

Tender Notice 招标通知

The Consulate General of Pakistan in Chengdu (China) invites quotations from an experienced cleaning service providers for the provision of daily cleaning services (Mondays to Fridays) at the Consulate (building area: 628 square meters).

巴基斯坦驻成都（中国）总领事馆（建筑面积：628 平方米）每日清洁服务（星期一至五），现邀请有经验的清洁服务供应商报价。

1. **Scope of Work:**

1. 工作范围

1.1 All rooms and offices in the Consulate interior. All bathrooms, kitchens, balconies and stairs. Floor, toilet, kitchenware, furniture cleaning and garbage cleaning five times a week, simple cleaning of daily windows and carpets, and deep cleaning of any dust and dirt on windows and carpets once every six months, they need to be cleaned in addition to daily cleaning;领事馆内部的所有房间和办公室。所有浴室，厨房，阳台和楼梯。地板、马桶、厨具、家具清洁和垃圾清洁每周 5 次，日常窗户和地毯的简单清洁，以及每六个月一次窗户和地毯上的任何灰尘和污垢的深度清洁，都需要在日常清洁之外进行清洁；

1.2 Cleaning the surface of furniture and appliances in the whole house, clean the floor and stairs of the whole house. Whole house carpet cleaning (including carpet vacuuming once a week), bathroom cleaning including toilet cleaning, floors, mirrors, and cleaning of wet and dry areas. The kitchen includes oil cabinets, range hood surface cleaning. The Service content also requires in-depth cleaning of the Consulate once in six months (including glass cleaning, corners, and carpet cleaning in the whole house);清洁全屋家具、电器表面，清洁全屋地板、楼梯。整栋房子的地毯清洁（包括每周一次的地毯吸尘），浴室清洁，包括马桶清洁，地板，镜子，以及干湿区域的清洁。厨房包括油柜、抽油烟机表面清洁。服务内容还要求每六个月对领事馆进行一次深度清洁（包括玻璃清洁、角落清洁、全屋地毯清洁）；

1.3 Basic cleaning supplies (garbage bags, towels, hand brushes, general or special cleaners, glass scrapers, shovel blades, vacuum cleaners, etc);基本清洁用品（垃圾袋、毛巾、手刷、一般或特殊清洁剂、玻璃刮刀、铲刀、吸尘器等）

1.4 Intimate potential safety hazards in the office in advance (such as wet paint, electrical leakage, improper installation of items, etc.) to avoid unnecessary safety accidents caused by this situation and avoid unnecessary disputes. The personal safety issues caused by the process and service requirements shall be

the responsibility of the service personnel;提前告知办公室潜在的安全隐患（如油漆未干、漏电、物品安装不当等），避免这种情况造成不必要的安全事故，避免不必要的纠纷。因工艺及服务要求引起的人身安全问题由服务人员负责；

2. Eligibility & Experience Requirements:

资格及经验要求

2.1 The Service Provider is registered and based in Chengdu (China);服务提供商在中国成都注册并设立办公地址；

2.2 Being a taxpayer in China, so that the invoice (fapiao) may be claimed by the Consulate for VAT refund;作为中国境内的纳税人，以便领事馆领取发票（发票）办理增值税退税；

2.3 Cleaning staff must be trained, uniformed, and identifiable;清洁人员必须经过培训，穿制服，并可识别；

2.4 Owing to security, professionalism and catering for diplomatic norms which are of paramount importance for a diplomatic Mission, the Service Provider must have three (03) years' experience for providing satisfactory cleaning services to the diplomatic missions in China (the details of requisite experience is required to be submitted);由于安全、专业和外交规范对外交使团至关重要，服务提供者必须具有三（03）年为驻华外交使团提供令人满意的清洁服务的经验（需要提交所需经验的详细信息）；

3. General Conditions for Agreement:

协议的一般条件

3.1 The Service Provider shall sign a contract agreement with the Consulate of Pakistan, Chengdu within one week from acceptance of the bid and award of contract. Furthermore, for the matters not covered in the contract signed, a supplementary agreement can also be signed;服务提供商应在接受投标并授予合同后一周内与巴基斯坦驻成都领事馆签订合同协议。此外，本合同未尽事宜，还可以另行签订补充协议

3.2 The Service Provider would be responsible to cover all financial aspects of their staff, including payment of salary and compensation and all type of taxes and social security;服务提供者将负责支付其工作人员的所有财务问题，包括支付工资和补偿以及所有类型的税收和社会保障；

3.3 Staff must comply with all security protocols set forth by the consulate, including restricted access to certain areas;工作人员必须遵守领事馆制定的所有安全协议，包括限制进入某些区域

3.4 Immediate replacement of any staff found in breach of conduct or security requirements; 立即更换任何违反行为或安全要求的工作人员

3.5 If either party intends to terminate the contract within the contract period, it must notify the other party one month in advance and neither party may terminate the contract at will, otherwise the observant party shall have the right to request the breaching party to compensate the two-month service fee as liquidated damages. 任何一方在合同期限内解除合同，必须提前一个月通知对方，任何一方不得随意解除合同，否则守约方有权要求违约方赔偿两个月的服务费用作为违约金。

Bids (Financial Proposal) shall be submitted at the following address:

投标（财务建议书）应在以下地址提交：

Name: Head of Chancery, Consulate General of Pakistan, Chengdu

姓名: 巴基斯坦驻成都总领事馆，馆长

Address of the Consulate: Lane #3, Villa #301, Tianfu International Community, No. 888, Tianfu 1st Street, Hi-Tech Zone, Chengdu, 610041, Sichuan Province, China.

领事馆地址: 中国四川省成都市高新区天府一街 888 号天府国际小区 301 号别墅 (610041)

Deadline for submission of the bids: **06 January 2026**

投标截止日期: 2026 年 1 月 6 日

After evaluation and approval of technical proposal, financial bid shall be opened at the Consulate of Pakistan, Chengdu.

技术方案评审通过后，在巴基斯坦驻成都领事馆开标。

Technical Bids Open Date: 07 January 2026 at 11:00 a.m.

技术投标开标日期: 2026 年 1 月 7 日上午 11 时

Financial Bids Open Date: 07 January 2026 at 11:30 a.m.

金融招标开放日期: 2026 年 1 月 7 日上午 11:30

The Consulate reserves the right to accept or reject any bid without providing any reason. 领事馆保留接受或拒绝任何投标的权利，而不提供任何理由。
