

# Permanent Mission of Pakistan to the United Nations New York

## TENDER INVITATION FOR CLEANING SERVICES

Permanent Mission of Pakistan to the United Nations in New York invites tenders from reputable cleaning service providers for six story office building at (8 East 65th Street, Manhattan New York 10065). The quotes should clearly indicate name of company with address/phone/mobile/fax and email. The detail of services required are as under:-

<b>Job Descriptions</b>	
Bathrooms	Cleaning, Sanitizing, refill of hand soap and paper towel <b>daily</b> in all bathrooms.
Vacuum	Vacuum all floors daily.
MOP	Mop main floor lobby <b>daily</b> and all floors twice a week.
Dusting	Dust and wipe desk, window ledges and molds twice a week.
Outside Windows	Clean and wash windows inside and outside of the Mission's building 1-3 floors <b>once a month</b> .
Garbage	Removal of garbage and recycling as replaced of the liner <b>daily</b> .
Basement	Vacuum basement floor corridor, storage and electric room <b>twice a week</b> , scrub and clean sanitize the floor <b>once a month</b> .
Backyard	Sweep and scoop leaves and debris <b>once a week</b> , power wash <b>every month</b>
Entrance	Sweep and scoop sidewalk and entrance of the Mission <b>daily</b> & power wash <b>weekly</b> .
Scrub and floor finishing	Scrub and clean all floors, and apply floor finish <b>twice a month</b> and buffed floors as well.
Carpets	Shampoo red stairs carpet <b>once a months</b> and area rug carpet of the 2 <sup>nd</sup> and 3 <sup>rd</sup> floor.
Kitchen	One time deep cleaning of kitchen (i.e. countertop, stove and tile walls). Cleaning of 2 <sup>nd</sup> floor on <b>weekly basis</b> , as well as kitchen before/after every event.

Interested companies can send their quotations addressed to “Head of Chancery, Permanent Mission of Pakistan to United Nations, New York (8 East, 65<sup>th</sup> Street, NY 10065)”. The same should be received within 15 days of this advertisement. The bids will be opened at the Mission on 05 September 2019 at 1600 hrs in front of all bidders. All bids submitted after the time prescribed shall be rejected and returned without being opened.

The Mission reserved the right to accept or reject any quotations without any reason.

For enquiry/applications please call: 212-879-8600 Ext: 134 or email: tenders@pakun.org