



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: **01262026 - Cleaning Services For Sub Post Offices**

RFX Number: **01262026**

Purchase Type: **Service**

The Post Office is seeking professional cleaning companies to carry out office cleaning services including the supply of all cleaning consumables for a period of 3 years to the locations listed:

- Mangrove Bay Post Office – 55 Mangrove Bay Road MA02
- Southampton Post Office – 2 Church Street SN01
- Warwick Post Office – 70 Middle Road WK03
- Devonshire Post Office – 2 Orange Valley DV06
- Flatts Post Office – 65 Middle Road FL04
- Crawl Post Office – 42 Radnor Road CR01
- George’s Post Office – 11 Water Street GE05

It is important to note that the successful respondent's employees must comply with safety, health and security requirements and will require security clearance and, where applicable, work permits. It is also important to note that the Post Office will be looking for a solution that takes into account, where practical, the environmental impact of cleaning materials used.

The quality of cleaning services is a reflection of the Post Office image and its ability to provide superior customer service in a safe, attractive and clean environment. The successful respondent is expected to meet minimum safety, efficiency, and quality standards. It is also expected

to ensure on-site managerial personnel with experience and expertise in providing janitorial services during the hours of cleaning. The Post Office requires the successful bidder to maintain reasonable employment standards.

Fees shall be charged on a monthly basis, payable monthly in arrears.

The successful contractor shall be responsible for providing to the satisfaction of the Post Office appointed manager a full Cleaning Service to the premises. The successful contractor shall be responsible for supplying all labor, equipment and consumables necessary to perform the work.

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 and Digital Innovation**

Name of Department: **Bermuda Post Office**

4. Contact Information

Tekle Ming
tzming@gov.bm

5. Language of Submissions

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

6. Important Dates

Issue Date	Monday February 09, 2026
Pre-Bid / Site Meeting	Wednesday February 18, 2026 10:00 AM local time
Deadline for Questions	Tuesday February 24, 2026 local time
Deadline for Issuing Addenda	Tuesday March 03, 2026 local time
Submission Deadline	Friday March 06, 2026 03:00:00 PM local time
Anticipated Final Ranking	
Contract Negotiation Period	0 calendar days
Anticipated Execution of Agreement	Wednesday April 01, 2026

All times listed are in Bermuda Local Time.

7. Location of Submission

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

Electronic mail (E-Mail) submissions are accepted at tzming@gov.bm.

If documents are larger than ten (10) MB please send them within a zip file.

In the subject line of the email, please state the RFQ title. Please ensure to send a copy of your proposal in MS Word and/or Adobe PDF format.

8. Site Visit / Pre-Bid Meeting Details

Pre-Bid / Site Meeting Wednesday February 18, 2026 10:00 AM

Pre-Bid / Site Meeting Thursday February 19, 2026 10:00 AM

A mandatory site inspection of, Southampton, Warwick and Devonshire Post Office will be held on Wednesday 18th of February 2026 at 10:00am commencing outside the Southampton Post Office at which time all queries in relation to this tender invitation will be received. Inspection will conclude at Devonshire Post Office.

A mandatory site inspection of St. George's, Crawl and Flatts will be held on Thursday 19th of February 2026 at 10:00am commencing outside the Flatts Post Office at which time all queries in relation to this tender invitation will be received. Inspection will conclude at St. Georges Post Office.

Failure to be present at each site and sign-in will result in disqualification of your proposal.

ADDITIONAL INFORMATION

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 for Sub Post Offices

RFX Number: 01262026

Purchase Type: Service

The Post Office is seeking the services of professional cleaning companies to carry out office cleaning including the supply of all cleaning chemicals and equipment for a period of 3 years to the government offices listed:

- Mangrove Bay Post Office – 55 Mangrove Bay Road MA02
- Southampton Post Office – 2 Church Street SN01
- Warwick Post Office – 70 Middle Road WK03
- Devonshire Post Office – 2 Orange Valley DV06
- Flatts Post Office – 65 Middle Road FL04
- Crawl Post Office – 42 Radnor Road CR01
- George’s Post Office – 11 Water Street GE05

2. How to Obtain Relevant Documents

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

1. Procuring Entity’s Name

Name of Ministry: Cabinet Office & Digital Innovation

Name of Department: Bermuda Post Office

4. Contact Information

tzming@gov.bm

5. Language of Submissions

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

6. Important Dates

Issue Date	Monday February 9, 2026
Pre-Bid / Site Meeting	Wednesday February 18, 2026 10:00 AM
Pre-Bid / Site Meeting	Thursday February 19, 2026 10:00 AM
Deadline for Questions	Tuesday February 24, 2026 3:00 PM
Deadline for Issuing Addenda	Friday February 27, 2026 3:00 PM
Submission Deadline	Thursday March 5, 2026 03:00:00 PM
Rectification Period	5 business days
Anticipated Execution of Agreement	Friday March 13, 2026

All times listed are in Atlantic Standard Time (AST).

7. Location of Submission

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

tzming@gov.bm

8. Site Visit / Pre-Bid Meeting Details

A mandatory site inspection of, Southampton, Warwick and Devonshire Post Office will be held on Wednesday 18th of February 2026 at 10:00am commencing outside the Southampton Post Office at which time all queries in relation to this tender invitation will be received. Inspection will conclude at Devonshire Post Office.

A mandatory site inspection of St. George's, Crawl and Flatts will be held on Thursday 19th of February 2026 at 10:00am commencing outside the Flatts Post Office at which time all queries in relation to this tender invitation will be received. Inspection will conclude at St. Georges Post Office.

Mangrove Bay post office which is also included in the tender is currently under renovation and anticipated opening is mid-March. Floor plans and square footage will be provided to assist with quotation.

Failure to be present at each site and sign-in will result in disqualification of your proposal.