Name of Company

Address

Dear Sir/Madam,

**Civil Service Kermesse 2019 - Quotation for Cleaning Services at the Gymkhana Grounds, Vacoas**

The Public Officers' Welfare Council (POWC) is organising its Annual Civil Service Kermesse at the Gymkhana Grounds, Vacoas as from 0900 hours to 1730 hours on Sunday 10 November 2019.

Around 60 stalls will be operational where foodstuffs, soft drinks, garments, plastic equipment, green plants and other items will be sold. There will be also two Food Courts. Other recreational activities and an entertainment programme will feature among the activities on that occasion. With a view to keep the premises/place clean and tidy, the Council would appreciate if you could submit your best quotation for cleaning services of Gymkhana grounds as well as two toilets and Food Courts, which will be required as follows:

1. Saturday 09 November 2019: from 1200 to 2000 hours
2. Sunday 10 November 2019: from 0700 to 2000 hours as follows:
   - 19 cleaners throughout the day on Gymkhana grounds
   - 02 cleaners for male toilets
   - 02 cleaners for female toilets
   - 02 cleaners for food courts
3. Monday 11 November 2019: from 0800 to 1600 hours

Please note that all the garbage, litter and other related items should be removed by Monday 11 November 2019 at 1200 hours at latest from the premises and the ground should be handed over in its normal state, once the tents and podium have been removed. All cleaners should wear uniform. The names of cleaners as well as the name of the supervisor should be forwarded to the POWC one week before the Kermesse.

Prices quoted should include items such as labour, cleaning materials, supply of 20 waste bins, 10 bins for disposal of used oil, equipment and other related services and should be deposited in the Tender box at the Secretariat of the Public Officers' Welfare Council, 6th Floor, ATOM House, 16 Royal street, Port Louis on or before Thursday 29 August 2019 up to noon at latest. The word “Cleaning Services - Kermesse 2019” should be clearly marked on the envelope.

The POWC shall have the right to (a) ask for clarifications at time of evaluating quotations, (b) split the contract on an item basis or (c) reject all quotations. The POWC shall not be bound to accept the lowest or any quotation.

For any additional information, the undersigned may be contacted on Tel. Nos. 208-0157/208-6658.

Yours faithfully,

S. Bundhoo
Organising Secretary