



PROCUREMENT NOTICE

This Procurement Notice is issued by the Government of Bermuda (the “Government”) to provide summary information in relation to a specific procurement, as detailed below.

1. Subject Matter of Procurement

RFX Title: **Cleaning services for sub post offices**

RFX Number: **11212022**

Purchase Type: **Service**

The Post Office is seeking the services of professional cleaning companies to carry out office cleaning including the supply of all cleaning consumables for a period of 3 years to the government offices listed:

- Mangrove Bay Post Office – 55 Mangrove Bay Road MA02
- Southampton Post Office – 2 Church Street SN01
- Warwick Post Office – 70 Middle Road WK03
- Devonshire Post Office – 2 Orange Valley DV06
- Flatts Post Office – 65 Middle Road FL04
- Crawl Post Office – 42 Radnor Road CR01
- George’s Post Office – 11 Water Street GE05

2. How to Obtain Relevant Documents

All relevant documents for this procurement are posted at <https://www.gov.bm/procurement-notices>.

3. Procuring Entity's Name

Name of Ministry: **Cabinet Office**

Name of Department: **Bermuda Post Office**

4. Contact Information

tzming@gov.bm
704-1836

5. Language of Submissions

Unless otherwise indicated, all submissions shall be in English only.

6. Important Dates

Issue Date	Monday November 21 st , 2022
Pre-Bid / Site Meeting	Wednesday November 30 th , 2022 10:00 AM Thursday December 1 st , 2022 10:00AM
Deadline for Questions	Tuesday December 6 th , 2022 4:00pm
Deadline for Issuing Addenda	Friday December 9 th , 2022 4:00pm
Submission Deadline	Thursday December 15, 2022 03:00 PM
Anticipated Execution of Agreement	Thursday December 29 th , 2022

All times listed are in Atlantic Standard Time (AST).

7. Location of Submission

Responses to this solicitation shall be submitted to the following location:

Reception desk
Located on the 2nd Floor, General Post Office Building
56 Church Street
Hamilton HM12 Bermuda

8. Site Visit / Pre-Bid Meeting Details

A mandatory site inspection of Mangrove Bay, Southampton and Warwick Post Office will be held on Wednesday 30th of November 2022 at 10:00am commencing outside the Mangrove Bay Post Office at which time all queries in relation to this tender invitation will be received. Inspection will conclude at Warwick Post Office.

A mandatory site inspection of St. George's, Crawl, Flatts and Devonshire will be held on Thursday 1st of December 2022 at 10:00am commencing outside the St. George's Post Office at which time all queries in relation to this tender invitation will be received. Inspection will conclude at Devonshire Post Office.

Failure to be present at each site and sign-in will result in disqualification of your proposal.