



APPENDIX A – PROCUREMENT PARTICULARS

- **Project Name:** Janitorial Service
- **Project Open Date:** 28 April 2026
- **Submissions Deadline:** 19 May 2026 (5:00 PM)
- **Reference:** NGCI-RFS-2026-001

Business Objective:

A trusted and professional service provider responsible for daily cleaning services for a public facility.

Scope of Work:

The National Gallery of the Cayman Islands requests a quotation for the following:

- Perform all routine/daily janitorial requirements for the facility (Monday to Saturday, 8:30 AM-12:00 PM, which may include additional hours on a case-by-case basis)
- Service staff must have previous janitorial/cleaning experience and be physically capable of servicing a 9,000 sq. ft facility with: sweeping, mopping, vacuuming, dusting, window washing, restroom and kitchen sanitisation, and general housekeeping of the main walkway.
- Provide facility management staff with updates, needs, and repair suggestions.
- Assist with stock and maintain supply room, dispensers, sanitation stations, etc.

Requested Information:

Submission Form (Appendix B)	Each submission must include a Submission Form completed and signed by an authorised representative of the bidder.
Reference Form (Appendix E)	Submissions must include a Reference Form completed according to the instructions in the form.
Proposal	Outlined proposal/quotation

	<p>Details must include:</p> <ol style="list-style-type: none"> 1. Proposed approach to the scope of work; 2. must include all parts, materials, and labour costs required. 3. Commitment to the following scheduling requirements
Certifications	<p>Provide supporting documentation to act as a certified service provider.</p> <ol style="list-style-type: none"> 1. Trade & Business License
Pricing Form (Appendix C)	<p>See Appendix C</p> <ol style="list-style-type: none"> (a) Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of \$1 USD = \$0.82 KYD. (b) Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law. (c) Pricing should be exclusive of duties levied by Customs & Border Control. A duty waiver will be provided.
Proposed Team	<p>Each submission must include the experience of the core team members assigned to the project, similar to the Deliverables.</p>

Requirements:

- Knowledge of how to appropriately use chemicals, cleaning products, and meet health and safety standards.
- Must cooperate and work well with facility staff.
- Must be able to commit to after-hours janitorial event support, as requested.
- Applicants must be able to provide services as detailed within the Project Scope and Overview.
- Must be able to commit to providing one dedicated staff member to perform all routine daily cleaning services as required for the position. In addition, must provide one to two staff

members to support event-related janitorial services outside business hours, on an as-needed basis.

- All staff allocated to the role must be fluent in English speaking, reading, and writing.
- Must provide a clear billing structure for all services.
- Must provide three business references, and specific references for the dedicated service staff member.
- The service provider must be in compliance with the Labour Act that relates to health insurance, and pension.

Submissions and Questions can be sent to administration@nationalgallery.org.ky