



INVITATION FOR TENDER
FOR THE
TENDER NO: NAC-HGN-CLS-01/2025
PROVISION OF TERMINAL BUILDING CLEANING SERVICES
AT
MT. HAGEN (KAGAMUGA) AIRPORT - WESTERN HIGHLANDS PROVINCE

The National Airports Corporation Ltd (NAC) invites sealed tenders from suitably qualified and experienced Cleaning Service Providers for the Provision of Terminal Building Cleaning Services at Mt. Hagen (Kagamuga) Airport, located in the Western Highlands Province.

1. SCOPE OF SERVICES:

The scope includes, but is not limited to:

- Provide comprehensive daily and periodic cleaning of the Mt. Hagen Airport terminal, including check-in, departure and arrival lounges, restrooms, offices, and concourses;
- Maintain high cleanliness and hygiene standards across approximately 4,961.5 m² of terminal space;
- Supply all cleaning equipment, tools, consumables, detergents, and materials, including environmentally friendly products;
- Manage waste collection and disposal, including servicing public and staff toilets;
- Comply with airport safety, security, and health protocols, including staff police clearance for airside access.

2. ELIGIBILITY REQUIREMENTS:

Interested bidders must meet the following minimum requirements:

- Valid **IPA Business Registration Certificate** and **Tax Compliance (IRC)** documents;
- Minimum **2 years of relevant experience** in providing cleaning services;
- Demonstrated capacity and resources to undertake large-scale commercial cleaning;
- Evidence of having undertaken at least one similar contract in the past three years;
- Minimum **annual turnover of PGK 100,000** over the past 2 years;
- Access to working capital to sustain operations for **at least 4 months**;
- Availability of resources to undertake the above scope;
- Commitment to safety, quality control, and environmentally sustainable cleaning practices.

3. TENDER COLLECTION:

- i. To purchase the tender document, interested tenderers shall deposit a **non-refundable fee of K1,000.00** into NAC's account.
- ii. Copy of deposit slip shall be presented at the NAC Finance office to be receipted.
- iii. The official NAC Receipt shall then be presented at the NAC Regional Airports Head Office to collect the Tender document.
- iv. Refer below NAC Account details.

Bank : ANZ BRANCH
Branch : WAIGANI
Account Number : 13477592

Account Name : NATIONAL AIRPORTS CORPORATION

4. SUBMISSION INSTRUCTIONS:

- i. Tender should be hand delivered no later than: **4.00 PM on 10th September 2025.**
- ii. Late or incomplete submissions will be rejected.
- iii. Sealed Tenders should be submitted at the following address:

**National Airports Corporation Ltd
Regional Airports Head Office, Greenhouse 148
Jacksons Parade, 7 Mile, Port Moresby**

5. ENQUIRIES:

For any enquiries or clarifications, please contact the NAC Regional Airports Division via Email: ratenders@nac.com.pg

Important Note:

This Tender does not constitute a binding agreement or commitment to award a contract. The National Airports Corporation reserves the right to accept or reject any or all tender, and to cancel the tender process at any time without incurring any liability.

Authorized by:

A handwritten signature in black ink, appearing to read 'D. Kaumu', is positioned above the printed name and title.

DOMINIC KAUMU, ML OBE
a/Managing Director and CEO