

REQUEST FOR PROPOSAL **Professional Office Cleaning Services**

TIMOR GAP, E.P. is the Timor-Leste's national oil company which was established in 2011 under the Decree Law no. 31/2011. Its main objective is to act, on behalf of the State, in conducting business within the petroleum and gas sector. Its activities vary from Onshore to Offshore and national to international.

TIMOR GAP, wishes to engage the local contractor to provide office cleaning services to TIMOR GAP. Any local contractor in performing cleaning service is invited to submit their proposal.

SCOPE OF SERVICES

The contractor is required to provide office cleaning services to TIMOR GAP. There are 2 (two) TIMOR GAP's office site; *Level 3 Timor Plaza building* and *Level 3 CBD2 building*. TIMOR GAP will engage the best potential contractor to provide the services for 2 (two) years period.

QUALIFICATIONS

The suitable supplier will be required to have:

- Company business registration (valid – up to date)
- Tax statement

SELECTION CRITERIA

The important aspects in providing the cleaning service to TIMOR GAP and special attention should be paid to the following:

- A statement conforming the capability and competence to perform the services
- Proposed method to conduct the services
- List of cleaning materials
- Experience on providing cleaning services (Minimum 3 years' experience)
- Reference letter on service quality from 3 (three) clients (government or international agencies)
- Company's office condition
- Proposed price
- Well trained and ethically professional cleaning personnel.

SUBMISSION

The submission via hand and should be made in one envelope and marked "Confidential" for the attention of Mr. Domingos Freitas, Procurement Manager to:

TIMOR GAP, E.P.

Timor Plaza Level 3, suit # 301-314

Rua Presidente Nicolao Lobato, Comoro

Dili, Timor-Leste



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CLOSING DATE

The closing for submission of expression of interest is **29 August 2014 at 17.00**
Timor-Leste times. Late application will not be considered.

Further Information:

For any further queries, please contact:

- Mr. Domingos Freitas on Domingos.Freitas@timorgap.com