

CLEANING SERVICE CONTRACT

Technical Specifications and Terms & Conditions

I. DESCRIPTION OF THE PREMISES

The office of the Delegation of the European Union to the Republic of Mauritius located at 8th floor, St James Court, St. Denis Street, Port-Louis, Mauritius.

The office space on the 8th floor covers 1 363 m² including corridors, 34 offices, one conference room (appreciatively 25 pax), 8 toilets, 1 kitchen, 1 lunch room, doors, 3 archives rooms, 2 storages, 1 security area, 1 reception area, 1 lobby, 1 waiting area, 2 meeting areas.

The office space on the 1st floor covers 38m² and concerns only archives.

II. SCHEDULE OF THE TASKS AND STAFF ALLOCATION

All tasks referred to in Article 1.3. must be executed on working days when the Delegation of the European Union to the Republic of Mauritius is open, within from 07:30 hours to 17:00 hours, from Monday to Friday.

The office is closed on Saturday and Sunday, on public holidays of the Republic of Mauritius and on the 9th of May.

II.1. TASKS TO BE EXECUTED

II.1.1 Tasks to be executed on a daily basis in the premises of the Delegation:

- Dusting and cleaning of all exposed surfaces such as lamps, pictures, skirting, window ledges, pipe work, desks, bookcases, tables and cabinets.
- Cleaning and sweeping of floors and tiles
- Emptying waste baskets and removal of waste to the containers
- Collecting crockery and cutlery from offices and meeting rooms
- Washing dishes
- Cleaning of kitchens and dining area and their contents
- Cleaning, sweeping and disinfection of the toilets, washbasins, mirrors, ceramics and placing toilet paper, paper towels, anti-bacterial soap and refreshers.
- Cleaning, sweeping and disinfection of the kitchen including sinks and cupboard surfaces.
- Cleaning and sweeping of the entrance outside lobby, entrance guard rooms and other open areas
- Washing of fabric hand towels
- Preparation of tea/coffee during meetings anytime in the day