



PROCUREMENT NOTICE

This Procurement Notice is issued by the Government of Bermuda (the “Government”) to provide summary information in relation to a specific procurement, as detailed below.

1. Subject Matter of Procurement

RFX Title: **Cleaning Services**

RFX Number: **CO/DEOD/2024-001-Office Cleaning Service**

Purchase Type: **Service**

The Department of Employee & Organizational Development, within the Cabinet Office of the Government of Bermuda, is seeking Office Cleaning services for the period 1st June 2024 until 31st May 2026.

General cleaning is required for a very large office (approximately 42 persons) comprising public reception, two (2) training rooms, a Boardroom, kitchen & two (2) bathrooms.

2. How to Obtain Relevant Documents

All relevant documents for this procurement are posted at <https://www.gov.bm/procurement-notices>.

3. Procuring Entity’s Name

Name of Ministry: **Cabinet Office**

Name of Department: **Department of Employee & Organizational Development (DE&OD)**

4. Contact Information

Mrs. Carlita O'Brien: cobrien@gov.bm
Chief Employee and Organizational Development Officer

5. Language of Submissions

Unless otherwise indicated, all submissions shall be in English only.

6. Important Dates

Issue Date	Monday March 18, 2024
Pre-Bid / Site Meeting	Friday March 22, 2024 03:00 PM local time
Deadline for Questions	Tuesday March 26, 2024 local time
Deadline for Issuing Addenda	Thursday March 28, 2024 local time
Submission Deadline	Friday March 29, 2024 03:00:00 PM local time
Anticipated Execution of Agreement	Monday May 13, 2024

All times listed are in Bermuda Local Time.

7. Location of Submission

Responses to this solicitation shall be submitted to the following location:

TO THE ATTENTION:

Mrs. Carlita O'Brien, Chief Employee and Organizational Development Officer
Department of Employee & Organizational Development
3rd Floor, Ingham & Wilkinson Building
129 Front Street, Hamilton HM12
Email or Fax submissions are not accepted.

8. Site Visit / Pre-Bid Meeting Details

The Proponent's designated representative is invited to attend a pre-bid site visit.

The purpose of the meeting will be to allow respondents to familiarize themselves with the premises and the general scope of the work.

The Proponents are requested, as far as possible, to submit any questions in writing, to reach the "RFP Contact" not later than two (2) days before the meeting.

Non-attendance at the Pre-bid meeting will not be a cause for disqualification of a bidder.

All attending Proponent must arrive on time.

Late arrivals will not be accommodated. Respondents will be required to sign in.

Please advise in advance of your attendance by sending an email to Mrs. Carlita O'Brien: cobrien@gov.bm

Please note no more than two representatives from each service provider.

The Pre-bid meeting and site visit will take place:

Date: Friday, March 22, 2024, at 3:00 PM.

Department of Employee & Organizational Development,

3rd Floor, Ingham & Wilkinson Building, 129 Front Street, Hamilton HM12

Although the site visit is not mandatory for Proponents to attend, they are encouraged to.

ADDITIONAL INFORMATION

ANNEX A – GOVERNMENT OF BERMUDA CLEANING SERVICE AGREEMENT 2024

ANNEX B – PRICING DOCUMENT FOR OFFICE CLEANING SERVICES

ANNEX C – REFERENCE FORM

ANNEX D – LOCAL BENEFIT FORM.