



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 - Judicial Department**

RFX Number: **JUD-2022/02**

Purchase Type: **Construction**

This Request for Quotations (the "RFQ") is an invitation by the Government of Bermuda (the "Government") to prospective respondents to submit non-binding quotations for the provision of office cleaning services for its facilities located at the Dame Lois Browne Evans Building, 58 Court Street, Hamilton HM 12 ("DLBEB") and Sessions House, 21 Parliament Street, Hamilton HM 12 ("Sessions House") for a two-year period 1 February 2023 - 31 January 2025. This may be extended for up to twelve (12) months based on availability of funds and satisfactory performance of the contractor.

The quality of cleaning services is a reflection of the Judicial Department (the "Department")'s image, and its ability to provide superior customer service in a safe, attractive and clean environment. Where practical, the Department will be looking for a solution that takes into account the environmental impact of cleaning materials used. The successful contractor is expected to meet minimum safety, efficiency, and quality standards. It is also expected to ensure on-site managerial personnel with experience and expertise in providing janitorial services during the hours of cleaning. The Department requires the successful contractor to maintain reasonable employment standards. The successful contractor's employees must comply with safety, health and security requirements and will require security clearance and, where applicable, work permits.

Fees shall be charged on a monthly basis, payable monthly in arrears.

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: **Attorney General and Ministry of Legal Affairs and Constitutional Reform**

Name of Department: **Attorney General and Legal Affairs Headquarters**

4. Contact Information

Andrea Daniels
Court Manager - Magistrates' Court of Bermuda
Email: adaniels@gov.bm

5. Language of Submissions

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

6. Important Dates

Issue Date	Friday November 18, 2022
Pre-Bid / Site Meeting	Monday November 28, 2022 12:00 PM local time
Deadline for Questions	Thursday December 01, 2022 local time
Deadline for Issuing Addenda	Monday December 05, 2022 local time
Submission Deadline	Friday December 09, 2022 03:00:00 PM local time
Contract Negotiation Period	0 calendar days
Anticipated Execution of Agreement	Wednesday February 01, 2023

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

7. Location of Submission

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

The Judicial Department
Attn: Andrea Daniels
Dame Lois Browne-Evans Building, 3rd Floor
58 Court Street, Hamilton HM 12
Bermuda
To be submitted in a sealed envelope.
Reference: Court Cleaning Services
Attention: Andrea Daniels

8. Site Visit / Pre-Bid Meeting Details

Pre- Bid Meeting and Site Visit

The bidder's designated representative is invited to attend a Pre-Bid Meeting and Site Visit. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage of the procurement.

The bidder is requested, as far as possible, to submit any questions in writing, to reach the RFQ Contact not later than one week before the meeting.

Non-attendance at the Pre-Bid Meeting and Site Visit will not be a cause for disqualification of a bidder.

The Pre-bid Meeting and Site Visit will take place

Date: Monday, November 28 2022

Time: 12:00 p.m.

Place: Dame Lois Browne Evans Building, Ground Floor

ADDITIONAL INFORMATION