoted in the bid should be written in both figures and words. If there is a difference between the amount in words and figures, the amount in words will be considered as the correct amount. The VAT components should be shown separately.
16. Tenderer should bear Legal Charges mention in the Annexure 3.
17. VAT Registration Certificate issued by the department of Inland Revenue should be submitted if applicable VAT for the bidder. If not, a letter from the Inland Revenue Department for Non – liable of VAT should be submitted with the bid.
18. Tenderers/ Bidders whose total tenders/ Bids are over Rs. 5.0 Million should submit PCA (3) after registration with the Public Contract Registrar according to the Public Contracts Act No. 03 of 1987. PCA (4) registration certificate should be submitted when claim the payment.
19. The decision of the council on the offers received shall be final and conclusive and the council reserves the full right to accept or reject any or all the offers without giving reasons what so ever.

20. **“Bids for janitorial services to HCD, PAD, Sports and Public Library Department”** shall be written on the top left hand corner of the sealed envelope which contains the bid.
21. Bids should be forwarded in Original with Duplicate. Both copies of the bid shall be signed and sealed by the bidder and enclose in separate envelopes and Seal, each shall be marked “**ORIGINAL**” & “**DUPLICATE**” and the **Name of the bid**, Item and Closing Date: and Address to the “**Municipal Commissioner” Municipal Secretary’s Office, Colombo Municipal Council, Town Hall, Colombo 07.** Thereafter Both **ORIGINAL & DUPLICATE** should be enclosed in one envelope and Sealed and mark the Name of bidding item to be supplied on top left hand corner and Closing Date and Address to Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07.
22. The duly perfected bids should be deposited in the Tender Box kept in the **Municipal Secretary’s Department, Town Hall, Colombo 07**, before closing as per time and date, published in the press Notice. Bidders or their authorized representatives are allowed to be present at the time of opening of the bids.
23. Under the extraordinary gazette No 1530/13 dated 01st January 2008; all payments above Rs.25, 000/- will be subjected to a stamp duty of Rs.25/-.
24. Bidder shall submit Non – Conclusion Affidavit according to the Procurement Guideline Ref 1.5 in the format attached.

2. SPECIFICATIONS AND REQUIREMENTS

1. Wellawaththa Dispensary - Health Curative Department

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity (Square Feet)	No of Times Per day
01	Inside Dispensary	1883.68	1
	Compound of Dispensary	5445	1
	Toilet 04	-	2

2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
13. **Minimum number of janitors shall be one (01) with one (01) visiting supervisor.**

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She (Janitors) should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should get provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when they are on duty.
20. Service provider should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Based on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deducted from the monthly invoice as follows.

Estimated Monthly Minimum Material & Chemical requirement list as follows:

No	Chemicals / Equipments	Quantity (Monthly Needed)
1	Teepol	5L
2	Phenol	5L
3	Harpic	5L
4	Air Freshner	5L
5	Vim Powder	1KG
6	Bleaching Powder	1KG
7	Glass Cleaner	1L
8	Tile Cleaner	1L
9	Naphthalene Balls	1KG
10	Garbage Bags (Large)	50 Bags
11	Garbage Bags (Small)	50 Bags
12	Broom	1
13	Ekel Broom	1
14	Viper	1
15	Toilet Brush	4
16	Deack Brush	1
17	Sink Brush	1
18	Duster	1
19	Sponge	2
20	Dust Pan	1
21	Gloves (Thick)	2

Other Equipment's to get supplied by the Contractor

No	Equipment's	Quantity	Yearly Needed
01	Horse	1	Yearly
02	Basket	3	Yearly
03	Mop Basket	1	Yearly
04	Ladder	1	Yearly
05	Cobweb Brush	1	Yearly
06	Glass Clean Viper	1	Yearly

Table 01
Proportionate Percentage

I.	Wages of janitors	=	30%
	Wages of visiting supervisor	=	05%
II.	Other performance of works		
	• Sweeping, cleaning etc.	=	40%
	• Toilet cleaning	=	15%
	• Nonperformance of other works in specification	=	10%
			<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
- III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, windows, fanlights, fans & etc and keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. **BID FORMAT**

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;
Uniforms.....
Company logo:
Identification badges:

3.7. **Reputed Clients**

State at least ten reputed clients where the service has been provided by your company. (attach a list)

.....
.....

3.8. **Bidder's Qualifications**

State the following and submit copies of evidence.

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.

.....
.....
.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2023 and 2024.

.....
.....
.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach

3.8.f. Submit the details of Equipment proposed to be used. } (enclose)

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Date:-.....

.....
Signature and Seal of the Firm

2. Specifications and Requirements – Wanathmulla Dispensary- Health Curative Department

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity (Square Feet)	No of Times
01	Inside Dispensary	2881.51	1
	Compound of Dispensary	2923.95	1
	Garage	329.51	1
	Toilet 04	-	2

2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.

12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 13. Minimum number of janitors shall be One (01) with one (01) visiting supervisor.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure that 01 labourer and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Estimated Minimum Material & Chemical requirement list as follows:

No	Chemicals / Equipments	Quantity (Monthly Needed)
1	Teepol	5L
2	Phenol	5L
3	Harpic	5L
4	Air Freshner	5L
5	Vim Powder	1KG
6	Bleaching Powder	1KG
7	Glass Cleaner	1L
8	Tile Cleaner	1L
9	Naphthalene Balls	1KG
10	Garbage Bags (Large)	30 Bags
11	Garbage Bags (Small)	30 Bags
12	Broom	1
13	Ekel Broom	1
14	Viper	1
15	Toilet Brush	5
16	Deack Brush	1
17	Sink Brush	1
18	Duster	1
19	Sponge	2
20	Dust Pan	1
21	Gloves (Thick)	2

Other Equipments to get supplied by the Contractor

No	Equipments	Quantity	Yearly Needed
01	Horse	1	Yearly
02	Basket	3	Yearly
03	Mop Basket	1	Yearly
04	Ladder	1	Yearly
05	Cobweb Brush	1	Yearly
06	Glass Clean Viper	1	Yearly

Table 01
Proportionate Percentage

I. Wages janitors	=	30%
Visiting supervisor	=	05%
II. Other performance of works		
• Sweeping	=	40%
• Toilet cleaning	=	15%
• Using vacuum cleaner others	=	10%
		<u>100%</u>

Table 02
Deduction formula

I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$

II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$

III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$

IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$

V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$

VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$

VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1	Sweeping/floor area – indoor	15%
1.1	Sweeping/floor area – outdoor	10%
2	Mopping, floor area – indoor	15%
3	Cleaning the toilets (Twice a day)	15%
4	Cleaning doors, Windows, fanlights, fanc & etc. and Keep clean all the gutters of the roof.(Weekly)	2%
5	Clean all the furniture & telephones. (Daily)	2%
6	Wash and iron all the door and window curtains once in three months and dry clean satin door and window curtains once in six months	2%
7	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required. (Daily)	2%
8	Polish the name boards.(Monthly)	2%
9	Janitor	30%
10	Visiting supervisor	5%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;
Uniforms.....
Company logo:
Identification badges:

3.7. Reputed Clients

State at least ten reputed clients where the service has been provided by your company.(attach a list)

.....
.....

3.8. Bidder's Qualifications

State the following and submit copies of evidence.

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.

.....
.....
.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2023 and 2024.
(Please submit the list)

.....
.....
.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach

3.8.f. Submit the details of Equipment proposed to be used. } (enclose)

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Date:-.....

.....
Signature and Seal of the Firm

3. Specifications and Requirements – Kotahena Eye Clinic - Health Curative Department

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity (Square Feet)	No of Times
01	Inside Dispensary	1115	1
	Compound of Dispensary	884	1
	Garage	300	1
	Toilet 03	-	2

2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.

11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Estimated Monthly Minimum Material & Chemical requirement list as follows:

No	Chemicals / Equipments	Quantity (Monthly Needed)
1	Teepol	5L
2	Phenol	5L
3	Harpic	5L
4	Air Freshner	5L
5	Vim Powder	1KG
6	Bleaching Powder	1KG
7	Glass Cleaner	1L
8	Tile Cleaner	1L
9	Naphthalene Balls	1KG
10	Garbage Bags (Large)	30 Bags
11	Garbage Bags (Small)	30 Bags
12	Broom	1
13	Ekel Broom	1
14	Viper	1
15	Toilet Brush	5
16	Deack Brush	1
17	Sink Brush	1
18	Duster	1
19	Sponge	2
20	Dust Pan	1
21	Gloves (Thick)	2

Other Equipments to get supplied by the Contractor

No	Equipments	Quantity	Yearly Needed
01	Horse	1	Yearly
02	Basket	2	Yearly
03	Mop Basket	1	Yearly
04	Ladder	1	Yearly
05	Cobweb Brush	1	Yearly
06	Glass Clean Viper	1	Yearly

Table 01
Proportionate Percentage

I. Wages of janitors	=	30%
Wages of visiting supervisor	=	05%
II. Other performance of works		
• Sweeping, cleaning etc.	=	40%
• Toilet cleaning	=	15%
• Nonperformance of other works in specification	=	<u>10%</u>
		<u>100%</u>

Table 02
Deduction formula

I. Absent of janitors	=	$\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
II. Absent of visiting supervisor	=	$\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
III. Deduction for sweeping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
IV. Deduction for sweeping (Out)	=	$\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
V. Deduction for Mopping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
VI. Deduction for Toilet Cleaning (Twice a day)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
VII. Deduction for non-Performance Works (items 5-9)	=	$\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03**Percentage covering the cleaning activities**

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, Windows, fanlights, fans & etc and Keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;
Uniforms.....
Company logo:
Identification badges:

3.7. Reputed Clients

State at least ten reputed clients where the service has been provided by your company.(attach a list)

.....
.....

3.8. Bidder's Qualifications

State the following and submit copies of evidence.

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.

.....
.....
.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2023 and 2024.
(Please submit the list)

.....
.....
.....
.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach

3.8.f. Submit the details of Equipment proposed to be used. } (enclose)

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Date:-.....

.....
Signature and Seal of the Firm

4. Specifications and Requirements – Public Library

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity (Square Feet)	No of Times
01	Main Library	78,152	1
	Toilet 25	652	2
	Name Plates	102	01 (Monthly)

2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean the Eleven Branch of libraries **once a week**. Branches of libraries are given below.
 - Belmont branch
 - Elliot Place Branch
 - Gunasinghepura Branch
 - Hendry PedrisChidren’s Library
 - Keththarama Branch
 - Kirulapone Branch
 - Kotahena Branch
 - Peterson Lane Branch
 - Seevalipura Branch
 - Sri Sucharitha Branch
6. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.

7. Clean and keep all, beds, cupboards, bookshelves, book almirahs, books, sculpture wooden stage etc. always dust free.
8. Clean all the furniture, glass pads, paper trays, racks , cupboards , cabinets and cubicles keep surfaces always dust free.
9. Cleaning the ceiling and pedestal fans monthly. Clean and keep all the walls, ceilings, claddings and fittings like light fittings, fans, switches air conditioner , refrigerators, radio, and television etc. always clean and dust free.
10. Cleaning the Telephones, Photocopy Machines and Fax machines weekly.
11. Clean and polish all name boards, sign boards , monthly to keep in perfect shining condition.
12. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
13. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean and keep all the open drains free of blocks. Clean roof, gutters and prevent mosquito breeding sites on the premises. All surface drains, gully's to be kept.
14. Clean and Hoover the carpet area twice a week. Shampoo the floor carpets once a month or if there are patches and hoover during the normal cleaning daily.
15. Wax the floor area, once in a two months including parquet area.
16. Uproot and remove any unwanted growths on building boundary wall etc.
17. Provide any other services required from time to time to keep the premises and surrounding areas clean.
18. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly. Cleaning Material list (such as Broom, mop, detergent, disinfectant) per month shall be attached according to each location requirement. It shall be consider when evaluating.
19. Take precautions to prevent animals entering the buildings.
20. Service should cover all the buildings, huts and shelters lying inside the premises.
21. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
22. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.

23. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
24. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
25. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
26. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
27. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 28. Minimum number of janitors shall be Eighteen (18) with one (01) supervisor.**
29. The dispensary functions from 7.30 a.m. to 4.30 p.m. on all days of month including Saturdays & Sundays.
30. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
31. He / She should not be residing and from the surrounding area.
32. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
33. If and when necessary pre and post arrangements to be carried out at the location, during functions.
34. Janitors should wear uniforms and identity card when on duty.
35. Should attach a service time table.
36. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
37. Clean roof, gutters and prevent mosquito breeding sites on the premises.
38. The said service provider shall ensure, that 18 Laborer and 01 Supervisor should attend for janitorial services daily and janitor/ supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows

Estimated Monthly Minimum Material & Chemical requirement list as follows:

No	Chemicals / Equipments	Quantity (Monthly Needed)
1	Teepol	32L
2	Phenol	32L
3	Harpic	33L
4	Air Freshner	28L
5	Vim Powder	1KG
6	Bleaching Powder	12KG
7	Brasso	1L
8	Turpentine	12kg
9	Red Polish	2kg
10	Glass Cleaner	8L
11	Dettol	2L
12	Tile Cleaner	8L
13	Naphthalene Balls	1KG
14	Garbage Bags (Large)	50 Bags
15	Garbage Bags (Small)	50 Bags
16	Broom	12
17	Ekel Broom	12
18	Mop	12
19	Duster	50
20	Hand Brush	6
21	Dust Pan	12

Other Equipments to get supplied by the Contractor

No	Equipments	Quantity	Yearly Needed
01	Horse	5	Yearly
02	Basket	3	Yearly
03	Mop Basket	30	Yearly
04	Watering Can Flower	5	Yearly
05	Dusbin	30	Yearly
06	Gardening Axe	5	Yearly
07	Knife	06	Yearly
08	Tree Shears	10	Yearly
09	Polisher	02	Yearly
10	Wacom Cleaner	10	Yearly
11	Hoe	10	Yearly
12	Fancy	10	Yearly
13	Lawn Mower	2	Yearly

Table 01**Proportionate Percentage**

I. Wages janitors	=	30%
Visiting supervisor	=	05%
II. Other performance of works		
• Sweeping	=	40%
• Toilet cleaning	=	15%
• Using vacuum cleaner others	=	10%
		<u>100%</u>

Table 02**Deduction formula**

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- II. Absent of visiting = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
Supervisor
- III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03**Percentage covering the cleaning activities**

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, Windows, fanlights, fans & etc and Keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office Public Library at Colombo 07. **Tel.0112695156 and 0113301100.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;
Uniforms.....
Company logo:
Identification badges:

3.7. Reputed Clients

State at least ten reputed clients where the service has been provided by your company.(attach a list)

.....
.....

3.8. Bidder's Qualifications

State the following and submit copies of evidence.

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.

.....
.....
.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2023 and 2024.
(Please submit the list)

.....
.....
.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach

3.8.f. Submit the details of Equipment proposed to be used. } (enclose)

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Date:-.....

.....
Signature and Seal of the Firm

5. Specifications and Requirements – Bonavista Multipurpose Community Center - PAD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity (Square Feet)	No of Times
01	Ground Floor	3900	1
	First Floor	3900	1
	Second Floor	3900	1
	Third Floor	3900	1
	Roof Top	3900	1
	Toilet 03	-	2

2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. The Bonavista Multipurpose Center building premises include a four-story building and a parking lot including the roof top. A minimum of two employees shall be assigned to each floor and two employees shall be assigned to clean the roof top
5. The sanitation workers employed must be below 55 years of age and must be in good health. Relevant documents to verify the identity of these workers must be submitted to the Department of Public Assistance. All sanitation workers must work under the supervision of the Officer-in-Charge of the Bonavista Multipurpose Center and must comply with the following departmental regulations.
6. All employees belonging to the cleaning service must remain at the workplace throughout the entire working hours and must wear the prescribed uniform and an identity card provided by their institution during working hours.
7. Daily cleaning duties will be monitored and assistance will be provided in maintaining relevant records and the Officer-in-Charge or another designated officer will be notified of cleaning requirements as appropriate.
8. All areas, including parking lots and roads, should be swept and cleaned twice a day.
9. All waste bins placed in the medical and pharmacy rooms, dental surgery, eye clinic, patient waiting area and outside areas shall be emptied daily.
10. Must be removed twice. iii. All tables, bookshelves and other premises in the library on the third floor must be cleaned.

11. Dirty water accumulating in the premises and water accumulating near air conditioners should be removed.
12. The entire place and the premises should be cleaned every time the children's meals are prepared and served at the Development Center for Children with Special Needs.
13. Stains and marks on the floor should be removed and cleaned daily and the floor area should be thoroughly washed once a week using a suitable detergent. Carpeted areas should be cleaned once a week using appropriate machines
14. Bronze and metal objects should be cleaned and maintained in a shiny condition.
15. All parts of toilets and bathrooms, including floors, tiled walls, urinals, commodes and basins, should be cleaned twice a day with disinfectant. Toilet paper rolls and air fresheners should be used as needed. Attention should always be paid to the flushing and draining of toilets and to maintaining them in a condition that can be used regularly.
16. All doors, windows, lights, fans, electrical outlets, mirrors, and door and window frames should be kept free of dust. The surfaces of light bulbs, fans, and air conditioners should also be cleaned and kept free of dust.
17. All walls and ceilings, all furniture, glass panels, garbage cans and shelf surfaces should be cleaned and kept dust-free.
18. Lawns, flower beds, and other plantings on the Roof Top should be maintained in good condition (including pruning, cleaning, and watering) using herbicides and other chemicals as needed.
19. All nameplates and signboards should be cleaned daily and maintained in good condition.
20. All door and window coverings should be washed every 3 months and satin fabric/vertical blinds on door and window coverings should be cleaned every 6 months.
21. Rain gutters and the ends of pipes through which water flows should be cleaned.
22. Necessary support services should be provided when cleaning the Bonavista premises and surrounding areas is required.
23. Mosquito breeding sites within the Bonavista premises should be taken care of and those sites should be cleaned.
24. The Bonavista building, which was built under the green building concept, should be maintained in the same manner.
25. All employees must verify their attendance and departure accurately through fingerprints and attendance records, and must record their attendance on the fingerprint machine at all times.
26. he Bonavista Multipurpose Centre Site Officer shall also perform such duties as may be assigned from time to time in connection with the duties.
27. Bonavista Multipurpose Center staff and staff of other service providers (security services, attendant services) should work in a friendly manner in cooperation with each other.
28. If an absent employee is not replaced or added to the service pool, a proportional deduction will be made from the monthly service fee paid and a penalty of 10% of the amount deducted will also be levied due to such absence.
29. The buildings, equipment and other property on the Bonavista Multipurpose Center grounds must be protected and the duties must be performed in a manner that ensures their safety. Action will be taken to compensate for any damage to property caused by careless behavior.
30. When the Commissioner of Puna orders that the service of any sanitation worker should be terminated due to any misconduct or any other allegation during the period of service, the service of such person shall be terminated.
31. The circulars issued from time to time by the Colombo Municipal Council or the Department of Public Assistance based on the requirements should be complied with and the existing tax laws should also be complied with.

32. Also, the speed with which they must perform their duties in accordance with the current health guidelines in the country.
33. The following cleaning chemicals and equipment required for the center should be provided to the officer-in-charge on a monthly basis by the institution providing the cleaning service and the cleaning service should be carried out using the materials issued by the institution on a daily basis.
34. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
35. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
36. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
37. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
38. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
39. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
40. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
41. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
42. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 43. Minimum number of janitors shall be Ten (10) with one (01) supervisor.**
44. The Community Center from 6.30 a.m. to 6.00 p.m. on all working days and Saturdays.
45. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
46. He / She should not be residing and from the surrounding area.
47. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
48. If and when necessary pre and post arrangements to be carried out at the location, during functions.
49. Janitors should wear uniforms and identity card when on duty.

50. Should attach a service time table.
51. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
52. Clean roof, gutters and prevent mosquito breeding sites on the premises.
53. The said service provider shall ensure, that 10 Labour and 01 Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Estimated Monthly Minimum Material & Chemical requirement list as follows:

No	Chemicals / Equipments	Quantity (Monthly Needed)
1	Lysol	10L
2	Phenol	10L
3	Brasoo	1L
4	Aroma Tablet	15
5	Detergen Powder	4L
6	News Paper	3Kg
7	Harpic	10L
8	Air Freshner	10L
9	Vim Liquied	08L
10	Bleaching Powder	03KG
11	Glass Cleaner	16L
12	Dettol	4L
13	Tile Cleaner	8L
14	Naphthalene Balls	1KG
15	Garbage Bags (Large)	50 Bags
16	Garbage Bags (Small)	50 Bags
17	Shopping Bags (Large)	100 Bags
18	Shopping Bags (Small)	100 Bags
19	Soap Bar	10
20	Clorox	500ml
21	Flower Fertilizer	2Kg
22	Vegetable Fertilizer	2Kg
23	Toilet Papers	12
24	Broom	5
25	Mop	4
26	Viper	3
27	Mop Basket	2
28	Toilet Brush –(Long)	4
29	Toilet Brush –(Sort)	4
30	Deack Brush	1
31	Sink Brush	4
32	Spray Bottle	9
33	Sponge	10
34	Dust Pan	4
35	Serviets	12
36	Gloves (Thick)	12

Other Equipments to get supplied by the Contractor

No	Equipments	Quantity	Yearly Needed
01	Dust Bin (Large)	3	Yearly
02	Dust Bin (Small)	10	Yearly

Table 01
Proportionate Percentage

III.	Wages of janitors	=	30%
	Wages of visiting supervisor	=	05%
IV.	Other performance of works		
	• Sweeping, cleaning etc.	=	40%
	• Toilet cleaning	=	15%
	• Using Vacuum Cleaner others	=	10%

Table 02
Deduction formula

VIII.	Absent of janitors	=	$\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
IX.	Absent of visiting supervisor	=	$\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
X.	Deduction for sweeping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
XI.	Deduction for sweeping (Out)	=	$\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
XII.	Deduction for Mopping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
XIII.	Deduction for Toilet Cleaning (Twice a day)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
XIV.	Deduction for non-Performance Works (items 5-9)	=	$\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, Windows, fanlights, fans & etc and Keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

Inspection of the above premises could be arranged with prior appointment with the Head Office at Public Assistance Department, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10. **Tel.0112693903**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;
Uniforms.....
Company logo:
Identification badges:

3.7. Reputed Clients
State at least ten reputed clients where the service has been provided by your company.(attach a list)
.....
.....

3.8. Bidder's Qualifications
State the following and submit copies of evidence.

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.
.....
.....
.....

3.8.b. Date of the first company service commenced.
.....

3.8.c. Number of services offered in each of the two years 2023 and 2024.
(Please submit the list)
.....
.....
.....

3.8.d. Submit the Service Time table.
3.8.e. Submit the details of Chemicals proposed to be used.
3.8.f. Submit the details of Equipment proposed to be used.
} Please attach
(enclose)

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Date:-.....
Signature and Seal of the Firm

6. Specifications and Requirements – Milton livanage Reception Hall - Sports and Recreation Department

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets. Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity (Square Feet)	No of Times
01	Inside Hall	3950	2
	Toilet 05	420	2

2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
13. **Minimum number of janitors shall be Two (02) with one (01) visiting supervisor.**

14. The dispensary functions from 7.00 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 02 labourer and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Estimated Monthly Minimum Material & Chemical requirement list as follows:

No	Chemicals / Equipments	Quantity (Monthly Needed)
01	Phenol	15L
2	Harpic	15L
3	Air Freshner	12L
4	Vim Powder	1KG
5	Bleaching Powder	250g
6	Glass Cleaner	12L
7	Tile Cleaner	15L
8	Naphthalene Balls	1KG
9	Garbage Bags (Large)	30 Bags
10	Garbage Bags (Small)	30 Bags
11	Broom	2
12	Ekel Broom	1
13	Viper	2
14	Toilet Brush	2
15	Deack Brush	2
16	Sink Brush	1
17	Sponge	4
18	Dust Pan	2
19	Gloves (Thick)	4

Other Equipments to get supplied by the Contractor

No	Equipments	Quantity	Yearly Needed
01	Horse	1	Yearly
02	Basket	6	Yearly
03	Mop Basket	4	Yearly
04	Ladder	1	Yearly
05	Cobweb Brush	1	Yearly
06	Glass Clean Viper	1	Yearly

Table 01
Proportionate Percentage

I. Wages janitors	=	30%
Visiting supervisor	=	05%
II. Other performance of works		
• Sweeping	=	40%
• Toilet cleaning	=	15%
• Using vacuum cleaner others	=	10%
		<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
- III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1	Sweeping/floor area – indoor	15%
1.1	Sweeping/floor area – outdoor	10%
2	Mopping. floor area – indoor	15%
3	Cleaning the toilets (Twice a day)	15%
4	Cleaning doors, Windows, fanlights, fans & etc. and keep cleaning all the gutters of the roof. (weekly)	2%
5	Cleaning all furniture & telephones (Daily)	2%
6	Wash and iron all the door and window curtains once in three months and dry clean satin door and window curtains once in six months	2%
7	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.(Daily)	2%
8	Polish the name boards.(Monthly)	2%
9	Janitor (Daily)	30%
10	Visiting supervisor (Daily)	5%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at Sports and Recreation Department, No.79, 2nd Floor, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10. Tel.0112695599

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;
Uniforms.....
Company logo:
Identification badges:

3.7. Reputed Clients
State reputed clients where the service has been provided by your company.(attach a list)
.....
.....

3.8. Bidder's Qualifications
State the following and submit copies of evidence.

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.
.....
.....
.....

3.8.b. Date of the first company service commenced.
.....

3.8.c. Number of services offered in each of the two years 2023 and 2024.
(Please submit the list)
.....
.....
.....

3.8.d. Submit the Service Time table.
3.8.e. Submit the details of Chemicals proposed to be used.
3.8.f. Submit the details of Equipment proposed to be used.
} Please attach
(enclose)

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Date:-.....
Signature and Seal of the Firm

7. Specifications and Requirements – Kochchikade Community Centre and Body building Centre - Sports and Recreation Department

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets,. Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity (Square Feet)	No of Times
01	Inside Dispensary	3980	2
	Toilet 01	64	2

2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

- 13. Minimum number of janitors shall be Two (02) with one (01) visiting supervisor.**
14. The dispensary functions from 7.00 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis.
Base on table 1-3 and the quoted monthly rate
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 02 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Estimated Monthly Minimum Material & Chemical requirement list as follows:

No	Chemicals / Equipments	Quantity (Monthly Needed)
01	Phenol	12L
2	Harpic	03L
3	Air Freshner	12L
4	Bleaching Powder	250g
5	Glass Cleaner	12L
6	Tile Cleaner	15L
7	Naphthalene Balls	250g
8	Garbage Bags (Large)	30 Bags
9	Garbage Bags (Small)	30 Bags
10	Broom	2
11	Ekel Broom	1
12	Viper	2
13	Toilet Brush	1
14	Deack Brush	1
15	Sink Brush	1
16	Sponge	4
17	Dust Pan	2
18	Gloves (Thick)	4

Other Equipments to get supplied by the Contractor

No	Equipments	Quantity	Yearly Needed
01	Horse	1	Yearly
02	Basket	6	Yearly
03	Mop Basket	4	Yearly
04	Ladder	1	Yearly
05	Cobweb Brush	1	Yearly
06	Glass Clean Viper	1	Yearly

Table 01
Proportionate Percentage

I. Wages of janitors	=	30%
Wages of visiting supervisor	=	05%
II. Other performance of works		
• Sweeping, cleaning etc.	=	40%
• Toilet cleaning	=	15%
• Using Vacuum Cleaner others	=	<u>10%</u>
		<u>100%</u>

Table 02
Deduction formula

I. Absent of janitors	=	$\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
II. Absent of visiting supervisor	=	$\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
III. Deduction for sweeping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
IV. Deduction for sweeping (Out)	=	$\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
V. Deduction for Mopping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
VI. Deduction for Toilet Cleaning (Twice a day)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
VII. Deduction for non-Performance Works (items 5-9)	=	$\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, Windows, fanlights, fans & etc and Keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at Sports and Recreation Department, No.79, 2nd Floor, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10. Tel.0112695599

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;
Uniforms.....
Company logo:
Identification badges:

3.7. Reputed Clients
State at least ten reputed clients where the service has been provided by your company.(attach a list)
.....
.....

3.8. Bidder's Qualifications
State the following and submit copies of evidence.

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.
.....
.....
.....

3.8.b. Date of the first company service commenced.
.....

3.8.c. Number of services offered in each of the two years 2023 and 2024.
(Please submit the list)
.....
.....
.....

3.8.d. Submit the Service Time table.
3.8.e. Submit the details of Chemicals proposed to be used.
3.8.f. Submit the details of Equipment proposed to be used.
} Please attach
(enclose)

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Date:-.....
Signature and Seal of the Firm

Annexure 01

Format for Bid Security Guarantee

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

..... [insert issuing agency’s name, and address of issuing branch or office]

*Beneficiary: Municipal Commissioner, Colombo Municipal Council.

Date: [insert (by issuing agency) date]

BID GUARANTEE No.: [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder ") has submitted to you its bid dated ----- [insert (by issuing agency) date](hereinafter called "the Bid") for the execution/supply [select appropriately] of [insert name of contract] under Invitation for Bids No. ----- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] ----- [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB ; or
(c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to -..... (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.....

[signature(s) of authorized representative(s)]

Annexure 02

Acceptable Format for Performance Guarantee/Security

_____ [Issuing Agency's Name, and Address of Issuing Branch or Office] _____

Beneficiary : Municipal Commissioner, Colombo Municipal Council.

Date: _____

PERFORMANCE GUARANTEE/SECURITY No.: _____

We have been informed that _____ [name of Contractor/supplier] (hereinafter called „the Contractor”) has entered into Contract No. _____ [reference number of the contract] dated _____ with you, for the _____ [insert “construction / “supply”] of _____ [name of contract and brief description of Works or supply] (hereinafter called “the Contract”).

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we _____ [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ [amount of figures] (_____) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the _____ day of _____, 20____ [insert 28 days beyond the scheduled contract completion date]. and any demand for payment under it must be received by us at this office on or before that date.

Signature (s)]

Annexure 03

The legal charges will be applicable as follows

Professional frees recovered in the year 2025	
Value of the deed or Agreement	Charges + vat
Price is not mentioned	15,000/- + vat
0 - 500,000	10,000/= + vat
500,001 - 1,000,000	15,000 /+= vat
1,000,001 - 3,000,000	20,000 /+= vat
3,000,001 - 5,000,000	25,000 /+= vat
5,000,001 - 7,500,000	37,500 /+= vat
7,500,001 - 10,000,000	50,000 /+= vat
10,000,001 - 15,000,000	75,000 /+= vat
15,000,001 - 20,000,000	100,000 /+= vat
20,000,001 - 25,000,000	125,000 /+= vat
25,000,001 - 35,000,000	140,000 /+= vat
35,000,001 - 45,000,000	180,000 /+= vat
45,000,001 - 55,000,000	220,000 /+= vat
55,000,001 - 65,000,000	260,000 /+= vat
65,000,001 - 75,000,000	300,000 /+= vat
75,000,001 - 100,000,000	350,000 /+= vat
100,000,001 - 125,000,000	375,000 /+= vat
125,000,001 - 150,000,000	450,000 /+= vat
150,000,001 - 1,75,000,000	525,000 /+= vat
175,000,001 - 200,000,000	600,000 /+= vat
200,000,001 - 250,000,000	625,000 /+= vat
250,000,001 - 300,000,000	750,000 /+= vat
300,000,001 - 400,000,000	1,000,000 /+= vat
400,000,001 - 500,000,000	1,250,000 /+= vat
500,000,001 - 1,000,000,000	2,000,000 /+= vat
1,000,000,001 - 1,500,000,000	3,000,000 /+= vat
1,500,000,001 - 2,000,000,000	4,000,000 /+= vat
2,000,000,001 - 3,000,000,000	4,500,000 /+= vat
3,000,000,001 - 4,000,000,000	6,000,000 /+= vat
4,000,000,000 - 5,000,000,000	7,500,000 /+= vat
5,000,000,001 - 10,000,000,000	10,000,000/+= vat

Annexure 04

Annexure III of Chapter 01

**Non-conclusion Affidavit (Template)
(Procurement Guideline Reference – 1.5)**

The undersignedhereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me)

On this Day of ... at ...

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Annexure 05

Name of the Company	Bank Details						Telephone Number	Mobile Number	Email address
	Name in the account	Bank name	Bank Code	Branch Name	Branch code	Bank Account number			

- **Certified Bank Statement (Photocopy which is mentioned Name & Account Number) shall be Submit along with this Document.**