



**Royal Thai Embassy,
Islamabad.**

ANNOUNCEMENT

Invitation to submit Outsourcing Services Proposal 1/2

The Royal Thai Embassy is opening for submissions all eligible companies in Pakistan and Thailand to submit a proposal and service fee quotation to provide **Technical and Cleaning services** to the Royal Thai Embassy Islamabad compound on an annual contractual basis starting from 1 October 2024 – 30 September 2025.

1. Main Scope of Work

- 1.1 Technical Staffs: Monday - Sunday for 6 people
- 1.2 Cleaners: Monday - Sunday for 12 people

2. Term of Reference (Including but not limited to)

2.1 Staffs and cleaners to be provided company's uniform by the outsource company and must be worn at all times during the work hours at the Embassy's premise.

2.2 Staffs and cleaners to be provided safety suits and equipment by the outsource company.

2.3 Staffs and cleaners to be provided proper work equipment by the outsource company.

2.4 Outsource companies must be responsible for coordinating entry and exit passes of the staffs and cleaners with the local authority.

2.5 Staffs and cleaners are expected to pass security clearance before working at the Embassy.

2.6 Staffs and cleaners will be assessed by the Embassy on a monthly basis.

2.7 Supervisors of staffs and cleaners must be able to communicate well in English.

2.8 Outsource company to provide health and medical insurance and treatments to the staffs and cleaners including work-related incidents.

2.9 Outsource company, staffs and cleaners will be required to sign confidential clause including do not transmit, use or share any oral or written information related to the activities or internal procedures of the EMBASSY or officials of the EMBASSY. Breaching will result in immediate termination of contract and report to Pakistan's law enforcement authority.

3. Eligibility Criteria

3.1 The interested companies must have work experience from Diplomatic Missions or United Nations Organization or large corporate for at least three consecutive years.

3.1 The interested companies should have a stable financial status. The interested companies' net worth calculated as the difference between the assets and total liabilities has been positive for the last three years.

4. Submission of Proposal

The eligible companies are required to submit the sealed letter containing **two copies** of:

4.1 Company profile

4.2 Company registration, bank accounts, tax papers and other relevant documents as may be required.

4.3 Detailed proposal and service fee quotation net. All costs must be clearly itemized and inclusive. Proposal to also include **“Big Cleaning of the Embassy” twice per year** including air condition maintenance, pools cleaning, washing of all windows and floors of premise of Embassy and Residences.

4.4 Pertaining to No.2, eligible company has to submit clear photographs of cleaners and technical staffs as well as list of their names and copies of National ID/Passport.

4.5 Pertaining to No. 2, eligible company has to submit photographs of **staff uniforms, safety gears** as well as **proper and modern cleaning equipment** that will be provided to the technical staffs and cleaners.

4.6 Eligible company should submit details of past work experience including non-confidential photographs.

5. Procedure

5.1 The above sealed letter must be submitted by hand at the Royal Thai Embassy from **31 July to 9 August 2024 during office hours**. Envelope to address: **Invitation for Outsourcing Services 1/2. Late applications will not be considered.**

5.2 The Embassy might request selected companies for interview before final decision.

5.3 The Embassy will announce the final selected company to enter service contract with the Embassy in due course on the website of the Embassy.

5.4 The Embassy reserves the right to reject all or any of the interested companies and will not be bound to assign any reasons.

5.5 The Embassy will not entertain any questions/queries/complaints/appointment requests from any companies.

5.6 False or fraudulent information on or attached to the outsourcing service proposal may result in being eliminated from consideration for this selection or being terminated after being awarded the selection.

5.7 Proposals from companies not selected will be destroyed.

5.8 Embassy reserves the right to make changes if necessary.

