



## REQUEST FOR PROPOSAL FOR THE PROVISION OF CLEANING SERVICES

The B.V.I. Electricity Corporation is soliciting proposals from qualified Cleaning Services Contractors (“the Contractor”) for the provision of cleaning services at its offices located at Long Bush and Pockwood Pond as follows:-

### Scope of Works:

- a) Daily cleaning, mopping and dusting of the Corporation’s Administration, Transmission and Distribution and Information Technology Offices at Long Bush;
- b) Daily cleaning, mopping and dusting of all rooms offices and general floor areas at the Henry Wilfred Smith Power Station and Inventory Management Unit at Pockwood Pond;
- c) Vacuuming of carpets, cleaning of blinds, desks ceiling fixtures and upholstery;
- d) Detailed cleaning for all compounds which is inclusive of washing windows and walls on a monthly basis;
- e) Responsible for supplying all cleaning materials and products;

### Contract Duration:

The contract will be for a period of one (1) year.

Quoted prices must be presented in the following format:

Particulars	Monthly Rate (in US \$)
Labour	\$
Cleaning Supplies	\$
Other Costs <i>[As applicable -Tenderer to specify]</i>	\$
<b>Total</b>	<b>\$</b>

### Proposal Requirements

Interested cleaning service providers must submit the following:

- 1) A copy of a valid trade license.
- 2) A copy of certificate of good standing from the Social Security Board, National Health Insurance, and the Inland Revenue Department. Must be issued by the relevant statutory body within three (3) months from submission deadline.
- 3) Two (2) references.

Proposals must be submitted in original format and placed in a sealed envelope with a return address and clearly marked “**Proposal for Cleaning Services 2024-2025**” and delivered to:-

Attn: The General Manager  
B.V.I. Electricity Corporation  
P.O. Box 268  
Road Town, Tortola VG 1110  
British Virgin Islands

**SUBMISSION DEADLINE: 4:00PM on FRIDAY, 18<sup>th</sup> October 2024.**

The Corporation reserves the right to accept or reject any proposal and to annul the process at any time prior to the award of contract without thereby incurring any liability to the affected contractor or contractors and is under no obligation to give any reason for such action.