

TOR for Cleaning Services **for Khartoum office & Guesthouse 2026 - 2027**

Background

Care International Sudan (CIS) requires an effective professional Cleaning Services Company for its main office and guesthouse in building in Khartoum as per below addresses:

- 1- House No 250, Jeraiff West (Manshiya), Block One C, Khartoum, Khartoum State, Sudan (Office).**
- 2- House No 145, Jeraiff West (Manshiya), Block 86, Khartoum, Khartoum State, Sudan (Guesthouse).**

Cleaning Services aim to transfer responsibilities for a single highway facility and transfer responsibility for ongoing cleaning for the Guesthouse.

Scope of work

This is to provide cleaning services of high standards using environmentally friendly cleaning products and supplies, for CIS main office and Guesthouse in Khartoum. The layout is as follows:

1- Guesthouse: Ground floor + 2 floors + Top roof.

1. **Ground floor** – 1 Apartment and common living area
2. 2 self-contained bedrooms
3. Dining area with high tech table + 6 chairs
4. Living area with sofa seats
5. Large kitchen with sufficient utensils
6. **First floor** – 2 Apartments
7. 4 self-contained rooms
8. Two large living areas with sofa seats
9. 2 small kitchens
10. Gym corner.
11. **Second floor** – 2 Apartments
12. 2 bedrooms sharing 1 toilet
13. 2 self-contained bedrooms
14. 2 living/dining areas
15. 2 small kitchens
- 16. Top Roof**
17. Small room with toilet and washing machine.

2- Office: Ground floor + 2 floors + Top roof.

1. **Ground floor**
2. 3 room, 2 Big halls, 3 toilets and 1 Kitchen + 1 room + 1 toilet outside the main building.
- 3. Floor 1:**
4. 3 rooms, 3 toilets, 1 Kitchen, 1 Big Saloon.
- 5. Floor 2**

6. 1 Big room, 1 Toilet, 1 Kitchen, 1 Big Saloon

Deliverables

The scope of work shall include but not be limited to the following:

- Provide and maintain high-quality cleaning supplies and consumables for offices, rooms, kitchens, and toilets, ensuring cleanliness, hygiene, and continuous availability at all times.
- Tasks include routine daily cleaning and inspection for the whole building.
- Cleaning of the office and guesthouse and all spaces (cleaning/dusting/vacuuming of fixtures such as cupboards, shelves, couches, chairs, etc.), meeting room, reception, open yard, veranda and balconies, rooms, verandas, open yard and roof terrace.
- Cleaning of all bathrooms and their fixtures.
- Cleaning of all Kitchens and Verandas.
- Cleaning of windows and doors.
- Internal and external Waste management (**garbage collection**).
- Cleaning all rooms and offices.
- Dedicated person for cleaning utensils for the main Kitchen in the office and serving tea and coffee for the office guests.
- Dedicated supervisor for the team.

Work schedule

The cleaning work will be carried within the following timeframe – from **06:30 am to 03:30 pm**, five days a week (**Sunday to Thursday**). **Saturday** will be for deep cleaning for the whole building.

Duration of the Contract

If the offer is accepted, the contract will be for **one-year effective 1st September 2026 till 31st August 2027** and with the possibility of extension, subject to satisfactory performance of the contractor.

Qualifications of Contractor

- Proven track record in rendering satisfactory cleaning services.
- Financially stable, evidenced by authentic financial statements for the past two years of operation.
- The personnel must have experience in similar environments; and must not have criminal records or pending court cases against them.
- An adequate number of cleaners suit the space with supervisor.

Nimeri Ali Ahmed
Head of Supply Chain and Operations
CARE International in Sudan

Signed by:

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