Request for Proposal (RFP)

For Cleaning Services

Of Tbilisi Mall Shopping Center

**PURPOSE**

The purpose of this Request for Proposal is to receive proposals from qualified cleaning companies to provide Tbilisi Mall Shopping Center Cleaning Services, and secure a contract for professional cleaning service which will provide necessary routing for the interior/exterior cleaning and specific building maintenance of Tbilisi Mall as identified in the Cleaning Service Plan/Specification (Annex #1) which is included in this request.

The subject of the RFP shall be a general cleaning services, permanently provided to the Client’s own Shopping Center “Tbilisi Mall” located at 16th km of Aghmashenebeli Highway, Tbilisi and delivery of necessary hygienic products (liquid soap, paper, towels, chemicals etc.) and supplement inventory.

The cleaning should be provided to locations/surfaces listed in Cleaning Service Plan in Annex #1 but not limited. All building surfaces glass, wooden, shiny or other ones on eye level should be cleaned with highest quality level and materials use.

Cleaning working schedule is divided as Supporting cleaning and Complex Cleaning considering the following hours:

* **Supporting Cleaning (From 9:30AM to 10:00 PM)**
* **Complex Cleaning (From 10:00 PM to 9:30 AM)**

Current RFP includes:

* Cleaning Service Plan/Specification (Annex #1)
* Service Proposal structure (Annex #2)
* Mall Plans ( #0,1,2,3,4,5,6,7,8 Drawings in PDF)
* Contractor questionnaire (see below)

A detailed description/specification of the to-be-performed works, as well as service plan shall be completed in Excel Spreadsheet, Appendix #1, which should be checked by Service Provider Company.

The Bidder should provide the pricing for items listed in excel spreadsheet, Appendix #2 (Proposal Structure)

Before providing a proposal the Bidder should visit a premises in order to confirm a scope and terms.

**Schedule Deadline**

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Request for Proposal Release May 2, 2022

Proposals submission deadline May 16, 2022, 2:00 PM \*

\*Two hard copies of Proposals completed, signed, and sealed in an envelope marked with the name of the bid and the date should be delivered to TBILISI MALL Management office no later than on Monday, May 16, 2:00 PM \*

**CONTRACTOR QUESTIONNAIRE**

Apart Annex #1, The Contractor shall provide the following information:

* All equipment, materials and labor force to supplement the Tbilisi Mall Shopping Center needs for Cleaning Services as described herein;
* List of chemicals to be used in cleaning Services;
* List of machinery, tools and accessories and details used in service;
* After construction cleaning fee (separated from service plan, see the Annex #2);
* Building Façade Cleaning quotation (separated from service plan, see the Annex #2);
* Per man-hour rate in case of additional Cleaning service/extra period (see the Annex #2);
* Per man-hour rate in post repair cleaning service (see the Annex #2);
* List of extra equipment’s used for up to 3 meter height cleaning;
* Exact Cleaning hours in daytime and nighttime periods – Time Schedule should contain plan on hourly basis with indicating of man power or machines used to clean certain areas;
* Management Plan for the work
* Cleaning Method/Techniques (chemicals, tools, machinery, etc.);
* A sufficient number of employees to perform the required service and project supervisor;
* Proof of insurance (Third party liability insurance);
* Ensure work safety and work personal liability;

**Contact Person**

If you have any questions regarding this RFP , you may submit quires to contact person **Mr. Dimitri Muskhelishvili** to the following e-mail **d.muskhelishvili@tbilisimall.com** or contact through the Mobile phone +995 555 430044.