

## 98341130 SERVICES CONTRACT NOTICE OPEN Procedure

Janitorial services

### 1. PROCURING ENTITY

Name:	<a href="#">Ministry of Natural Resources, Petroleum and Mining Belize</a>	
Registration No:		
Type of PE and Main Activity Exercised:	<a href="#">Governmental organisations</a> <a href="#">NonRenewable Resource Management</a>	
Address:	<a href="#">H.M. Queen Elizabeth II Boulevard, City of Belmopan, Cayo District, Belize</a>	
Internet Address:	<a href="https://blz-cppnb.caricom.org/">https://blz-cppnb.caricom.org/</a>	
Telephone:	<a href="#">+501 8285023</a>	E-mail: <a href="mailto:info@naturalresources.gov.bz">info@naturalresources.gov.bz</a>

### Contact person in charge:

Name, Last Name:	<a href="#">Valerie Middleton</a>	
Telephone:	<a href="#">+501 8285023</a>	E-mail: <a href="mailto:hrrmu@naturalresources.gov.bz">hrrmu@naturalresources.gov.bz</a>

### Responsible officer filling the form(if different)

Name, Last Name:	<a href="#">Valerie Middleton</a>	
Telephone:	<a href="#">+501 8285023</a>	E-mail: <a href="mailto:MiddletonVA@gobmail.gov.bz">MiddletonVA@gobmail.gov.bz</a>

E-mail of the service from which additional information may be obtained (if different):

Internet address of the service from which additional information may be obtained (if different):

**Where appropriate**, is any other form of joint procurement involved:

### 2. AVAILABILITY OF THE PROCUREMENT DOCUMENTATION

Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge:

<https://blz-cppnb.caricom.org/>

Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:

Payment for the procurement documents (if applicable)(amount):

**3. PROCUREMENT NUMBER**

Procurement Number:

MNR -02

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

**4. DESCRIPTION OF THE PROCUREMENT**

Nature and extent of services (short description of contract). Where appropriate, description of any options

The Ministry of Natural Resources, Petroleum and Mining invites tenders for the provision of Janitorial services of its office premises situated at Her Royal Majesty Queen Elizabeth II Boulevard, Cohune Walk, Belmopan City, Cayo District. The tender shall be for a period of two (2) years (1st April 2021 to 31st March 2023)  
 The successful tender will be expected to provide the following services:-

- i. Daily cleaning and dusting of all floors, walls, ceilings, stairways, entrance and exit access.
- ii. Clean and sanitize all bathrooms daily.
- iii. Clean all kitchens and kitchenettes and all appliances, kitchen equipment, crockery, cutlery and all other kitchen items.
- iv. Sweep and mop office floors.
- v. Dust and polish office furniture, fixtures and telephones.
- vi. Clean and polish glass doors, panels and windows.
- vii. Remove cobwebs from building.
- viii. Empty and clean waste paper baskets and all garbage containers.
- ix. Maintain all garbage containers with garbage bags.
- x. Clean all vertical blinds and windows quarterly
- xi. Provide two (2) onsite Supervisors during the course of the day
- xii. Provide cleaners for three (3) hours daily to clean bathrooms, emergency spills or leakages
- xiii. Provide and pay for all tools, equipment, transportation, permits, taxes supervisors, labour and all other necessary services to complete the above described works.
- xiv. Provide all cleaning materials, deodorizers, cleaning agents, chemical equipment and any other materials or tools necessary for the cleaning maintenance of the building.
- xv. Provide sanitization services for COVID-19 in line with Ministry of Health and Wellness protocols

**5. CPV CODES**

Main CPV code:

98341130 - Janitorial services

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

**6. ADDRESS FOR THE PLACE OF PERFORMANCE**

Cohune Walk Area Belmopan City

**7. ESTIMATED VALUE OF THE CONTRACT(this information shall not be published):**

**8. VARIANTS ADMITTED**

yes  no

**9. PLANNED TIME FRAME FOR PROVISION OF SERVICES:**

From: 01/04/2021

To: 31/03/2023

Or

Duration:  months

**10. CONDITIONS FOR PARTICIPATION**

Conditions for participation in the Tendering process:  
i. Demonstrate competence and professionalism in the provision of service  
ii. Duly registered as a company under the Laws of Belize and in good standing (a letter from Belize Companies Registry is required)  
iii. Meet the deadline stated for submission of Tenders  
iv. Be prepared to negotiate the final contract price

Including: where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision, a list and brief description of criteria regarding the personal situation of suppliers that may lead to their exclusion and of qualification (selection) criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).

**11. WHERE APPROPRIATE, PARTICULAR CONDITIONS TO WHICH PERFORMANCE OF THE CONTRACT IS SUBJECT TO:**

**12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.**

The Ministry of Natural Resources, Petroleum and Mining does not bind itself to accept the lowest tender and reserves the right to accept or reject any tender, and to annul the process and reject all tenders, at any time prior to award of contract, without incurring any liability to the affected prospective contractor or any obligation to assign any reason for the rejection of any tender.

**13. INDICATION OF THE POSSIBILITY OF BIDDING FOR ONE, FOR SEVERAL OR FOR ALL OF THE LOTS; INDICATION OF ANY POSSIBLE LIMITATION OF THE NUMBER OF LOTS THAT MAY BE AWARDED TO ANY ONE BIDDER:**

Bids per Participant:	<input type="radio"/> One
	<input type="radio"/> Several
	<input type="radio"/> All
Awards per Successful Participant:	<input type="radio"/> One
	<input type="radio"/> Several
	<input type="radio"/> All

**14. TIME LIMITS for receipt of tenders**

25/01/2021 05:00

**15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS**

22/01/2021 05:00

**16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED**

Address:	<input type="text" value="Cohune Walk Area"/>
City:	<input type="text" value="Belmopan"/>
ZIP Code:	<input type="text"/>

Country:

BZ

URL:

**17. TENDER OPENING**

Duration during which the tenderer must maintain its tender. Duration (in days):

Date for the opening of tenders:

05/02/2021

Time for the opening of tenders:

00:00

Place for the opening of tenders:

Ministry of Natural Resources headquarters

Persons authorized to be present at such opening

Persons who have submitted bids and members of the Tender Committee

**18. LANGUAGE OR LANGUAGES IN WHICH BIDS OR REQUESTS TO PARTICIPATE MUST BE DRAWN UP**

EN

NL

FR



**19. NAME AND ADDRESS OF THE BODY RESPONSIBLE FOR REVIEW AND, WHERE APPROPRIATE, MEDIATION PROCEDURES. PRECISE INFORMATION CONCERNING DEADLINES FOR REVIEW PROCEDURES, OR IF NEED BE, THE NAME, ADDRESS, TELEPHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS OF THE SERVICE FROM WHICH THIS INFORMATION MAY BE OBTAINED (IF APPLICABLE).**

Tender Evaluation Committee

**20. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE**

**21. DATE OF DISPATCH OF THE NOTICE**

20/01/2021

**22. ANY OTHER RELEVANT INFORMATION**

All submissions must include the following:

- a) Number of employees offered to provide the service.
- b) Tender price, indicated in Belize dollars inclusive of GST, by hour, week and year)
- c) Description of cleaning products to be used (materials, deodorizers, cleaning agents, etc)
- d) An overview of qualifications and past experience in cleaning and maintenance
- e) Two letters of reference
- f) Certificate from the Belize Tax Service that no taxes are outstanding
- g) Certificate from the Social Security Board that no contributions are outstanding
- h) Any other information, brochure, etc. in regards to the company (optional)

Submission of tender must be made in a sealed envelope addressed to Chief Executive Officer, Ministry of Natural Resources, Petroleum and Mining, H.M. Queen Elizabeth II Boulevard, Cohune Walk Area, Belmopan, Belize. The envelope must be marked "Tender for the Janitorial Services at the Ministry of Natural Resources, Petroleum and Mining" along with company name and contact information. The deadline for the submission of tenders is Monday, January 25th, 2021. Any tender received after this deadline will not be considered.