**Procurement information**

11 November, 2022

Contract: **Cleaning of the Residence and the Office**

Duration of Contract: April 1st, 2023 to March 31st, 2024

**Requirements and scope of duties:**

* Cleaning staff
* Outdoor cleaning (including fences and walls)
* Garbage disposal (including indoor garbage)
* Cleaning of outside front both gates
* Provide working tools including garbage plastics
* 8 hours / day + lunch time (7:00-15:30); extension of morning or evening hours during the summer outdoor work ban period (Break 30 minutes).
* 6 days / week (Saturday-Thursday)

Quotation due on 11 December, 2022

Should be submitted via email: [procurement.cgj@je.mofa.go.jp](mailto:procurement.cgj@je.mofa.go.jp)