

Invitation for Tender for The Provision of Office Cleaning for the CBSS Secretariat

1. General Orientation

1.1. Information about the procuring organisation

The Council of the Baltic Sea States (CBSS) Secretariat is a regional forum for intergovernmental cooperation and coordination among the 10 CBSS Member States: Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland, and Sweden, as well as the European Union. The Secretariat was established in Stockholm in October 1998 with a budget financed by annual contributions from the CBSS Member States as well as through project funding. The CBSS Secretariat is organised in a core team and specialised units and consists of approximately 25-30 employees including interns. The CBSS Secretariat's premises are located in Sweden at the following address:

CBSS Secretariat
Wollmar Yxkullsgatan 23
SE-118 50 Stockholm
Sweden

Phone: +46 8 440 1920

Website: www.cbss.org

The office is spread across 4 levels (ground floor to level 3) and is approximately 1114m².

1.2. Description of the requested services

An external service provider maintains and facilitates the physical environment of the premises of the CBSS Secretariat. As our current contract for office cleaning services is ending, we invite interested office cleaning providers to submit offers in order to select a provider for the upcoming contractual period.

The CBSS Secretariat seeks an experienced cleaning provider that can take care of the cleaning of the office environment. The provider will advise on optimal solutions for the CBSS Secretariat's cleaning needs, whilst considering recycling and the use of environmentally friendly products.

Please see section 3.1 for a more thorough description of the requirements.

1.3. Procurement timetable

The tender timeline is as follows:

Pre-submission stage	Date
Tender clarification period (questions via email only. No meetings with suppliers will occur)	2024-10-25 to 2024-10-31
Deadline for submitting the tender*	2024-10-31
Post-submission stage	Indicative date
Tender evaluation period	2024-11-01 to 2024-11-29
Notification to supplier awarded the tender	2024-11-29

*The CBSS Secretariat reserves the right to extend the deadline in case of need.

1.4. Contract value

The total contract value, for a 5-year period, is estimated to be approximately SEK 1 500 000 – 1 800 000, excluding VAT.

1.5. Duration of contract

The CBSS Secretariat intends to have the contract begin on 2025-07-13 for a 5-year term. However, the CBSS Secretariat reserves the right to postpone this date without stating the reason. The specific contract starting date will be negotiated with the contractor based on an agreed upon project timeline.

1.6. Place of service delivery

Stockholm, Sweden.

1.7. Eligibility

Contractors based in Stockholm or its vicinity.

1.8. Contact details

Signatory:

Mr Gustav Lindström, Director General

+46 (0) 8 440 19 20

gustav.lindstrom@css.org

Contact Person:

Mr Chris Tancredi, Administrative Officer

+46 (0) 701 991 079

chris.tancredi@cbss.org

2. Supplier Requirements

2.1. Grounds for exclusion

A supplier will be excluded from participating in the bid if the CBSS Secretariat becomes aware that the supplier has been convicted of a certain type of crime. The judgment must have gained legal force to be considered. In addition, the CBSS Secretariat will exclude any supplier that has not fulfilled their obligations in terms of taxes and social security contributions if this deficiency has been established in a judgment or decision that has gained legal force.

2.2. Supplier qualification

Please see information requested in Annex 1.

3. Service requirements

3.1. Requested services include:

The table below outlines the cleaning services required on a daily, weekly, or monthly basis. It is organised according to physical spaces in the building - including the entrance, offices, conference/meeting rooms, showers/bathrooms/toilets, corridors, kitchens/lunchroom, stairwell, and archives/storage/stock rooms. In addition, there is an expectation that certain areas be cleaned or addressed in a certain way at different times during the year. Collectively, an indicative summary of expected services include:

- Office cleaning 5 days per week (Monday – Friday), 3 hours per day, equaling 15 hours per week. It is currently undecided yet whether cleaning will occur during or outside of office hours so please submit an offer for both options: one for cleaning during office hours (for example from 14:00 – 17:00), and another for cleaning outside of office hours (for example 17:00 – 20:00 or 06:00 – 09:00).

- Thorough cleaning of entire office once per year, including window and carpet cleaning (occurs during weekend or holiday period). Please refer to annex 3 for more information about the windows.
- Sorting of waste
- Changing of two floor mats (115 x 300cm & 85 x 150cm) by each entrance once per month from April to October, and twice per month from November to March.
- Watering of plants and flowers during holiday periods

Area/Tasks	Mon	Tue	Wed	Thu	Fri	Once / week	Once / month	If needed
Entrance								
Mop &/or vacuum floor	X	X	X	X	X			
Vacuum rugs & carpets	X	X	X	X	X			
Remove dust & stains from glass partitions on entrance doors	X	X	X	X	X			
Remove dust & stains from door frames, door handles, light switches & electrical outlets	X	X	X	X	X			
Remove dust from skirting boards, panels & lights							X	
Offices								
Mop &/or vacuum floor						X		
Empty rubbish bins	X	X	X	X	X			
Remove dust & stains from door frames, door handles, electrical outlets & light switches						X		
Dust & wipe over furniture surfaces including desks, shelves, tables, etc,	X	X	X	X	X			
Remove dust & stains from skirting boards, panels & lights							X	
Conference/Meeting Rooms								
Mop &/or vacuum floor						X		
Empty rubbish bins	X	X	X	X	X			
Wipe furniture surfaces & windowsills						X		
Wipe over stains on windows when needed						X		
Remove dust & stains from door frames, door handles, electrical outlets & light switches						X		
Brush and/or vacuum furniture						X		
Remove dust & stains from paintings, skirting boards, panels & lights						X		
Showers/Bathrooms/Toilets								
Mop &/or vacuum floor	X	X	X	X	X			
Refill paper towels, toilet paper, air freshener, soap, etc.	X	X	X	X	X			
Clean in & around toilets, taps, sinks, mirrors, holders & dispensers	X	X	X	X	X			
Empty Rubbish bin	X	X	X	X	X			
Replace sanitary bag if needed	X	X	X	X	X			

Wipe handles, tiles and light switches	X	X	X	X	X			
Dust pipes & lighting	X	X	X	X	X			
Clean the drains on the floors in the bathrooms and showers							X	
Corridors								
Mop &/or vacuum floor						X		
Vacuum rugs & carpets						X		
Empty rubbish bins	X	X	X	X	X			
Wipe furniture surfaces & windowsills						X		
Remove dust & stains from paintings, skirting boards, panels & lights						X		
Kitchens/Lunchroom								
Mop &/or vacuum floor	X	X	X	X	X			
Vacuum rugs & carpets						X		
Clean benches	X	X	X	X	X			
Wipe the outsides of cupboards & fridges	X	X	X	X	X			
Remove dust & stains from coffee machine	X	X	X	X	X			
Cleaning inside & outside of microwaves	X	X	X	X	X			
Refill soap, dishwashing detergent, paper towels, etc.	X	X	X	X	X			
Empty rubbish bins	X	X	X	X	X			
Wipe over tables, chairs and other surfaces	X	X	X	X	X			
Remove dust & stains from paintings, skirting boards, panels & lights						X		
Empty/Load/Start Dishwashers								X
Refill Coffee Machine								X
Stairwell								
Mop &/or vacuum floor						X		
Wipe over handrails	X	X	X	X	X			
Remove dust & stains on the walls up to the handrail						X		
Remove dust & stains from electrical outlets & light switches						X		
Remove dust & stains from skirting boards & windowsills						X		
Archives/Storage/Stock Rooms								
Mop &/or vacuum floor						X		

Please note that the CBSS Secretariat will provide all hand towels, soap, air freshener, hand sanitiser, toilet paper, rubbish bags, etc. The tenderer is expected to provide all cleaning materials including detergents & disinfectants, mops, mop buckets, vacuum cleaners, cloths, cleaning trolleys, sprays, spray bottles, gloves, feather dusters, etc.

Please consider that our office building is a cultural heritage building and therefore has certain requirements and restrictions regarding cleaning products and practices. Please refer to Annex 2 for specific information regarding cleaning recommendations, restrictions and requirements. Annex 2 is written in Swedish.

4. Evaluation criteria

The CBSS Secretariat will select the most advantageous offer in terms of price and projected quality of services. Dimensions that will be evaluated include:

Pricing and Value (40%)

- The financial proposal submitted by the tenderer will be assessed in regard to the overall total cost, the pricing structure and breakdown as well as any additional costs associated with the services and how index for price adjustments are applied.
- A cost-benefit ratio assessment will be performed

Expertise and Experience (30%)

- Tenderer's experience and qualifications related to providing office cleaning services and managing contracts of similar scale and requirements. The tenderer shall provide two current (from the past two years) references from other clients of similar scale and requirements. The tenderer must have at least two years of experience in office cleaning, proof thereof should be enclosed (if not evident from the references).

Scope of Cleaning Services (20%)

- Ensuring the tenderer's offered portfolio of services is comprehensive enough in terms of targeting the outlined requirements in section 3.
- Assessment of cleaning methods, environmental measures and solutions (e.g. cleaning chemicals and equipment used and recycling strategies), and overall adherence to good practices.

Compliance and Financial Stability (10%):

- Evaluation of the tenderer's commitment to compliance with industry regulations and standards
- Review of tenderer's most recent public annual report

5. Additional information

5.1. Subcontracting

Full subcontracting will not be allowed; partial subcontracting may be permitted following a written request and approval.

5.2. Documents to be submitted by tenderers

The Tenderer must submit the documents listed in Annex 1.

5.3. Submission of Tenders

The offers must be submitted by email to tender@cbss.org. They must be received no later than **31st October 2024**.

All correspondence relating to this invitation for tender must be done in English. The CBSS Secretariat reserves the right to request further information from tenderers after receiving the initial offer. Tenderers will be immediately notified upon receipt of their offer. For further queries, please contact Chris Tancredi at chris.tancredi@cbss.org no later than 31st October 2024.

Annex 1

Information to be submitted by tenderers

Tenderers should submit a letter of interest accompanied by information according to the list below. The letter of interest should include why your organisation is well-suited for the contract, the tentative service offered, and a financial overview.

Offers that do not meet this requirement will be disregarded. Tenderers are also required to inform the CBSS Secretariat of any change in their situation so that their dossier may be kept up to date.

1. Tenderer's identification

Name, legal status, VAT-registration number/organisation number (and a registration document if the company is registered outside of Sweden), address, phone, e-mail address.

2. Organisational structure

A brief description of your organisation.

3. Contact person

Name and position of the authorised contact person for communication with the CBSS Secretariat. Phone and e-mail address must be given, if different from the information provided in accordance with paragraph 1 of Annex 1.

4. Offered price

The offered price shall be stated in Swedish Krona (SEK). Please submit two separate offers: one for cleaning during office hours (for example from 14:00 – 17:00), and another for cleaning outside of office hours (for example 17:00 – 20:00 or 06:00 – 09:00).

5. Other relevant information

Other relevant information may be presented. This section should at minimum include a copy of the latest publicly available annual report. The key portions of interest are the summary of the report and the financial overview. Such sections can be sent rather than the entire annual report.

6. Person submitting the offer and the date of submission

Name, position and signature of the person authorised to make the bid as well as date of submission of the bid.

7. References

Provide two current (from the past two years) references from other clients of similar scale and requirements as well as proof of having at least two years of experience in office cleaning (if not evident from the references).

Annex 2

Städrekommendationer för privatpersoner

Dessa rekommendationer avser de golv som är slutbehandlade med Osmo hårdvaxolja.

Daglig rengöring

Lös smuts dammsugs eller torkmoppas bort regelbundet. Fläckar tas bort med Osmo 8016 rengöringsmedel (1 kapsyl, ca 10 ml, blandas med en liter vatten), använd sprayflaska.

Fukttorkning görs enkelt vid behov med Osmo 8016 Rengöringsmedel. Dosering ca. 10 ml/liter ljummet vatten. Använd lätt fuktad mikrofibermopp/platt mopp. Spraymopp kan med fördel användas Ytan ska vara torr efter 1-2 minuter.

Uppfräschning

Rengör ytan som ovan och låt torka. Applicera ett mycket tunt lager med 8029 underhållsvax.

Applicering kan göras med microfibermopp, vit skurnylon eller med luddfri trasa .

Låt golvet torka minst en timma innan användning.

Borttagning av besvärliga fläckar

Besvärliga fläckar ex. skoränder avlägsnas enkelt med Osmo 3029 Underhållsvax. Burken skakas och medlet läggs på med en vit skurnylon, fläcken gnuggas och den upplösta smutsen torkas bort.

Periodiskt underhåll

Ett periodiskt underhåll görs för att öka livslängden på golvet och bör göras innan golvet uppvisar synligt slitage. I ett sovrum kan det räcka med vart tredje år medan det i kök och hall kan vara lämpligt att göra ett till två underhåll/år.

Gör först rent golvet enligt tidigare instruktion. Applicera sedan ett mycket tunt lager med Osmo underhållsolja 3079 med vit skurnylon eller med en Easy pad luddfri trasa. Låt golvet torka i minst fyra timmar.

Tänk på att du bara behöver göra underhåll där du kommer åt, låt bokhyllan och TV-bänken stå kvar, där är det ändå inget slitage.

Efter ett underhåll bör du undvika mattor och vattenmoppning under de första 14 dagarna.

Fullständiga instruktioner hittar du på www.welinoco.com

Underhållsprodukter – Inomhus

Allmänt

OSMO träbehandlingssystem innehåller även produkter för underhåll. För trä inomhus finns ett komplett sortiment för regelbunden rengöring, periodiskt underhåll samt fläckborttagning. Underhållsprodukterna har förstås till uppgift att rengöra ytan som är behandlad men också att underhålla och återfetta densamma.

Wash and Care – OSMO 8016 - Regelbunden rengöring

Rengörings och underhållsprodukt för Hårdvaxolja-behandlade träytor. Skonsam och neutral, lösningsmedels-, färg- och parfymfri produkt för regelbunden städning/underhåll.

Doseras i ljummet vatten; 1 kapsyl per liter vatten

Vid fuktorkning och fuktstädning skall varsamhet med vatten visas, det är inte mängden vatten och rengöringsmedel som gör ytan ren. Det är rena och bra redskap, lagom med rengöringsmedel och rent vatten som lämnar det bästa rengöringsresultatet.

Liquid Wax Cleaner/flytande alternativt spray – OSMO 3029 – Periodiskt underhåll

Underhållsprodukt för periodiskt underhåll vid kraftigare rengöring och återfettning av den tidigare gjorda Hårdvaxolja-behandlingen. Satinmatt lyster som är polerbar. Resultatet av produkten är en rengjord yta som återfår sin vattenavvisande och lättstädade yta.

Liquid Wax Cleaner är så gott som luktfri både vid och efter behandling.

Åtgång: 1liter/c:a 100kvm

Lite om teknik

- 1) Rengör den Hårdvaxolja-behandlade ytan med ljummet vatten och Wash and Care OSMO 8016. Var noga med att ta bort fläckar och reparera eventuella skador.
- 2) När ytan är torr ca: 30 min efter rengöring, klicka ut, eller spruta på Liquid Wax Cleaner OSMO 3029 på mindre partier av aktuell yta. Bearbeta in produkten i ytan med vit alternativt röd skurnylon (för hand eller med maskin). Tillför kontinuerligt av produkt på ytan.
- 3) Efter torka/efterpolera med luddfri trasa till en jämn yta. Låt gärna ytan torka efter poleringen i minst en timme före användning.
- 4) För högre glans kan efterpolering efter 1 timme rekommenderas. Poleringen sker med maskin med vit alternativt röd skurnylon till önskad glans.

Anm.: Frekvensen av periodiskt underhåll styrs av ytans användning och beskaffenhet. Bra entrélösningar och regelbunden skötsel med Wash and Care OSMO 8016 samt polering gör att intervallet mellan större åtgärder ökar.

Vid lättare underhållsinsatser på stora golvytor såsom fläckborttagning eller i hemmamiljö kan Liquid Wax Cleaner OSMO 3029 på spray vara att föredra.

Butik	Osmo 8016 Rengöringsmedel	Osmo 3029 Underhållsvax	Osmo 3079 Underhållsolja
ABC Tapetekonomi AB Kungsholms torg	x	x	
ABC Färgekonomi Birgerjarlsgatan	x	x	
Englund-Gruppen i Stockholm AB Årsta skolgränd	x	x	x
Jan Wirströms Järn & Färg AB Folkkungagatan	x	x	
Colorama Stockholm Färgcenter AB Tomtebogatan	x	x	
Stockholm Kvadratmeter Ynglingagatan	x	x	x
Linoleumkompaniet Birgerjarlsgatan	x	x	
DN Bygg & Inredning AB	x	x	x
Börjes Färg Hornsgatan	x	x	
Fröberg Lack och lim Bandhagen	x	x	x
WWW.Woodfloors.se	x	x	x
Bygg-Ole Nacka	x	x	x
Bygg-Ole Värmdö	x	x	
Colorama Vällingby	x	x	
Täby färg och Tapet Täby	x	x	
Ekesiöö Bygghandel Bromma	x	x	x
Nordqvist Färg Sturegatan, Sundbyberg	x	x	
Happy Homes Lidingö	x	x	
Måleributiken Alvik	x	x	

Annex 3

Single Windows x 6 (approximately 105 x 27cm)

Small Windows x 14 (approximately 105 x 80cm)

Medium Windows x 6 (approximately 120 x 45cm)

Large Windows x 31 (approximately 185 x 110cm)

Round Windows x 2 (approximately 100cm in diameter)

Extra Large Windows x 1 (approximately 300 x 150cm)