



Singapore

MARKET SURVEY NOTICE

Services for office cleaning 2023

The Director of Italian Trade Agency (ITA), Singapore Office

INFORMS

that ITA Singapore Office is looking for office cleaning services with the following specifications:

Description of the requested services

- 1) General cleaning:
 - a. Cleaning all the trash bins and replacement of bin liners (twice a week)
 - b. Dusting of furniture (once a month)
 - c. Spot cleaning and glass doors and partitions panels (twice a week)
 - d. Wiping on telephones and Intercom sets (once week)
 - e. Wiping of work station desks/furnitures/Shelves and cabinet (twice a week)
- 2) Carpet
 - a. Vacuuming (twice a week)
 - b. Carpet Steam Extraction Shampooing (once a year)
- 3) Floor
 - a. Sweep & Mop -Recep/Pantry Area (twice a week)
- 4) Others
 - a. Internal Glass Windows & Partitions (quarterly)
 - b. Washing of cups & Glasses (twice a week/once a day)
 - c. Clean Coffee Machine, Microwave&Refrigerator (twice a week/once a day)
 - d. Dusting of flag pole& Company (twice a week)

All chemicals, materials, equipment must be provided by the supplier.

Duration

January-December 2023

Budget Limit

Estimated budget for the services requested would not exceed SGD\$ 6,500

Vendors' selection criteria

Services will be assigned to the cleaning company who will submit the offer with the lowest hourly rate offer

Vendors' general requirements

Interested cleaning companies should also already be qualified in the ITA's vendors list. If not, they should apply to the ITA's Vendors Registration Portal at the following link: <https://www.ice.it/en/markets/singapore/singapore/supplier-register-ice-singapore-and-philippines>

Proposal submission deadline

Kindly provide ITA your offer by December 27th 2022. Please send your offer by email to singapore@ice.it, indicating in the subject of the mail **Services for office cleaning 2023**. Applications for participation received after the above deadline will not be considered.

Payment of the service

Payment will be settled on a monthly basis via bank transfer, within 7 days upon receipt of tax invoice

IMPORTANT DISCLAIMER

This market survey notice does not imply any legal obligation on the part of ITA to continue the negotiation process or finalize the deal.

For any query, please refer to Ilaria Piccinni, Deputy Trade Commissioner (i.piccinni@ice.it)

The Italian Trade Agency – Singapore Office

Director

Marco Pintus