

**ROMA EDUCATION FOUNDATION SERBIA HEREBY ANNOUNCES THE CALL FOR OFFERS ON
Cleaning Services**

Office address: Republic of Serbia, Belgrade, 51 street Majke Jevrosime
Tax Ident No: 111260394
Duration: per request/contract obligatory
Offers submission: 25 June 2021

Background

The Roma Education Foundation (REF) is an international organization whose mission and goal are to close the gap in educational outcomes between Roma and non-Roma. To achieve this goal, the organization supports policies and programs which ensure quality education for Roma through scholarships, grant making and advocacy activities.

Requested services include the following:

1. Daily maintenance

- Emptying the trash bins
- Dusting and cleaning the office stationery and technical equipment
- Cleaning the kitchen
- Dish washing (dish washing machine available)
- Wiping the glass surfaces
- Cleaning the doors (floor entrances and office doors)
- Vacuuming and wiping the floor
- Cleaning the electrical sockets, switches, fire extinguishers, etc.

2. Monthly maintenance

- Thorough general cleaning once a month

3. Biannual maintenance

- Thorough professional cleaning of the carpets.

Equipment, staff, quality control and supplies

Office space must be regularly maintained by at least one person, and the quality control be entrusted to a supervisory visit twice a month.

The entire cleaning equipment, technical and chemical, must be made available to the cleaning personnel by the company, with focus on disinfectants and their proper use due to the ongoing pandemic.

The cleaning personnel must follow the safety measures referred to in relation to their respective tasks.

All the safety measures regarding COVID-19 must be observed at all times.

Required documentation:

- Business Registry Excerpt
- Financial offer, with and without VAT
- Portfolio or an equivalent proof of quality

How to Apply

Interested bidders are invited to send their offers in English by June 25 via email to ljilic@romaeducationfund.org with the subject line: Cleaning services.

Chosen partner must be able to guarantee delivery per request which is to be predefined by the Service Contract.

Please note that any late offers will not be considered.