



Dear Sir/Madam:

The Spanish Embassy would like to contract a cleaning company for events of all types, ceremonies, functions, official visits, as well as any other acts of an institutional nature held at its premises.

Purpose of the contract	Services for the preparation and organization of events held at the Official Residence of the Spanish Embassy.
Duration of the contract	2 months.
Type of service	<p>The Embassy requires the distribution of the following services:</p> <p>I. Cleaning services at the Residence:</p> <p>Cleaning the premises:</p> <ul style="list-style-type: none">- Rooms at the Ambassador's Residence (bedrooms, living rooms, bathrooms, etc.), in accordance with the planning and instructions of the butler.- Daily- 30 hours per week <p>II. Services during events:</p> <ul style="list-style-type: none">- Preparation of tables, tablecloths, crockery, cutlery, glassware and similar.- Serving tables- Collecting tableware- Cleaning rooms after the event.
Services requested	<p>Regarding the services described in the second and third sections, the Spanish Embassy will establish a dynamic and continuous work plan with the contracting company.</p> <p>This plan will identify the events, estimated number of guests, supply and management of activities that require coordination and organisation.</p> <p>Based on this arrangement, the necessary hours of service will be determined and will be billed in accordance with that agreed in the offer, without raising the payment charge or hours agreed and established in this invitation.</p>
Other conditions	The uniforms will be the responsibility of the contractor. The contractor is obliged to maintain and preserve the services and equipment in perfect condition and immediately reporting any inaccuracies that may be observed and may affect normal services. The uniforms and equipment provided by the contractor must comply with the requirements and stipulations determined by the legislation on prevention of occupational risks. Cleaning, replacement and maintenance shall also be the responsibility of the

	<p>contractor.</p> <p>The Embassy shall settle all costs related to the usage of water, electricity, gas and similar.</p> <p>The Embassy shall not be responsible, under any circumstances or conditions, of any possible debts that the contractor may incur with suppliers or any other persons in connection with the delivery of the service subject to the contract.</p> <p>The contractor shall be responsible for ensuring that the staff provided comply with an appropriate profile.</p> <p>The personnel providing services shall depend exclusively on the contractor, who shall have all the rights and duties inherent in his or her capacity as employer, with the contracting Embassy being totally unrelated to said employment relationships.</p> <p>The contractor and its employees will maintain all confidentiality and privacy regarding any data relating to the event, and must maintain absolute discretion regarding the content of conversations, as well as information of any other type related to their activities. In this regard, the contractor will request that his/her staff sign the necessary document/s, in order to ensure compliance with such obligations, responding to the Embassy if such obligations are breached by its employees. Failure to comply with these obligations will be grounds for the termination of the contract.</p> <p>Prior to each work service, the contractor will provide the details of the persons who will attend the event to carry out the relevant services, along with any other information which, for security reasons, is required by the Embassy.</p>
Payment	<p>Payment will be made on a monthly basis. The contractor company will issue an invoice and will accompany it with a report detailing the services to be paid.</p>

Presentation of the offer

In order to evaluate the award of the service, the submission of a quotation is requested, in accordance with the terms of this invitation and ANNEX.

Deadline for receipt of offers	22nd July 2025
Place and method of submission of offers	By email to the following address: emb.londres.adm@maec.es
Documentation to be submitted	Offer and responsible declaration according to the document attached to this invitation

Kind regards,

July 10th, 2025

THE AMBASSADOR

José Pascual Marco Martínez

ANNEX

OFFER FOR GENERAL CATERING SERVICES AT THE SPANISH EMBASSY

Contractor details	
Company name	
CIF/Equivalent	
Address	
Representative	
ID	
E-mail	

Financial conditions of the offer: **CLEANING SERVICE PROVIDED TO THE EMBASSY**

MAXIMUM amount/month VAT or equivalent tax excluded To be completed by the Representation	Amount/month OFFERED VAT or equivalent tax excluded To be completed by the contracting company
1.550,00 GBP	

Financial conditions of the offer: **SERVICES FOR THE ORGANIZATION, PREPARATION AND EXECUTION OF EVENTS**

MAXIMUM amount/hour VAT or equivalent tax excluded To be completed by the Representation	Amount/hour OFFERED VAT or equivalent tax excluded To be completed by the contracting company
14 GBP	

On the _____ of _____ 2025

Signed:

Declaration of responsibility

The signatory declares:

1. That he/she unreservedly accepts the conditions defined in this letter of invitation.
2. That the company has the technical and human resources, with its own stable organization, with sufficient economic and technical viability to provide the contracted services.
3. That the company is validly constituted and that, in accordance with its corporate purpose, can provide the contracted services, and that the signatory of this declaration has the appropriate representation for the presentation of the proposal.
4. That it is not subject to a prohibition of contract with the Public Sector.
5. That it complies with all current requirements on tax, employment, social and occupational risk prevention and matters related to the personnel under its charge.
6. That it will provide, upon request of the Embassy, the documentation accredited to that stated in points 2, 3 and 5 of this declaration.

On the _____, of _____ 2025

Signed: