**REQUEST FOR QUOTATION  
SPECIFICATION OF STANDARD SERVICES**

**Procurement No:** **RFQ-22-SS001-23**

## Specification

### Background

The Ministry of Health and Medical Services currently needs daily cleaning services at MHMS Clinics only at TCH, Nawerewere. It is very crucial to be in a clean, healthy environment or surroundings for all medical staff at work. The purpose of this document is to request those interested, particularly private operators for cleaning services to assist the MHMS in maintaining daily cleanliness, safe and healthy environment.

**Scope of Service**

The Cleaning provider is required to

* To recruit and engage its employees that are well trained with the appropriate cleaning training such as Infection control, to have code of conduct in a way of recognition of service with uniform and that must have Principals of Customer Service
* To provide its own cleaning products/utensils/chemicals
* In case of undefined items found during cleaning, it is the responsibility of the SP staff to report such item to SP supervisor OR MHMS administration staff
* To provide extra services for times of MHMS manpower needs such as assisting in setting up other functions of the Ministry at any time needed
* Dusting and cleaning of all exposed surfaces such as window ledges, louvers, desks, computers, tables and cabinet
* Cleaning, sweeping and mopping of floor and tiles
* Empty waste baskets every morning and every afternoon

Requirements

Tenderers are required to provide copies and attach to their tender submissions the following documents:

1. Tax clearance letter from Tax Office
2. Business Registration
3. Complete quotation
4. Signed Certificate of Compliance
5. Valid Business License
6. Relevant Reference

All supporting documentation must be in English.

Quotation of materials should be in AUD.

Installation services

N/A.

### Delivery Time

The delivery of the services shall come to effect upon signing of the contract agreement between MHMS and the Service Provider.

|  |  |  |  |
| --- | --- | --- | --- |
| Pos. | Description | Number of staff | Offered Price (DDP) |
| TCH, Nawerewere | | | |
|  | All clinics – Nawerewere (Surgical, Medical, Pediatric, Obs and gynae, Diabetic, Family health, Antenatal, Hep B and Out-patient) | 2 |  |
|  | Doctor’s Room | 1 |  |
|  | Medical Record room |  |
|  | Laboratory |  |
|  | Radiology |  |
|  | Pharmacy | 1 |  |
|  | Dot building (rooms, clinic, boardroom, account office, PCR lab, incinerator building, new TB ward) |  |
|  |
|  |
|  | **Total** | **4** |  |
| TCH ground, Nawerewere | | | |
|  | Area outside MHMS fence (next to the road) | 2 |  |
|  | Eastern-side (to the court) |  |
|  | Western-side (to the mechanic building) |  |
|  | Ocean-side (behind hospital wards) | 2 |  |
|  | Grounds between wards |  |
|  | DOT to incinerator grounds |  |
|  | **Total** | **4** |  |
| TCH wards | | | |
|  | Surgical ward | 1 |  |
|  | Emergency ward with extension | 1 |  |
|  | Private ward | 1 |  |
|  | Pediatric ward | 1 |  |
|  | OB ward | 2 |  |
|  | ICU ward | 1 |  |
|  | Gynae ward | 1 |  |
|  | **Total** | **8** |  |
| TCH office | | | |
|  | Admin building (21 rooms) | 4 |  |
|  | KITP building |  |
|  | Leprosy building | **1** |  |
|  | Kitchen building |  |
|  | Transport building |  |
|  | Rehabilitation building |  |
|  | Eye building (5 rooms) | 1 |  |
|  | Mini laboratory for OPD |  |
|  | IT room |  |
|  | Nursing storage |  |
|  | Outpatient/OPD |  |
|  | Waiting area for OPD and Eye clinic |  |
|  | Health promotion building including Health promotion offices, NCD office, DPNO office, PNO office and Nutrition | 1 |  |
|  | RMNCAH building | 1 |  |
|  | Bio medical room |  |
|  | Environmental health building |  |
|  | Mechanic building | 1 |  |
|  | Dental office |  |
|  | Laundry and Sewing room |  |
|  | Carpentry and plumbing building |  |
|  | **Total** | **9** |  |
| TCH toilets | | | |
|  | Admin toilet (next to transport unit office) | 1 |  |
|  | Admin toilet (upstairs) |  |
|  | Environmental Health Toilet (IT room) |  |
|  | Environment Health Toilet (beneath Env. Health building) |  |
|  | Toilet #1 (Opposite Pharmacy building) | 1 |  |
|  | Toilet #2 (Between OB ward and Surgical ward) |  |
|  | Toilet #3 (Medical ward and Paediatric ward) |  |
|  | **Total** | **2** |  |
| Meeria ward, Maungan dot and Kainikatikun te Marurung | | | |
|  | Ground | 1 |  |
|  | Wards and/or clinics | 2 |  |
|  | Toilets | 1 |  |
|  | Mwaneaba (Meeria ward & KTM only) | 1 |  |
|  | **Total** | **5** |  |
| Betio hospital | | | |
|  | Wards | 2 |  |
|  | Toilets |  |
|  | Ground | 1 |  |
|  | Medical Record room | 1 |  |
|  | Pharmacy |  |
|  | Mwaneaba |  |
|  | **Total** | **4** |  |