



Reference number 036-025

Subject:

Call for submission of offers for office cleaning and maintenance services for RCC Secretariat

Regional Cooperation Council (RCC) Secretariat is an international organisation headquartered in Sarajevo, Trg Bosne i Hercegovine 1/V, building of common institutions of Bosnia and Herzegovina.

The office cleaning/maintenance services are provided at the address mentioned above in the afternoon, from 17:00 to 21:00.

In addition to cleaning services, we are seeking ad-hoc services as follows:

- Plumbing services
- Electrical services
- Locksmith services
- Carpentry services
- Relocation and furniture rearrangement services
- Transportation services

If you are not able to provide these ad-hoc services, please duly note it.

RCC Secretariat expects the service provider to:

1. Provide cleaning services of office premises composed of 17 offices, 1 conference room, 1 kitchen, 2 hallways and 2 restrooms (total size cca 600m²). These services will be provided daily, Monday to Friday, over a period of 4 hours, including the successive services of regular maintenance of business premises. Cleaning services include but are not limited to: emptying trash cans, vacuuming floors, mopping and wiping ceramic and PVC floors, cleaning glass surfaces (once a month), and wiping/dusting desks, office equipment, furniture and interior window stools.
2. Service provider needs to have adequate expertise and resources, and undertake to use that expertise and resources for the purpose of provision of cleaning services and regular maintenance of the premises.
3. Be responsible for procurement and purchase of all cleaning equipment and consumables needed to maintain satisfactory level of hygiene in all premises.

If you are interested, please submit the following:

Technical Offer

1. Short portfolio of the company/agency with a copy of registration
2. Reference list

Financial offer

1. Offer for provision of cleaning services in BAM (VAT separately presented)
2. Offer for ad-hoc services, specifying the hourly fee in BAM (VAT separately presented)

The offers, all correspondence and documents related to the Call may be in one of local languages.

Shortlisted companies/agencies will be invited to an interview to discuss a full proposal/complete offer.

Applications need to be submitted by 17 June 2025 through the website link [Apply now](#).

Please make sure that the application is submitted in two separate folders one containing Technical Offer and the other Financial Offer. The documents should be submitted in a form of copies of the originals.

Predmet:**Poziv na dostavljanje ponuda za usluge čišćenja i održavanja ureda za RCC Sekretarijat**

Sekretarijat Vijeća za regionalnu saradnju je međunarodna organizacija sa službenim sjedištem u Sarajevu, Trg Bosne i Hercegovine 1/V.- zgrada zajedničkih institucija Bosne i Hercegovine.

Usluge se održavanja prostorija se pružaju na adresi u popodnevnom satima od 17.00 do 21.00.

Pored usluga održavanja čistoće, tražimo i povremene usluge zanatskih radova kako slijedi;

- Vodoinstalaterske usluge
- Električarske usluge
- Bravarske
- Stolarske
- Usluge preseljenja i pomjeranja namještaja
- Usluge prijevoza

Ukoliko niste u mogućnosti pružiti povremene zanatske usluge stavite u napomenu.

Od pružaoca usluga RCC Sekretarijat očekuje slijedeće:

1. Obavljati usluge čišćenja kancelarijskog prostora koji se sastoji od 17 kancelarija, 1 sale za sastanke, 1 kuhinja, 2 hodnika i 2 toaleta (prostorna površina cca 600m²).
Ove usluge će se obavljati svakodnevno, od ponedjeljka do petka, u trajanju od 4 (četiri) sata dnevno, kao i sukcesivne usluge tekućeg održavanja poslovnog prostora. Usluge čišćenja uključuju, ali nisu ograničene na sljedeće: pražnjenje korpi za otpatke, usisavanje podnih obloga, pranje i brisanje keramičkih i PVC podova, čišćenje staklenih površina iznutra (mjesečno), brisanje radnih stolova, brisanje kancelarijske opreme, namještaja i prozorskih unutrašnjih klupica.
2. Pružalac usluga treba da ima adekvatnu stručnost i resurse, i obavezuje se da će istu stručnost i resurse primijeniti u svrhu pružanja usluga čišćenja i tekućeg održavanja prostorija.
3. Pružalac usluga će biti odgovoran za nabavku i kupovinu sve potrebne opreme i potrošnog materijala za čišćenje koji su neophodni za održavanje higijene u svim prostorijama na zadovoljavajućem nivou.

Ukoliko ste zainteresirani dostavite nam:

Tehničku ponudu

1. Kratki portfolio-opis djelovanja sa kopijom registracije
2. Referentnu listu

Financijsku ponudu

1. Ponudu pružanja usluga čišćenja na mjesečnom iznosu u BAM (PDV posebno iskazan)
2. Ponudu povremenih zanatskih usluga po satu u BAM (PDV posebno iskazan)

Ponuđači koji budu u užem izboru će biti pozvani na razgovor o detaljima ponude.

Ponude se mogu dostaviti do 17 juna 2025 koristeći Link na web stranici “Apply now”.

Vodite računa da se ponude dostave u dva odvojena foldera. Tehnička ponuda i financijska ponuda. Dokumenti se prilažu u čitljivim kopijama originala.