



Dubai Office

INVITATION TO BID (ITB) FOR A SELECTION OF A CLEANING SERVICE COMPANY TO PROVIDE A CLEANING SERVICE FOR ITA DUBAI OFFICE

ITA Dubai Agency is currently looking for a cleaning service company to provide a cleaning service for ITA Dubai office.

The Italian Trade Agency (ITA) is the Government entity which promotes the internationalization of Italian Companies, intends to initiate a competitive tender procedure to award a specialized company to provide a cleaning service for ITA Dubai office.

The company should provide an offer for the following service:

- **Cleaning service from January 2nd, 2025 to 31st December 2025 (1 YEAR)**
- Office:**
- **Daily: Dust mop/damp mop floors-vacuum carpeted areas- dust clean furniture and fixtures- dust clean telephones and computers - remove litter from bins deposit in the skip provided by the client;**
 - **Weekly: Dust clean skirting and sills - dust clean cupboards (external); clean internal and partition glass surfaces**
 - **Monthly: Dust clean high ledges – dust clean cupboards (external);**
- Pantry:**
- **Daily: Dust mop/ damp mop floors – clean work tops- clean wash basins- clean taps and fixtures;**
 - **Monthly: Wipe down walls.**

Timing of the service: 2 hours daily from 6:00 pm to 8:00 pm from Monday to Friday.

To this end, ITA Dubai intends to acquire applications from **companies based and registered in the U.A.E.**

The available maximum amount is AED 12.000,00 (twelve thousand AED) + 5% VAT.

According to the Ministerial Decree **192/2017 art. 11 and D. Lgs. 36/2023** (Italian Public Contract Code), the selection Committee will select the offer according to the **“LOWEST PRICE”**,

Companies interested and meeting all the requirements as for the Invitation to BID must express their interest by sending an e-mail by DECEMBER 10th, 2024 at 11:00 am to the following address: dubai@ice.it.

The expression of interest must be signed by the legal representative of the company or by an authorized delegate and must include the following information:



ITALIAN TRADE AGENCY

- Company name and legal form;
- Registered office address (complete address);
- Telephone and email address;
- Name of the legal representative or delegate, if applicable;
- Mailing address for official communications;
- Company profile, highlighting experience in the field.

ITA Dubai will send to the interested company to participate to the tender, an Invitation letter, specifying the deadline for submitting the bidding and quotation documents

The tender procedure may be interrupted or cancelled at any time and for any reason by ITA DUBAI at its complete discretion, without generating any moral or legal commitment towards the candidates, including those who fully meet the requirements.

This notice has been published on the website: <https://www.ice.it/it/mercati/emirati-arabi-uniti/lavora-con-noi>

Requests for further information should be addressed to: dubai@ice.it.

Valerio Soldani

**Director
ITA Dubai
Trade Commissioner to the UAE and Oman**