

**COLOMBO MUNICIPAL COUNCIL**  
**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173  
Fax No. 2662329

**INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO COLOMBO CITY LIMIT MUNICIPAL PREMISES (PHD/HCD/SEC/DRAINAGE).**

**BID NO** : CPD13/2315/2024

**BID OPENING DATE** : **2024.10.15**                      **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**

1. Campbell Avenue Eye Clinic – HCD
2. Elvitigala Poly Clinic – HCD
3. Kollupitiya Dispensary – HCD
4. St. Sebestian Dispensary – HCD
5. Campbell Avenue Dispensary – HCD
6. Head Office and Poly Clinic – HCD
7. Aluthmawatha Dispensary – HCD
8. Mutwal South Dispensary - HCD
9. Kirulapone Hope Children Center – PHD
10. New Bazaar M.H & Laboratory - PHD
11. Bandaranayake Mawatha M.H - PHD
12. Maligawatta M.H - PHD
13. Slave Island C.W.C- PHD
14. Forbes Road C.W.C - PHD
15. Wellawatta C.W.C & MOH Office District 05 - PHD
16. Wasalapara C.W.C- PHD
17. Drainage and Water Supply Division
18. Public Toilet at Old Town Hall - SEC

1. Monthly rates quoted to the Providing of Janitorial Services to Cambell Avenue Eye Clinic

Quoted Monthly Rate	
<b>Janitors (01)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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**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 Elvitigala Poly Clinic

Quoted Monthly Rate	
<b>Janitors (03)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**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 **Kollupitiya Dispensary- Health Curative Department**

Quoted Monthly Rate	
<b>Janitors (01)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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**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 St. Sebastian Dispensary- Health Curative Department

Quoted Monthly Rate	
<b>Janitors (01)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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**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 Campbell Avenue Dispensary-Health Curative Department

Quoted Monthly Rate	
<b>Janitors (01)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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**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 Head Office and Poly Clinic-Health Curative Department

Quoted Monthly Rate	
<b>Janitors (03)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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**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 Aluthmawatha Dispensary-Health Curative Department

Quoted Monthly Rate	
<b>Janitors (01)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

8. Monthly rates quoted to the Providing of Janitorial Services to Mutwal South Dispensary-Health Curative Department

Quoted Monthly Rate	
<b>Janitors (01)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM.**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

9. Monthly rates quoted to the Providing of Janitorial Services to **Kirulapone Hope Children Center - Public Health Department**

Quoted Monthly Rate <b>Janitors (03)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM.**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

10. Monthly rates quoted to the Providing of Janitorial Services to **New Bazaar M.H & Laboratory - Public Health Department**

Quoted Monthly Rate <b>Janitors (07)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

11. Monthly rates quoted to the Providing of Janitorial Services to **Bandaranayake Mawatha M.H - Public Health Department**

Quoted Monthly Rate <b>Janitors (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

12. Monthly rates quoted to the Providing of Janitorial Services to Maligawatta M.H - Public Health Department

Quoted Monthly Rate <b>Janitors (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM.**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

13. Monthly rates quoted to the Providing of Janitorial Services to **Slave Island C.W.C - Public Health Department**

Quoted Monthly Rate <b>Janitors (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM.**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

14. Monthly rates quoted to the Providing of Janitorial Services to **Forbes Road C.W.C - Public Health Department**

Quoted Monthly Rate <b>Janitors (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM.**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

15. Monthly rates quoted to the Providing of Janitorial Services to Wellawatta C.W.C & MOH Office District 05 - Public Health Department

Quoted Monthly Rate <b>Janitors (02)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM.**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

16. Monthly rates quoted to the Providing of Janitorial Services to Wasala Road C.W.C - Public Health Department

Quoted Monthly Rate <b>Janitors (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....  
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**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM.**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

17. Monthly rates quoted to the Providing of Janitorial Services to **Drainage and Water Supply Division**

Quoted Monthly Rate	
<b>Janitors (08)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

18. Monthly rates quoted to the Providing of Janitorial Services to **Public Toilet at Old Town Hall**

	Monthly	Two Years
Quoted Monthly Rate for Janitors <b>Janitors (04)</b>	Rs.	
<b>Visiting Supervisor (01)</b>	Rs.	
Price for Operating, maintaining the sewerage pumping stations of the public toilet for Monthly Rate	Rs:	
Repairing and maintaining cost of electrical lamps , water taps and toilet bowls and the public toilet for Monthly Rate	Rs:	
V.A.T. 18%	Rs:	
Quoted Monthly Rate With V.A.T.	Rs:	
Total Cost for Two years with V.A.T.	Rs:	

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

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**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 Colombo City Limit Municipal Premises (PHD/HCD/SEC/DRAINAGE).

**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 Colombo City Limit Municipal Premises 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 two years.
02. The contract will be valid for a period of two years (24 months) from the date of commencement.
03. **Each location have a separate specification.**
04. **Bidder can bid for one or more locations or all locations.**
05. 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.
06. 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.
07. Offers should be submitted in original with duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
08. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
09. **The Municipal Council/ Municipal Commissioner reserves the right to terminate each contract at any time for unsatisfactory execution of the janitorial services.**
10. A bid security **from a** recognized bank in Sri Lanka **acceptable to Colombo Municipal Council, valid for 180days** from the date of closing of the bid should be submitted with the bid document. Bid security required for each location as follows. Bid securities issued by insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected. Each location should mention in the each bid security.

1. Elvitigala Poly Clinic – HCD – Rs. 40,000.00

2. Kollupitiya Dispensary – HCD - Rs.25,000.00

3. St.Sebastian Dispensary – HCD – Rs. 25,000.00

4. Cambell Avenue Dispensary – HCD – Rs. 25,000.00

5. Head Office and Poly Clinic – HCD – Rs. 40,000.00
  6. Aluthmawatha Dispensary – HCD – Rs. 25,000.00
  7. Mutwal South Dispensary – HCD – Rs. 25,000.00
  8. Kirulapone Hope Children Children Center – PHD – Rs. 40,000.00
  9. New Bazaar M.H & Laboratory – PHD – Rs. 150,000.00
  10. Bandaranayake Mawatha M.H – PHD – Rs. 25,000.00
  11. Maligawatta M.H – PHD – Rs. 25,000.00
  12. Slave Island C.W.C – PHD – Rs. 25,000.00
  13. Forbes Road C.W.C – PHD – Rs. 25,000.00
  14. Wellawatta C.W.C & MOH Office District 05 – PHD – Rs.25, 000.00
  15. Wasala Road C.W.C – PHD – Rs. 25,000.00
  16. Drainage and Water Supply Division- Rs. 150,000.00
  17. Public Toilet at Old Town Hall – Rs. 60, 000.00
11. Contractor shall take every precaution not to avoid damages to any property or person. Any losses due to negligence of the personal deployed by the contractor will be recovered from the monthly bill.
  12. The successful bidder will be required to **execute an agreement** for each bid with the Colombo Municipal Council for the satisfactory provision of services.
  13. The successful bidder shall submit an on demand performance security from a bank acceptable Colombo Municipal Council, for amount **equivalent to the 10% of two years contract price and valid until a date 28 days from the end of the contract period for each bid**. Bid price is 24 times of the monthly price.
  14. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly and deductions will be made proportionate rate for the non – performance / inadequate provision of service according to the agreed supplier’s monthly rate description. Payment will 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. Tenderers/ Bidders whose 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.
  17. 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.
  18. “ **Bids for janitorial services to Colombo City Limit Municipal Premises (PHD/HCD/SEC/DRAINAGE)** ” shall be written on the top left hand corner of the sealed envelope which contains the bid.

19. Bids in original with duplicate should be placed in the tender Box (Bid Box) of the Municipal secretary's department at Town hall, Colombo 07 before 10.00 hrs. ....2024 bids sent by post will and rejected. bids received after the closing time will be rejected.
20. Under the extraordinary gazette No 1530/13 dated 01<sup>st</sup> January 2008; all payments above Rs.25, 000/- will be subjected to a stamp duty of Rs.25/-.

## **2. SPECIFICATIONS AND REQUIREMENTS**

### **1. Specifications and Requirements Cambell Avenue Eye Clinic**

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.
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. 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 deleted from the monthly invoice as follows.

**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 (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$ sweeping
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. (Marks 40)  
(Please submit the list)

.....  
 .....

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

## ***2. Specifications and Requirements – Elvitigala Mawatha Poly Clinic***

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.
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 three (03) 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 03 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.

**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	=	<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	Units	Quantity	Covering percentage for the total cleaning service
1	Sweeping/floor area – indoor	S.ft	6407.5	15%
1.1	Sweeping/floor area – outdoor	S.ft	1688	10%
2	Mopping. floor area – indoor	S.ft	6407.5	15%
3	Cleaning the toilets	Nos.	10	15%
4	Cleaning doors, Windows, fanlights and etc.	Nos.	45	2%
5	Cleaning of fans, telephones and etc.	Nos.	19	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	Nos.	50	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.			2%
8	Keep clean all the gutters of the roof.			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. (Marks 40)  
(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 (Marks 20)  
(enclose) (Marks 20)

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 - Kollupitiya Dispensary***

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.
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.

**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. (Marks 40)

(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 (Marks 20)  
(enclose) (Marks 20)

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 - St. Sebastian Dispensary**

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.
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'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 01 Laborer 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.

### **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	=	<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. (Marks 40)

(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 (Marks 20)  
(enclose) (Marks 20)

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 - Campbell Avenue Dispensary***

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.
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.

### **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%
	• Non performance of other works in specification	=	<u>10%</u>
			<u>100%</u>

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

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.

.....  
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.....

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

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)  
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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 - Head Office & Poly Clinic Premises at Slave Island (HCD)**

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.
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 three (03) with one (01) visiting supervisor.**
14. The Poly Clinic functions from 7.30 a.m. to 3.30 p.m. on all working days of the week and 8.30 a.m. to 1.30 p.m. on Saturdays.
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 03 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.

**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	=	<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	Units	Quantity	Covering percentage for the total cleaning service
1	Sweeping/floor area – indoor	S.ft	5778.5	15%
1.1	Sweeping/floor area – outdoor	S.ft	7998	10%
2	Mopping. floor area – indoor	S.ft	5778.5	15%
3	Cleaning the toilets	Nos.	07	15%
4	Cleaning doors, Windows, fanlights and etc.	Nos.	61	2%
5	Cleaning of fans, telephones and etc.	Nos.	71	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	Nos.	38	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.			2%
8	Keep clean all the gutters of the roof.			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. (Marks 40)

(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 (Marks 20)  
(enclose) (Marks 20)

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 - Aluthmawatha Dispensary***

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.
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'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 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.

**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%
• Non performance 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.

.....  
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.....

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. (Marks 40)  
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

## ***8. Specifications and Requirements – Mutwal South Dispensary***

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.
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'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 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.

**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%
• Non performance of other works in specification	=	<u>10%</u>
		<u>100%</u>

**Table 02**  
**Deduction formula**

I. Absent of janitors	=	$\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{30 \times \text{Total no.of janitors}}$
II. Absent of visiting supervisor	=	$\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{30 \times \text{Total no. of supervisors}}$
III. Deduction for sweeping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{30}$
IV. Deduction for sweeping (Out)	=	$\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{30}$
V. Deduction for Mopping (In)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{30}$
VI. Deduction for Toilet Cleaning (Twice a day)	=	$\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{30 \times \text{Frequency of shifts of cleaning toilets}}$
VII. Deduction for non-Performance Works (items 5-9)	=	$\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{30 \times 5}$

**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. (Marks 40)  
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

**9. Specifications and Requirements For - Kirulapone Hope Children Center – PHD**

01. Sweep and clean all areas, including common passages, corridors, office room. Burnish and buff all the floor areas, Railing, and other bronze and metallic items to keep them always at perfect shining condition
02. Sweep and clean car Park, drive way, compound etc., **throughout the day**. Cut the Grass and keep Cleaning & maintain in good condition all lawns, flower beds and Gardens once a month. (including cutting, cleaning and watering) use fertilizer and other chemicals, coir dust etc, as required for courtyard area.
03. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc. Collect and remove all refuse including those from waste paper buckets, office room, Refuse collected at tea room.
04. Clean all toilets, including floors, wall tiles, urinals, bidets, commodes, wash basins etc, 02 times a day, disinfect and deodorize with air fresheners daily and maintain them in a dry state all the time. Provide tissue rolls & air fresheners to all toilets as required. Maintain the flushing and draining systems always in good usable.
05. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition once a month.
06. Clean all the furniture, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
07. Clean and keep all the walls, ceiling, and fittings like fans, lights, switches , refrigerators, radio, and television monthly
08. Clean the telephone & fax, photocopy Machine etc, Daily be keep always dust free.
09. Wash and iron all the cotton door and window curtains once in three months and replace it same.
10. Clean and polish all name boards and sign boards daily, to keep at perfect shining condition. All surface drains, gully's to be kept clean.
11. Clean the surface drains and gulley.
12. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
13. Provide any other services required from time to time for keeping the areas clean.
14. The Center functions from 7.00 a.m. to 4.00 p.m. all days of the month including Saturdays, Sundays, Poya Days and Public Holidays.
15. 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.
16. Janitors should not be mentally and physically handicapped persons.

17. Should be ages between 25 year -50 year.
18. Janitors should wear uniforms /Company ID/company Logo when on duty.
19. Should attach a service Time Table.
20. 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
21. The said company shall ensure that **03 janitors (female 02, male 01)** should attend for Janitorial Services daily and if any janitor was not report for duty proportionate amount according to the number of persons should be deducted from the monthly invoice as follows.

**Table 01**  
**Proportionate Percentage**

i. Wage of janitors	30%
ii. Wage of visiting supervisor	5%
ii. Other performances	
Sweeping, mopping and cleaning	40%
Toilet cleaning	15%
Other non-performance	<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	Units	Quantity	Covering percentage for the total cleaning service
1 .	Sweeping/floor area – indoor (Daily)	S . ft .	16000	15
2 .	Sweeping/floor area – outdoor (Daily)	S . ft .	3000	10
3 .	Mopping. floor area – indoor (Daily)	S . ft .	3000	15
4 .	Cleaning doors, Windows, fanlights, partitions... ect (Monthly)	S . ft .	1200	2
5 .	Washing and ironing the curtains once in three months	S . ft .	1000	2
6 .	Cleaning of surface drains and gulley (Daily)	S . ft .	250	2
7 .	Cleaning the toilets (Nos. of Shift)and Spraying air fresheners to Toilets (Twice a day)	Nos.	10	15
8 .	Clean all the furniture (Daily)	Nos .		} 2
9 .	Cleaning of ceiling fans (Monthly)	Nos .	20	
10 .	Cleaning the telephones, photocopy & Fax (Daily)	Nos .	03	} 2
11 .	Clean and polish all name boards and sign boards daily	Nos .		
12 .	Cleaning of down pipes and all the gutters of the roof (Daily)	Nos .	05	} 30
13 .	Janitors – (Daily)	Nos .	05	
14 .	Visiting supervisor (Daily)	Nos .	01	5
15 .				100

22. Inspection of the above premises could be arranged with prior appointment with the Public Health Department, Telephone No.0112512375.

**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. (Marks 40)  
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

### ***10. Specifications and Requirements For- New Bazaar Maternity Home & Laboratory – PHD***

01. Collect and remove all refuse including those from waste paper buckets, office room, Refuse collected at tea room, and water collected from all waste from air conditioners **twice a day** (Segregation should be done).
02. Sweep and clean all areas, including common passages, corridors, car Park, drive way, compound etc., throughout the **twice a day**. Keep cleaning all lawns and Gardens 24 hours of the day. 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 for courtyard area.
03. Cut the Grass **Monthly**.
04. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.
05. Wash the all floor areas **once a week**. Burnish and buff all the floor areas, timber skirting, and other bronze and metallic items to keep them always at perfect shining condition.
06. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **twice a day**, disinfect and deodorize daily and maintain dry all the time. Maintain the flushing and draining systems always in good usable.
07. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition.
08. Clean and keep all the walls, ceiling, fittings like fans, lights, switches air conditioners, refrigerators, radio, television etc, always dust free. Cleaning should be done **at least weekly**.
09. Clean all the tables, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles and keep always dust free. Remove the cobweb **once a month**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. (Cleaning should be done **at least weekly**). Clean the surface drain.
11. Clean and polish all name boards and sign boards **daily**, to keep at perfect shining condition. All surface drains, gully's to be kept clean.
12. Maternity ward area to be swept and mopped **Twice a day** followed by burnishing of floor with solution of approved detergent, **thrice a day** (including night session and when necessary).
13. **Minimum No of Janitors and premises function from as follows**

	<b>Female</b>	<b>Male</b>	<b>Function from</b>
New Bazaar Maternity Home	03	01	7.00 a.m. to 4.00 p.m. on all working day's and Saturday's
Municipal Laboratory	02	01	7.00 a.m. to 4.00 p.m. on all working day's and Saturday's
<b>Total</b>	<b>05</b>	<b>02</b>	

14. The said company shall ensure **that 07 janitors (2-Male /05 Female)** should attend for Janitorial Services daily and if any janitor was not report for duty proportionate amount according to the number of persons should be deleted from the monthly invoice as follows.

**Table 01**  
**Proportionate Percentage**

i. Wage of janitors	30%
ii. Wage of visiting supervisor	5%
ii. Other performances	
Sweeping, mopping and cleaning	40%
Toilet cleaning	15%
Other non-performance	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) =  $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

15. 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.
16. Provide any other services required from time to time for keeping the areas clean.
17. Janitors Should not be mentally and physically handicapped persons.
18. Should be ages between 25 years -50 year.

19. Janitors should wear uniforms /Company ID/company Logo when on duty.
20. Should attaché a service Time Table.
21. Inspection of the above premises could be arranged with prior appointment with the Public Health Department, Telephone No.0112676586

**Table 03**  
**Percentage covering the cleaning activities**

No	Name of the Cleaning Activity	Units	Quantity	Covering percentage for the total cleaning service	
1.	Sweeping/floor area - - indoor (Daily)	Sq.f t.	17000	15	
2.	Sweeping/floor area - outdoor (Twice a day)	Sq.f t.	6500	10	
3.	Mopping. floor area - - indoor (Daily)	Sq.f t.	17000	15	
4.	Cleaning the toilets and Spraying air fresheners to Toilets (Twice a day)	Nos.	26	15	
5.	Washing floor areas -- indoor (Once a week)	Sq.f t.	17000	}	
6.	Cutting grass (Monthly)				
7.	Cleaning doors, Windows, fanlights, partitions ..ect. (Monthly)	Nos.	260		10
8.	Cleaning of ceiling fans (Once a week)	Nos.	90		}
9.	Removing cobwebs (Monthly)				
10	Cleaning of surface drains (Once a week)	Nos.	15		
11	Polishing name board (Daily)			}	
12	Janitors -(Daily)	Nos.	10		30
13	Supervisor (Daily)	Nos .	1		5
				100	

**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. (Marks 40)  
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

**11. Specifications And Requirements For MCH Centers** (Bandaranayake mawatha M.H, Maligawatta M.H, Slave Island C.W.C, Forbes Road C.W.C, Wellawatta C.W.C & MOH Office Distract 05, Wasala Road C.W.C ) – **PHD**

01. Collect and remove all refuse including those from waste bins/baskets, office room, Refuse collected at tea room, and water collected from all waste from air conditioners **twice a day**. Burnish and buff all the floor areas, timber skirting, and other bronze and metallic items to keep them always at perfect shining condition.
02. Sweep and clean all areas, including common passages, corridors, car park, drive way, compound etc., **throughout the day**. 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 for courtyard area. keep Cleaning all lawns and Gardens 24 hours of the day.
03. Cutting the Grass.
04. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.
05. Washing the floor area **once a week**.
06. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **02 times a day**, disinfect and deodorize daily and maintain dry all the time. Maintain the flushing and draining systems always in good usable.
07. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition.
08. Clean and keep all the walls, ceiling, fittings like fans, lights, switches air conditioners, refrigerators, radio, and television etc, always dust free.
09. Removing cobweb **monthly**.
10. Clean all the tables, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
11. Wash and iron curtain **once a three month**.
12. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. All surface drains, gully's to be kept clean.
13. Provide any other services required from time to time for keeping the areas clean.
14. 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.

15. The said company shall ensure **07 janitors (07- Female)** are present at this premises as follows.

	Minimum No. of janitor's (Female)	Function from
Bandaranayake Mawatha M.H	01	7.00 a.m. to 4.00 p.m. on all working day's and Saturday's
Maligawatta M.H	01	
Slave Island C.W.C	01	
Forbes Road C.W.C	01	
Wellawatta C.W.C	01	
MOH Office District 05	01	
Wasala Road C.W.C	01	

If any janitor wasn't report for duty proportionate amount according to the number of persons should be deducted from monthly payment as follows.

**Table 01**  
**Proportionate Percentage**

i. Wage of janitors	30%
ii. Wage of visiting supervisor	5%
ii. Other performances	
Sweeping, mopping and cleaning	40%
Toilet cleaning	15%
Other non-performance	<u>10%</u>
	<u>100%</u>

**Table 02**  
**Deduction formula**

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

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

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

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

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

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

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

**Table 03****percentage covering the cleaning activities**

No	Name of the Cleaning Activity	Units	Quantity	Covering percentage for the total cleaning service	
1.	Sweeping/floor area - - indoor (Daily)	Sq. Ft.	13029	15	
2.	Sweeping/floor area - outdoor (Daily)	Sq. Ft.	14484	10	
3.	Mopping. floor area - - indoor (Daily)	Sq. Ft.	10500	15	
4.	Cleaning the toilets and spraying air fresheners to toilets (02 times a day)	Nos.	21	15	
5.	Washing floor area (once a week)	Sq. ft.	5000	}	
6.	Grass cutting (monthly)	Sq. Ft.	800		
7.	Cleaning doors, Windows, fanlights, partitions... etc. (weekly)	Sq. Ft.	157		
8.	Cleaning of ceiling fans (Monthly)	Nos.	55		10
9.	Removing cobweb (monthly)	Sq. ft.	11000		
10	Clean the furniture (Daily)	Nos.			
11	Wash and iron curtain (once in a three Months)	Sq. Ft.	500		
12	Cleaning of surface drains and gutter roof (Daily)	Sq. Ft.	730		
13	Janitors - (Daily)	Nos.	06		30
14	Visiting supervisor (Daily)	Nos.	01		5
					100

- 16. Janitors should not be mentally and physically handicapped persons.
- 17. Should be ages between 28 years -50 year.
- 18. Janitors should wear uniforms /Company ID/company Logo when on duty.
- 19. Should attaché a service Time Table.
- 20. Inspection of the above premises could be arranged with prior appointment with the Public Health Department, MCH Division, Deans Road, Colombo-10.Telephone No.2676287

**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. (Marks 40)  
 (Please submit the list)  
 .....  
 .....

- .....
- |   |                              |            |
|---|------------------------------|------------|
| 3.8.d. Submit the Service Time table.                       | } Please attach<br>(enclose) | (Marks 20) |
| 3.8.e. Submit the details of Chemicals proposed to be used. |                              | (Marks 20) |
| 3.8.f. Submit the details of Equipment proposed to be used. |                              | (Marks 20) |

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

## 12. Specifications and Requirements for Drainage and Water Supply Division

1. .Sweep and clean all areas including common passages, Corridors, office room, Burnish and buff all the floor areas, railing and other bronze and metallic items to keep them always at perfect shining condition.
2. .Sweep and clean car park, drive way, compound etc., **throughout the day**.
3. .Dry sweep and damp mop followed by burnishing, the tiles floor every day to remove all marks, stains etc. burnish with a solution of approved detergent weekly to remove all scuff marks stains etc. Collect and remove all refuse including those from waste paper buckets, office room, refuse collected at tea room.
4. Clean all toilets including floors, wall tiles, urinals, bidets, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry all the time. Maintain the flushing and draining systems always in good usable.
5. Clean all doors and windows frames, panes etc. and keep all mirrors, all plain glasses in door slashes, window slashes, and fanlights at the shining condition **weekly**.
6. Clean all the furniture, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep surfaces always dust free.
7. Cleaning the Ceiling fans **monthly**.
8. Clean the telephone & fax, Photocopy machine etc. **daily** be keep always dust free.
9. Wash and iron all the cotton door and window curtains **once in three months** and replace it same. Clean the vertical blinds **once in three months**.
10. Clean and polish all name boards and sign boards daily, to keep in perfect shining condition.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. All surface drains, gulley's to be kept clean.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
13. The center functions from 7.00 a.m. to 6.30 p.m. on all the days including Saturdays and Sundays.
14. The said company shall ensure that **08 janitors (Female 05, Male 03) and 01 Visiting Supervisor** should attend for janitorial Services daily and if any janitor wasn't report for duty proportionate amount according to the number of persons should be deducted from monthly payment as follows.

**Table 01**  
**Proportionate Percentage**

i. Wage of janitors	30%
ii. Wage of visiting supervisor	5%
ii. Other performances	
Sweeping, mopping and cleaning	40%
Toilet cleaning	15%
Other non-performance	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) =  $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$
15. 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.
16. The Janitors should not be mentally, physically handicapped persons
17. Should be ages between 25 – 50 years.
18. He / She should not be residing and from the surrounding area.
19. Janitors should wear uniforms /Company ID/ Company logo when on duty.

20. Should attach a service time table.

**Table 03**  
**percentage covering the cleaning activities**

No	Name of the Cleaning Activity	Units	Quantity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – - indoor (Daily)	Sq. Ft.	25000	15
2.	Sweeping/floor area – outdoor (Daily)	Sq. Ft.	4000	10
3.	Mopping. floor area – - indoor (Daily)	Sq. Ft.	25000	15
4.	Cleaning the toilets and spraying air fresheners to toilets (Twice a day)	Nos.	20	15
5.	Cleaning doors, Windows, fanlights, partitions... etc. (Weekly)	Sq. Ft.	30000	
6.	Clean the furniture (Daily)	Nos.		
7.	Cleaning ceiling fans (Monthly)	Nos.	70	10
8.	cleaning telephones, photocopy & fax (daily)	Nos.	30	
9.	washing, cleaning and ironing the curtains and vertical blinds (once in three months)	Sq. Ft.	2500	
10.	clean and polish all name boards and sign boards (daily)	Nos.		
11.	cleaning of surface drains and cleaning of gulley (Daily)	Sq. Ft.	400	
12.	Janitor – (Daily)	Nos.	08	30
13.	Visiting supervisor (Daily)	Nos.	01	5
				100

21. Inspection of the above premises could be arranged with prior appointment with the Drainage and Water Supply Division, Colombo 10. Telephone No.0112681504/ 0112695348 (Administration Section)

### **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. (Marks 40)  
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

**13. Specifications and Requirements –CLEANING, MAINTENANCE SERVICE FOR PUBLIC TOILET IN OLD TOWNHALL PERMISES**  
**BACKGROUND, SPECIFICATIONS & REQUIREMENTS**

**1. Work**

CMC has proposed and now already Constructed 08 numbers of public toilets in the high standard level to serve the majority of floating population and communities in the city of Colombo. This toilet block is constructing under the Colombo Municipal council.

The Works consists of cleaning and maintenance of the public toilets which includes all janitorial service, security & safety of the toilets and maintenance work such as replacement of bulbs, sanitary fittings, water fitting, doors & door locks, rectifying water leaks, communicate with utility agencies in the case of service interruption.

**2. Contract period**

Contract period will be 24 months from the date of handing over the toilets by Colombo Municipal Council.

**3. Electricity & Water bills**

Electricity and water bills of the toilets be paid by Colombo Municipal Council.

**4. Contractor's Obligation**

**4.1 Sequence of Cleaning**

**4.1.1** General cleaning should be carried out daily. It should follow a systematic sequence to avoid areas. Which were previously cleaned from becoming wet and solid again before the cleaning process is completed.

**4.1.2**The general cleaning should be divided in to spot and through cleaning. Spot cleaning refers to the process whereby only specific areas are cleaned (i.e. those that are soiled) Through cleaning refers to the cleaning of the entire toilet and is usually Carried out twice a day.

**4.1.3**The sequence of cleaning should follow this checklist.

- a) Replace all expendable supplies.
- b) Pick up litter and sweep floor
- c) Clean And sanitize commodes and urinals
- d) Clean mirrors and polish all bright work
- e) Spot-clean walls, ledges, vents and partitions
- f) Wet-mop floors and ensure dry floor
- g) Keep toilet illuminated/replace burnt bulbs
- h) Display any warning signs where necessary indicating wet floors

**4.1.4** An inspection card with above checklist should be used in the supervising and monitoring of the daily maintenance of the toilet. This card should be placed at the back of the entrance door to the toilet. These checks shall be done at least thrice a day Specially during the peak hours. Supervisor should check and sign the after each inspection.

**4.1.5** The timing and frequency of cleaning should be determined by the crowd flow. Cleaning should be done more often during peak hours and less during off-peak hours. Frequency of cleaning is usually determined by expectation and standard of maintenance required by CMC. That is all parts of the toilet should be kept clean and in a conducive environment for users throughout the operational hours. High quality chemicals, disinfectants scents/air fresheners as described below;

Wall/ Floor (ceramic, granite and marble tiles)	Use natural-based cleaners or disinfectants. Do not use acid- based cleaners on marble
Glass/ Mirror	Use ammonia or natural based cleaners
Sanitary Wares	Use disinfection cleaners
Stainless steel/ Chrome	Use stainless steel/ Chrome polish
Plastic/PVC	Use ammonia or natural based cleaners
Toilet Bowls	Use disinfectant or mild abrasive liquid Cleaners

**4.1.6** Properly trained and certified toilet cleaners should be employed to perform the task Minimum number of janitors shall be four (04, Female – 02, Male – 02) with one (01) visiting supervisor. Well trained supervisors with the right knowledge and skills should also be employed to effectively supervise the cleaners. Instructions in simple form should be displayed for proper use of toilet.

**4.1.7** The bidder shall ensure that above number of janitors and supervisor attend the janitorial service daily and if any janitor was not report for duty proportionate amount according to the number of person should n/be deleted from the monthly invoice as follows.

Absence of one janitor- **Rs 1200/-** Per day

**4.1.8** Different Equipment for different joints corners, as well as different disinfectants, should be used in the cleaning of Different sanitary wares and fittings. Different equipment's such as mops should be used for urinals/Commodes/Squatting pans, wash basins, walls and floors. All equipment should be kept clean after each use.

**4.2** The Successful bidder shall keep public toilets in a clean and sanitary condition strictly confirmed to the rules and by laws of Colombo Municipal Council. For Health and Sanitation at all times of the period of Operation and maintenance,

**4.3** The Successful bidder shall follow proper cleaning procedure as per the schedules as follows;

<b>Item</b>	<b>Activity</b>	<b>Frequency</b>
Floor	Hand scrub, Wash & mop to ensure removal of soil keep the dry condition	Daily
Wall	hand scrub, wash to ensure removal of soil from grouting	Fortnightly
Wash Basins	Scrub with scrubbing pad to remove Stubborn stains	Daily
Toilet Bowls & Urinals, Water Closets, Commodes	Scrub with scrubbing pad to remove stubborn stains scrub beneath rim to ensure removal of yellow stains	Daily
Glass/Mirror	Wipe clean to remove dusts	Weekly
Soap Dispenser	Dismantle and check/Clear Chokes	Weekly
Exhaust pans	Wipe clean to remove dusts	Weekly

**4.4** Washroom inspection card will be issued by the Colombo Municipal Council. Representatives of Municipal Secretary Department shall make frequent visits to these Toilets. Each Time when visited, the performances of the contractor are judged and if unsatisfactory as per wash room inspection card a penalty of Rs.2000.00 will be charged from the contractor for each inspection.

**4.5** The Successful bidder shall maintain a log book for each toilet locations. This log book shall always be available at each toilet locations for log entries and if the log book is not available for log entries and reference, a penalty of Rs.5000.00 will be charged from the contractor for each inspection.

**4.6** The Successful bidder shall keep all of his belonging such as equipment. Tools, Materials etc. in a place provided for such purpose so that such items are not visible to Users.

**4.7** The Successful bidder shall inform Municipal Secretary for any damages happen to any part of the toilet so that it can be rectified. Colombo Municipal Council Will Rectify the same.

**4.8** The Successful bidder shall not do any structural alterations or additions to public toilets.

**4.9** The Successful bidder shall not sublet the public toilets ta any person for maintenance & Operation.

**4.10** The Successful bidder shall not use public toilets for any residential purpose or storage.

**4.11**The Successful bidder shall not use or not allow anybody to use the public toilet for any illegal/unauthorized activities.

**4.12** The Successful bidder shall hand over the possession of the public toilet in the same state as at the commencement of the contract in case of termination of contract or at the end of the period of the contract. Reasonable wear and tear may be accepted.

4.13 Toilets shall be kept opened from 7.00 A.M to 8.00 P.M every day. These opening times shall vary from time to time and day change of time is to be decided by Municipal Secretary of Colombo Municipal Council, the Contractor shall not be paid any full or partial losses occurred in such cases.

4.14 The Successful bidder is fully responsible for the security and safety of each toilet locations within the whole period of contract.

4.15 The Successful bidder's staff at these toilets shall cooperate with the users very politely and cordially.

4.16 Only ladies shall be employed for ladies section of each public toilet for works.

4.17 The Contractor shall allow respective Caretaker of Old Town hall or Medical Officer of health or their staff or any others authorized officer to inspect the public Toilet during the contract period. Caretaker of Old Town hall shall submit a monthly Report to Municipal Secretary regarding the condition of each toilet and Performances Of the contractor in each toilet.

4.18 Colombo Municipal Council shall have the right to terminate the Contract in Case of breach of any conditions laid herein.

4.19 The Selected bidder will not be allowed whatsoever to execute any other work Or business in the toilet locations and should not allow any person/ party to reserve Any toilet.

4.20 The Successful bidder will be responsible to ensure that their employees will be courteous and obliging to ensure proper behaviour and will be responsible to ensure Above effectively, however council will keep on records such complaints in future Reference and to disqualify for future bids of this nature.

4.21 The Successful bidder shall responsible of repairing, maintaining of pumps in sewerage pumping station including all accessorise and replace pumps and it is accessorise when necessary.

4.22 The Successful bidder shall responsible of Proper, maintaining of sewerage deposal at sewerage pumping station of the toilets.

4.23 The Successful bidder shall responsible for repairing and maintaining of electric Lamps, Water taps, toilet bowls and replace with new bowls when necessary.

**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. (Marks 40)  
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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**

**Tender/ Bid Security**

*[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:** .....[issuing date]

**TENDER/ BID SECURITY No.:** .....[...]

We have been informed that .....[insert (by issuing agency) name of the Tenderer/ Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Tenderer/ Bidder") has submitted to you its Tender/ Bid dated ..... [date] (hereinafter called "the Tender/ Bid") for the supply of [insert name of service] under Tender/ Bid No..... ("Tender/ Bid number").

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

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

- (a) has withdrawn its Tender/ Bid during the period of Tender/ Bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Tender/ Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Tender/ Bid by the Purchaser during the period of Tender/ 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 General Terms and Conditions.

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

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

*[Signature of authorized representative(s) ]*

**Annexure 02****Performance Guarantee**

[The issuing agency, as requested by the successful Tenderer/ Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] ----- \* **Beneficiary:** -

----- [Name and Address of Employer] -----

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Service provider] (hereinafter called "the service provider") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert service] -----Of----- [name of service and brief description of service] (hereinafter called "the Service").

Furthermore, we understand that, according to the General Terms and Conditions, a performance guarantee is required.

At the request of the Service provider, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in 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 date, 31 days beyond the scheduled completion of contract] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]

