



EMBASSY OF THE UNITED STATES
REQUEST FOR QUOTATIONS

Tirana on April 12, 2016

Ref: PR5182373

The Embassy of the United States in Tirana is seeking quotations for “**Trash Collection Service**”.

If you are interested kindly submit your quotation electronically within the deadline at lakoe@state.gov.

The detailed specifications of the work to be done are described in the Scope of Work.

The deadline for submission of the quotations is **April 20, 2016 at 10:00 am** local time.

SCOPE OF WORK “Trash Collection Service”

1. Job Description:

Removal of all the trash in the trash cans of the Embassy Offices, in all villa's at Rilindja Ridge, in front of the gardener's facility at Rilindja Ridge, as well as in all the Villas outside of the Embassy (according to the attached list).

The contractor should take over to make the removal of the trash collected in the embassy and in its Villas at RR on Monday, Wednesday and Friday, selected in the same way as in the trash cans according to their description (glass; plastic; metal; paper) and throw them in the City Hall designated collection site either for recycle or deposit.

The Contractor is responsible for all the issues related to the trash transportation, assignment of the discharge site, acquiring the related permissions by the designated authorities on the trash disposal, paying the taxes to the local government for this activity, or disposing the trash according to the Albanian rules in force.

“The Contractor” should, as well, time after time, disinfect with chlorine and wash with running water the trash cans and their station.

It is a nonnegotiable requirement and obligation for the Contractor to dispose the trash in the designated area approved by the City Hall and in the same time is responsible for the complying with their requests.

2. Work Location:

Embassy compound, Embassy Villas in Rilindja Ridge and in the Villas outside of the Embassy (Selita, Complex Dinamo, Trau)

3. Agreement Term:

This document comes in force on April 2016 and terminates on April 2017.

4. General requirements:

The trash should be collected three times a week (Monday; Wednesday and Friday).

The written bid should be sent to the Embassy (Procurement Office) for the above mentioned service, inclusive of the number of the available vehicles, their plate numbers, manpower

availability, a summary of the company's experience on this activity, the permission confirming the right to exercise this activity, the documentation proving the company is legal, the list of the persons available to do this job.

The service of trash collection will be done three times per week, on

Monday; Wednesday; Friday as requested by the Embassy, from 13:00- 15:30 in the Embassy compound, in the villas inside the RR compound and close to the back gate in RR, and from 10:00- 16:00 in the villas outside the embassy. The time schedule and the days defined at this point should be regularly abided by the company.

For immediate needs and in case of events organized by the embassy, the company should be available to offer this service, on phone call notice, at any day of the week

The trash collection and transport means (vehicles) should be clean, safe and secure and should not dispose trash on the road while moving from one object to the other. In this case the trash should be collected immediately, before the vehicle leaves the object.

The Company should provide for the workers gloves, nose and mouth masks, working uniforms, and working equipment's such as shovel, broom etc.

The Company should have available more than one working mean and a group of workers to be used in case of any vehicle breakdown or during any absence/leave of the workers at different periods, especially during summer time. In such cases, the company should advise the embassy in advance for new vehicle or people to enter, providing information as per article nr.

4. The embassy will provide to the company the trash cans keys for every residence, (outside) and transfer to the company the responsibility for their substitution in case of damage, ruin or loss. The embassy (GSO/S) should be notified for any issue or problem related to these trash cans. The embassy (GSO/S) should be notified immediately if something does not go well and the trash can in a residence is not been picked up.

5. Security Issues:

All the workers and the vehicles that will enter inside the embassy and the collection points in the Rilindja Ridge villas, in order to exercise their service, will be checked by the embassy guards before entering the perimeter wall. This is indispensable because they will be escorted by one of embassy employees within its territory.

Before initiating the activity, all the means, their plate numbers, their drivers and the employees will be send to the GSO, which will prepare and approve at Embassy Security Office the entry permissions (the duration is up to the office evaluation) to the working site and provide for the workers a document of identification and their service during the working time inside the object.

The company is responsible for locking the outside door of the cage of the trash cans in STL residences, as well as the all trash boxes.

The Company should be available to submit to the embassy all the documentation required by the security office.

The Embassy will coordinate with the state institutions to make sure that the persons doing this activity in its premises or in other premises belonging to it but situated outside its territory, have been checked before.

6. The means:

The contractor is responsible for providing the necessary means to fulfill this service. Here are included the working tools, transportation means, cleaning tools and the means for hand labor. It is strictly forbidden to use means, property of the Embassy of the United States and it is not part of this agreement.

7. Working hours:

The working hours have been set forth in the article no. 4 herein and can be changed depending on the embassy needs based only on written communication with the contracting company. The working hours may include constrains on what time the work will begin, how long it will last, and if the service will be requested during the weekend and the holidays.

8. Utilities:

The contractor can/will use the water and the electricity at the working sites, but cannot use the telephones and the equipment property of the embassy.

9. Payment of the Invoices:

"The contractor" must submit monthly at the Embassy Procurement Office an itemized invoice for the monthly work. The invoice should be submitted at the end of every month and it will be processed upon receive. The invoice should include the cleaning payment, the work site, the period which it refers, the PO number to which to Invoice refers to, the equipment and the cleaning solutions used to clean the trash cans and all the other needs to fulfill this service.

10. Supervision:

"The contractor" should supervise the work described in this agreement. It starts with this document and continues during the whole period the contractor will work according to the above mentioned term. The contractor will be all the time under the survey of the Embassy Representative while working inside the embassy, in its villas or residences outside its territory.