

Terms of Reference

1. Organization

The Pakistan Poverty Alleviation Fund (PPAF) is the lead apex institution for community-driven development in the country. Set up as a fully autonomous private sector institution, PPAF enjoys facilitation and support from the Government of Pakistan, the World Bank, International Fund for Agricultural Development (IFAD), and other statutory and corporate donors. The PPAF aims to be the leading catalyst for improving the quality of life, broadening the range of opportunities and Socio-economic mainstreaming of the poor and disadvantaged, especially women. The core operating units of the PPAF deliver a range of development interventions such as support to social mobilization, microcredit, community physical infrastructure, water, energy and disaster management, livelihoods, capacity building, health & education and environment and social safeguards at the grass roots/ community level through a network of more than 100 Partner Organizations across the country. For a complete profile, please visit our website at www.ppaf.org.pk.

2. Background and Rationale

- I. The must have 3 years' experience of same nature of work at renowned Organization
- II. Preference will be given to those who have understanding of ISO standards from ESM Unit point of view
- III. The Company must be complying with the Govt. requirements
- IV. Must follow the federal minimum wages rules as per prevailing law.
- V. The Company must be registered with income tax/Sales Tax authorities.

3. Objectives of the Consultancies

Works required on daily basis:

- I. Dusting of tables/desks, computers, telephones, filling cabinets, photocopy machine and other furniture/IT equipment in the office.
- II. Clean waste paper baskets in the office and under all desks.
- III. Clean floor with Broom, wet mop, vacuum cleaner of all covered and non-covered premises of office.
- IV. Wash bathroom floor and clean toilet bowl.
- V. Sometime of setting/shifting of tables, cabinets, boxes etc.

Works required on weekly basis*:

- I. Wash and disinfect toilet bowls and sink thoroughly.
- II. Cleaning of vertical blinds, Fans, fitting, pictures and paintings and doors
- III. Dusting of shelves thoroughly.
- IV. Cleaning of all windows.

*** Every alternate weekend through cleaning & upkeep is required**

Works required on monthly basis:

- I. All covered area floor wash and polish after (Two) 02 months.

4. Scope

The company should be cleaning all PPAF building like parking area, all floors, roof, back side of the building, all building equipment and furniture.

5. Methodology

- I. Total 11 Janitorial staff required (supervisor 01, Male cleaners 07 and Female Cleaners 03)
- II. Uniform should be provided to all the Janitorial staff by the company along with employee card.
- III. National Identity Card is mandatory for all staff provided to PPAF
- IV. Substitute worker will be required in the absence of any staff mentioned above.
- V. Deduction will be applicable on monthly invoices according to shortcomings in services or janitorial staff.
- VI. PPAF may call your staff on any weekends for duty without paying any extra charges/cost.
- VII. Office timings will be from 7:30 AM to 4:30 PM (Monday through Friday).

6. Duration of assignment

Contract will be initially for ONE (01) Year and can be renewed for further period(s), subject to the satisfactory performance.

7. Last Date of submission

- The sealed proposals (marked bid title on envelope) must be delivered to Unit Head-Procurement, before **5:00 p.m. on 1st January 2022**.

The taxes shall be applicable as per government laws. The company reserves the right to accept or reject any of the bids without assigning any reason thereof.