

Invitation to tender for cleaning services for the new customs administrative building

Interested persons/companies are invited to tender for providing cleaning services for the New Customs Administrative Building.

The details and specifications of the above mentioned can be had from the Comptroller of Customs, Customs House, Upper Bay Street, Kingstown, St. Vincent and the Grenadines

Tenders shall be submitted in two bids (copies) – one (1) original and one (1) other copy in sealed envelopes marked: “**Tender for the Cleaning Services, - New Customs Administrative Building**”, to be lodged not later than **4:00 pm** on **Monday 5th January, 2026**, at the below mentioned address:

**The Secretary,
Central Supplies Tenders Board
Ministry of Finance and Planning
Financial Complex, Kingstown
St. Vincent and the Grenadines**

SPECIFICATIONS AND SERVICE SCHEDULE FOR CLEANING OF CUSTOMS
ADMINISTRATION BUILDING

1.1 The specific methods to be employed by the tenderer for providing the cleaning service should be designed to ensure it is in keeping with Environmental Standards, for example as follow:

- **Legislation:** Comply with all environmental legislation in respect of controlling air pollution, water pollution and waste disposal, etc.
- **Green Practices:** Carry out good environmental practices in carrying out the works for conserving the global and local environment. Such practices shall include but not limited to the conduct of proper waste separation & recycling programs and replacing all chemical based cleaning agents by other natural/organic alternatives.
- **Health & Safety:** Make every endeavor to protect the indoor environment with particular attention to health and safety of the Customs staff, external customers, visitors and workers in the building.

1.2 Service Schedule

The areas of the building and cleaning services to be performed are detailed in Table 1. Annex 1

Annex 1

TABLE 1		
AREA OF BUILDING	SERVICE TO BE PERFORMED	FREQUENCY
EXTERNAL RAMP LEADING TO AND FROM BUILDING	Sweep and clean floor	Daily
	Dispose of any garbage	Daily
	Wipe all hand rails	Daily
ELEVATOR	Sweep and clean floor	Daily
	Wipe clean handrails	Daily
	Wax polish handrails	Once per month
	Spot clean side panels and doors	Daily
	Remove refuse from elevator lift pit	Quarterly
SATIRS (FRONT AND BACK)	Sweep and clean floor	Daily
	Wipe clean landings	Daily
	Wipe clean handrails	Daily
	Mop floor	Daily
	Polish floor	Once per month

COMMON ARE LIFT LOBBIES, EXTERIOR DOORS & CORRIDORS	Sweep/ mop clean floors	Daily
	Empty/wipe clean litter bins	Daily
	Wipe clean desks and other furniture	Daily
	Wipe clean all doors including plant area and exit doors	Daily
	Dust/wipe and clean walls	Daily
	Wipe clean fire hose cabinet and equipment	Once per week
COMMON AREA OFFICES & ROOMS(TRAINING, BOARD, KITCHEN, KITHCENETTE, ETC.)	Vacuum/sweep/mop clean floors	Daily
	Wipe clean desks, tables, kitchen counter tops and other furniture	Daily
	Wash clean all kitchen sinks	Daily
	Empty/ wipe and clean walls and doors	Daily
	Dust/wipe and clean walls and doors	Daily
	Polish floors	Once per month
	Shampoo chairs	Quarterly
COMMON AREA COMMON TOILETS	Sweep and mop clean floors	Daily
	Thoroughly clean bowls, urinals, seats on both sides	Daily
	Thoroughly clean wash basins	Daily
	Empty/wipe clean litter bins	Daily
	Wipe clean- disinfected tiled walls	Daily
	Polish floors	Once per month
	Wipe clean mirrors	Daily
SEVER ROOM	Spot clean side panels and doors	Once per week
	Sweep and clean floor	Once per week
GENERAL	Wash clean litter bins	Fortnightly
	Shampoo carpeted areas	Fortnightly
	All janitor rooms mop and clean	Daily
	Wipe clean skylight	Once per month
	All windows internal clean and polish	Once per week
	All garbage must be disposed of into the external bins provide for such	Daily