

Embassy of Bangladesh

Tokyo

### **Request for Proposal**

The Embassy of Bangladesh in Tokyo is looking for a competent maintenance service company to provide regular maintenance services for its Chancery Complex situated at 3-29, Kioicho, Chiyoda-ku, Tokyo. The Complex includes a five storey building (with a basement floor) which accommodates both the Chancery as well as Bangladesh House (the residence of the Ambassador) and an external garage.

The following services, broadly, are expected:

- A. Routine cleaning
- B. Periodic cleaning
- C. Inspection and cleaning of water supply and sewerage system
- D. Inspection of fire-fighting equipments
- E. Inspection of air-conditioning equipment, automatic doors and water features
- F. Maintenance and inspection of electrical equipments
- G. Entrance maintenance
- H. Pest Control and Fumigation

The interested companies may collect the details and visit the Embassy during office hours (09:00-17:00 hours, except lunch break 13:00-14:00 hours) upon prior appointment. Please contact the undersigned for prior appointment or for any clarification.

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