

Terms of Reference (TOR) for House Keeping Services

The “Terms of Reference” shall be modified at the time of negotiation as “Description of Services” of the contract agreement.

The work shall involve the following:

- 1- Provision of housekeeping solutions at the SAMARITAN’S PURSE BASE.

The work shall include the supply of such incidental personnel, equipment, materials and consumables as shall be necessary.

A. HOUSEKEEPING SOLUTION

1. Service provider shall perform and deliver housekeeping solutions which include general cleaning (rooms, walkways, corridors, windows, doors etc.) of the offices, common rooms, the primary compound housing and the auxiliary compound housing as hereinafter described both on a daily as well as periodic basis.
2. Service provider shall provide housekeeping cleaning checklist that shall highlight all areas in the staff residence rooms that shall need to be cleaned on a daily basis.
3. The service provider shall provide laundry services including washing and ironing in the primary compound and shall ensure all common areas, including dining areas, are always kept clean and tidy, including evenings and weekends
4. The service provider shall provide upkeep of the SAMARITAN’S PURSE BASE including the front of the property.
5. The service provider shall supply housekeeping equipment including toilet paper, soap, laundry detergent, fabric softener, mops, brooms, buckets, insect repellent such as Doom and disinfectant.
6. The service provider shall provide their staffing plan to SP management that shall include details of the number of staffs they have employed in both catering and housekeeping departments, coverage plans, staff weekly hour schedules, pay rates and any other relevant information

The selected service provider shall provide housekeeping services 6 days a week.