SHIRE OF COCOS (KEELING) ISLANDS

REQUEST FOR TENDER

Cleaning Contract Services

Tender Reference: CKI-TENDER-2026-01

The Shire of Cocos (Keeling) Islands invites tenders from suitably qualified and experienced cleaning contractors to provide cleaning services at nominated Shire facilities and public amenities on Home Island and West Island.

Contract Details

Contract Term:

Three (3) years from contract signing, with an option to extend subject to mutual written agreement and the contract conditions.

Facilities covered under the base contract:

- **Shire Administration Offices:** Home Island Shire Office, including Council Chambers, and West Island Shire Office.
- **Depot:** Home Island Depot – Upstairs Office and Staff Area.
- **Public Toilets:** Sandy Point (1), Pondok Indah (2), Home Island Light Industrial Area (2), and Home Island Community Resource Centre (2).
- **Community Facilities:** Pondok Indah, Museum, Home Island Cyclone Shelter and Home Island Gym.
- **Public BBQs:** Pondok Nek Jamil (1) and Home Island Foreshore (1).

Optional Service – Direction Island Public Toilet

Tenderers are invited to provide a separate annual price for cleaning the Direction Island public toilet, based on one visit per week (52 visits per year).

The price must include all labour, cleaning equipment and materials, transport, access, logistics and other costs associated with delivering the service.

The Direction Island service is optional and is not included in the base contract price. The Shire may decide whether to accept this service separately, subject to the tender conditions, available budget and required approvals.

Key Requirements

Tenderers must be able to meet the following requirements:

- Cleaning chemicals must be suitable for household or commercial use and used in accordance with manufacturer instructions. Appropriate personal protective equipment (PPE) must be used when handling hazardous chemicals. Chemical containers must be correctly labelled, and relevant Material Safety Data Sheets (MSDS) must be available.
- The Contractor must supply all cleaning equipment, cleaning materials and products required to deliver the services, except for nominated toiletries and consumables supplied by the Shire.
- Cross-contamination must be prevented by using separate cleaning cloths and equipment for toilets and kitchens.
- Cleaning times and completed tasks must be recorded daily in the required cleaning registers. Customer Feedback Forms must be completed as required by the Shire.
- Additional cleaning requested by authorised Shire staff will be paid at agreed hourly rates, subject to the contract conditions and approval arrangements.
- Public liability insurance of at least $10 million and workers compensation insurance as required by law must be maintained.
- The Contractor must hold a valid Australian Business Number (ABN) and operate as a registered business.

Tenderers must refer to the full Invitation to Tender for the detailed Scope of Works, service frequencies, pricing schedules, draft contract conditions and submission requirements.

Tender Submission Requirements

Tenderers must complete and submit the Tender Response Form provided with the Invitation to Tender, together with all required supporting documents, pricing schedules and other information specified in the tender documents.

Tenderers must ensure that all required sections of the Tender Response Form are completed and that the base contract price and the optional Direction Island public toilet cleaning service are priced separately.

All submissions must comply with the submission instructions and conditions set out in the Invitation to Tender. Incomplete tenders or submissions that do not meet the tender requirements may be assessed in accordance with the tender conditions.

Tender Closing Details

Tender Issue Date: Tuesday, 4 November 2026

Tender Closing Date: Friday, 27 November 2026

Closing Time: 12:00 noon Cocos Time

Completed tenders must be received by the closing deadline in accordance with the Invitation to Tender. Late submissions may be excluded in accordance with the tender conditions and applicable procurement requirements.

Tender Documents, Enquiries and Site Inspections

For tender documents, enquiries or to arrange a site inspection, please contact:

Alim Amlan – Procurement Officer

Telephone: 08 9162 6649

Email: alim.amlan@cocos.wa.gov.au

Tenders may be submitted electronically or by post in accordance with the instructions contained in the tender documents.

Matthew Scott
Chief Executive Officer
Shire of Cocos (Keeling) Islands