

**Terms of Reference (TOR)**  
**for the Provision of Custodial Services for the UN Common Premises in São Tomé and**  
**Príncipe**

The United Nations in São Tomé is planning to solicit proposals from interested companies for the Provision of High Quality Daily Custodial Services at the UN Common Premises at Avenue of United Nations, São Tomé.

The following, but not limited to, are the services to be performed by the company:

- Effective provision of custodial services for the assigned premises/space.

All Personnel (including a supervisor), gardening equipment and fuel are to be provided by the company.

**Scope of Services and Requirements:**

1. Areas to be covered by the requested maintenance services:

The UN Premises to be covered by the requested custodial services include all gardening area around the building.

2. Requested Services:

2.1 Daily requested services:

- Gardening using all contractors' gardening equipment and fuel (lawn mower, hedge cutter, edger).
- Provide full-time gardener five days a week for sweeping, watering and weeding.
- Take care of plants in Reception, offices and each corridor.

- Ensure proper cleaning of outside areas around UN House main gate and enclosure

3. Contractor's personnel:

- The Company shall be responsible for arranging the transportation of its personnel to and from UN premises.
- A great attention should be given to the good presentation and appearance of the contractor personnel.
- The personnel shall be dressed in uniforms showing the Company's badge and their name identification.

4. Working days and times:

- **The gardening team shall have the following shifts:** Monday to Friday, from 7:00 hours to 14:30 hours.
- No changes in the agreed days or time can be made without prior clearance by the UN Office.