



2022 ANNUAL CONTRACT

# TENDER DOCUMENT

FOR

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**JANITORIAL AND BUILDING INTERIOR CLEANING AND  
MAINTENANCE SERVICES  
(BELIZE DISTRICT)**

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**Prepared by:**  
**Belize Electricity Limited**  
Facilities Management Services Department  
2½ Miles Philip Goldson, Highway  
Belize City, Belize  
October 2021

Tenders must be submitted via email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) no later than **3:00 p.m. on Friday, December 3, 2021** and labelled:

**BID #2021-272 Janitorial Building Interior Cleaning – Belize District**  
Procurement Department  
Belize Electricity Limited

## TERMS OF BIDDING AND EVALUATION CRITERIA

### GENERAL

#### 1. Scope of Bid

1.1 BEL invites Bids on a lump sum basis for Janitorial and Maintenance Services for the period January 1, 2022 to December 31, 2022 at the following facilities:

1. **Corporate Headquarters and Dispatch Buildings** located at Mile 2½ on the Philip Goldson Highway
2. **Belize City Plant** and **all** associated offices and bathrooms at the Magazine Road compound
3. **Ladyville Storage Facility** next to the Philip S.W. Goldson International Airport
4. **West Lake Generating Station** at Mile 8 on the George Price Highway

#### 2. The Scope of Service

- A. Daily (3 times a week) cleaning and dusting of all floors, walls, ceilings, stairways, entrances and exit areas.
- B. The hygienic cleaning and maintenance of toilets, kitchens, and washrooms.
- C. Dusting and cleaning of all offices, conference rooms, boardroom, furnishings and equipment. All equipment must be thoroughly cleaned and dusted including the undersides.
- D. Cleaning of all windows and curtains as necessary both inside and outside.
- E. Removal of all garbage from the building and deposit in garbage bins provided.
- F. All other common janitorial services that may be required to ensure that the office is maintained in a safe and healthy environment.
- G. Adhere to BEL's Safety, Environment and Security Policies.

2.1 Additionally, provision must be made for midday cleaning and replacement of materials in boardroom, conference rooms, kitchenettes and bathrooms at Headquarters and Dispatch buildings.

2.2 The successful bidder must provide **All** materials (toilet paper, hand paper, liquid soap, garbage bags, cleaning cloths, dusters, brooms, mops etc.), Material Safety Data Sheets (MSDS) for

chemicals, equipment and accessories necessary for the janitorial services including thoroughly trained employees to perform these duties. These workers will be subjected to a thorough medical inspection including drug testing, passed physically and mentally fit for these duties and be free of criminal conviction.

2.3 The successful bidder will be expected to complete the works by the intended completion date as specified in the Tender Form.

**3. Qualification Requirements**

3.1 All bidders must be qualified as a Janitorial Service provider for BEL.

3.2 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

**A. General Experience**

The Applicant shall have experience as contractor in Janitorial Service in the execution of at least two (2) projects of a nature and complexity comparable to the proposed contract within the last five (5) years.

**B. Personnel Capabilities**

The Applicant must have suitably qualified personnel to fill the following positions. The Applicant will supply information on candidates for each position.

Position	Total Experience	In Similar Works
Site Supervisor	5	5

**C. Financial Position**

The Applicant should demonstrate that he is in good financial standing. He has to show proof that he has access to, or has available, liquid assets, unencumbered real assets, or other financial means sufficient to meet the cash flow for a period of four (4) weeks, estimated as \$40,000.00 equivalent.

#### **D. Insurance**

The Applicant must guarantee or show proof of the issuance of the following:

1. Employers Liability Insurance
2. Public Liability Insurance
3. Vehicle Third Party Insurance for previous works on contract of similar nature to those being applied for.

#### **4. One Bid per Bidder**

- 4.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

#### **5. Cost of Bidding**

- 5.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid and the Employer will in no case be responsible or liable for those costs.

#### **6. Site Visit**

- 6.1 BEL can arrange a one-time site visit for all bidders to each of the facilities where the service is to be rendered. Interested Bidder, at the Bidder's own responsibility and risk, will be provided all information that may be necessary for preparing the Bid and entering into a contract for Janitorial Services during this site visit. The costs of visiting the site shall be at the Bidder's own expense.

#### **7. Clarification of Bidding Documents**

- 7.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the Invitation to Bid. The Employer will respond to any request for clarification received earlier than seven days prior to the deadline for submission of Bids. Copies of the Employer's response will be forwarded to all Bidders including a description of the enquiry, but without identifying its source.

## **8. Amendment of Bidding Document**

- 8.1 Before the deadline for submission of Bids, the Employer may modify the bidding documents by issuing addenda.
- 8.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all bidders. Prospective Bidders shall acknowledge receipt of each addendum in writing to the Employer.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer shall extend, as necessary, the deadline for submission of bids in accordance with sub-clause 11 below.

## **9. Language of Bid**

- 9.1 All documents relating to the Bid shall be in the English language.

## **10. Bid Price**

- 10.1 The Bidder shall fill in the price breakdown for all items of the works described in **Appendix A**. Items for which no rates or prices are entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other prices in the Activity Schedule.
- 10.2 All duties, taxes and other levies payable by the Contractor under the Contract shall be included as a separate line item in total Price submitted by the Bidder.

## **11. Deadline for Submission of Bids**

- 11.1 Bids shall be delivered to the Employer no later than the time and date specified in the publicly advertised Bid invitation.
- 11.2 The Employer may extend the deadline for submission of Bids by issuing an amendment in accordance with Clause 8, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

## **12. Late Bids**

12.1 Any Bid received by the Employer after the deadline prescribed in Clause 11 will be returned unopened to the Bidder.

## **13. Modification and Withdrawal of Bids**

13.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in Clause 12.

13.2 Each Bidder's modification or withdrawal notice shall be emailed and additionally marked in the subject line: "**Modification**" or "**Withdrawal**" as appropriate.

13.3 No bid may be modified after the deadline for submission of Bids.

13.4 Bidders may offer only discounts, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause or including discounts or modifications in the original Bid submission.

## **14. Bid Opening**

14.1 The Employer will open the bids, including modifications made pursuant to Clause 13, internally shortly after the bid submission deadline.

## **15. Process to be Confidential**

15.1 Except as may be required by law, after opening of the bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any efforts by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of its Bid.

## **16. Clarification of Bids**

16.1 To assist in the examination, evaluation and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's bid, including breakdowns of the prices in the Activity Schedule. The request for clarification and the response shall be in writing but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 14.

## **17. Examination of Bids and Determination of Responsiveness**

17.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in Clause 3, (b) has been properly signed, (c) is accompanied by the required securities, and (d) is substantially responsive to the requirements of the bidding documents.

17.2 A substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (b) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

17.3 If a Bid is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

## **18. Correction of Errors**

18.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.



18.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected.

## **19. Evaluation and Comparison of Bids**

19.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 17.

19.2 In evaluating the Bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid Price as follows:

- A. Making any correction for errors pursuant to Clause 18;
- B. Excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule but including day work where priced competitively;
- C. Making an appropriate adjustment for any other acceptable variations, deviations or alternative offers submitted in accordance with Clause 13; and
- D. Making appropriate adjustments to reflect discounts or other price modifications offered in accordance with Sub-Clause 13.4

19.3 The Employer reserves the right to accept or reject any variation, deviation or alternative offer. Variations, deviations and alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.

19.4 The estimated effect of any price adjustment conditions during the period of implementation of the Contract will not be taken into account in Bid evaluation.

19.5 At the Employer's discretion, partial bids can be considered if all the required criteria have been met.

**20. Award Criteria**

20.1 Subject to Clause 23, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause 3, and (b) qualified in accordance with the provisions of Clause 4.

**21. Employer’s Right to Accept Any Bid and to Reject Any or All Bids**

21.1 The Employer reserves the right to accept or reject any Bid and to cancel the bidding process and reject all bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Employer’s action.

**22. Notification of Award and Signing of Agreement**

22.1 The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period in writing. This letter (hereinafter and in the Conditions of Contract called the “Letter of Acceptance”) will state the sum that the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the “Contract Price”).

22.2 The notification of award will constitute the formation of the Contract.

22.3 The Agreement will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and sent to the successful Bidder within 5 days following the notification of award. Within two (2) days of receipt, the successful Bidder will sign the Agreement and deliver it to the Employer.

22.4 Upon commencement of works, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

**23. Liability for Damage to Property Before Taking-over**

23.1 The Contractor shall be liable for any damage to the Works that occurs before the risk has passed to the Employer. This applies irrespective of the cause of the damage, unless the damage has been caused by the Employer or anyone for whom he is responsible. Even if the Contractor is not liable for damage to the Works in accordance with this Clause, the Employer may require the Contractor to remedy the damage at the Employer's cost.

23.2 The Contractor shall be liable for damage to the Employer's property occurring before taking-over of the Works only if it is proved that such damage was caused by negligence on the part of the Contractor or anyone for whom he is responsible in connection with the performance of the Contract. The Contractor shall however, under no circumstances be liable for loss of production, loss of profit or any other consequent economic loss.

**24. Liability for Defects**

24.1 Pursuant to the provisions of Clause 24, the Contractor shall remedy any defect in the Works resulting from faulty materials or workmanship.

# APPENDIX A

## Scope of Work

### 1. Daily Cleaning (Monday, Wednesday and Friday)

#### Bathrooms

1. Clean and disinfect all bathrooms, bowls, basins and urinals.
2. Empty and clean in and out waste bins thoroughly.
3. Disinfect toilet seats.
4. Wash all taps.
5. Clean all dispensers.
6. Clean all doors and flush handles.
7. Remove finger marks from walls, fittings, mirrors and doors.
8. Refill soap and tissues dispensers when needed. This applies to days no cleaning is required.
9. Disinfect urinals by pouring acid in the drain line once per week.

#### General Offices

##### 1. Dirt Bins

1. Empty all bins.
2. Provide and replace liners.
3. Wash all bins as required.

##### 2. Furniture, Equipment and Appliances

1. Polish desk and tables.
2. Clean and dry polish all glass, pictures, charts, bookcases, display cases, counters, rails and other surfaces.
3. Clean and disinfect all phones, photocopier, fans, etc.

##### 3. Kitchen/Conference Room

1. Wash eating and drinking utensils twice daily at one o'clock and at closing time in the evening.  
(Headquarters, Dispatch buildings and Magazine Road)
2. Clean refrigerator, microwave and counters.
3. Sweep/mop floors daily.

#### **4. General Cleaning**

1. Mop floor and vacuum carpet daily.
2. Polish board floor
3. Remove stubborn deposit on floor daily.
4. Dry mop daily.
5. Sweep verandah/steps daily.
6. Wipe rails daily.
7. Clean and polish smudges on glass.
8. Remove all garbage, bagged and put in dumpster as provided.
9. Clean level switches and outlets with non-conductive brush daily.
10. Check and report any blown lights, broken or damaged floor tile, loose railing, damaged or broken utensils and plumbing/water leaks.

#### **5. Securing of Offices and Facilities after Cleaning**

1. Turn off all unnecessary lights in unoccupied offices.
2. Engage locks and secure all offices upon completion of cleaning.
3. After cleaning is completed and the offices have been secured, the Janitors are to submit to the Security Guard all keys provided for access to buildings in the execution of daily cleaning.

## **2. Daily Cleaning (Tuesday and Thursday)**

### **1. Bathrooms**

2. Clean and disinfect all bathrooms, bowls, basins and urinals.
3. Empty and clean in and out waste bins thoroughly.
4. Disinfect toilet seats.
5. Wash all taps.
6. Clean all dispensers.
7. Clean all doors and flush handles.
8. Remove finger marks from walls, fittings, mirrors and doors.
9. Refill soap and tissues dispensers daily.
10. Disinfect urinals by pouring acid in the drain line once per week.

## **2. General Offices**

1. Sweep/mop floors in ground floor in the receptionist area and corridor, Customer Care lobby area, steps and verandah at “Corporate Headquarters” building.
2. Verandah, entrance area, corridor and steps of the ground floor at the “Dispatch Center” building.
3. Main entrance, corridor, steps, and “linemen den” on the ground floor for the Transmission & Distribution office at Magazine Road compound

## **3. Dirt Bins**

1. Empty all bins.
2. Provide and replace liners.
3. Wash all bins as required.

## **4. Kitchen/Conference Room**

1. Wash eating and drinking utensils twice daily at one o’clock and at closing time in the evening.
2. Clean refrigerator, microwave and counters.
3. Sweep/mop floors daily

## **3 Daily Sanitizing - 5 days per week (Monday to Friday)**

1. Sanitize cash and phone booths counters.
2. Sanitize seating area in cash booth area.

## **4 Monthly Cleaning**

1. Polish board floor.
2. Clean light fixtures.
3. Dust bathroom exhaust vents.
4. Dust window and glass blinds.

## **5 Quarterly Cleaning**

1. Clean and polish outside of all windows and any other related services as requested and agreed upon.
2. Buff and seal all tiles.

## CODE OF CONDUCT

1. Contractor and his workers must wear safety equipment such as steel toe boots, hardhats, traffic vests, dust mask and gloves while working at the Ladyville storage facility and whilst engaged in the cleaning of exterior windows.
2. The Contractor and his workers must adhere to BEL's Security Measures, afford respect to BEL workers, customers, visitors and authorities of the company and maintain good order and discipline
3. Contractor and his workers must adhere to BEL's Environment Protection Policy and confirm to standards common in this business.
4. The Contractor must not employ minors and must make random inspections of his/her workers.
5. While on duty, the janitors will not entertain, persons visiting them except in an emergency.
6. Upon entering the compound contractor must wear approved **(KN95)** facemask; this must be kept on for the entire duration of works at BEL property.

**BID SCHEDULE**

**BID #2021-272 - Janitorial Building Interior Cleaning – Belize District**

Janitorial Building Interior Cleaning – Belize District

Location	Corporate	Magazine Road	Ladyville	Westlake
Monthly (\$)				
Annual (\$)				
GST (\$)				
Insurance coverage (\$)				
Total Value (\$)				

**The Scope of Service:**

\*Refer to Appendix A in documents for details\*

- (1) Janitorial services – interior (Daily)
- (2) Janitorial services – interior (Monthly)
- (3) Janitorial services – interior & exterior (Quarterly)

Company/ Contractor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

\*Note: Fill in the Bid Schedule table in this section and submit along with all required documentation.