



Ministerio de Trabajo
y Seguridad Social

SPECIAL TERMS AND CONDITIONS

CONTRACTING COMPREHENSIVE CLEANING SERVICES

FOR THE HEADQUARTERS BUILDING AND ATTACHED PREMISES IN THE

DEPARTMENT OF MONTEVIDEO, OF THIS SECRETARIAT OF

STATE.

Public Tender No. 1/2025

Buyer: MINISTRY OF LABOR AND SOCIAL SECURITY

General Index

I) PURPOSE	3	II) DESCRIPTION OF THE SERVICE.....	3
III) GENERAL CONDITIONS	7		
IV) MANDATORY VISIT	9		
V) DEADLINE	9	VI) ELECTRONIC OPENING OF PROPOSALS	9
VII) CONSULTATIONS	10		
VIII) SERVICE COMPTROLLER	10		
IX) TENDER DOCUMENTS	10	X) DISCLAIMER OF LIABILITY	10
XI) INCREASE OR REDUCTION IN CONTRACTS	11		
XII) EXCLUDING CONDITIONS THAT THE PROPOSERS MUST MEET.....	11		
XIII) CONDITIONS OF THE BIDDERS TO BE EVALUATED.....	12	XIV) GUARANTEE OF FAITHFUL PERFORMANCE OF THE CONTRACT	13
XV) SUBMISSION OF THE OFFERS.....	13	XVI) CONFIDENTIAL INFORMATION	14
XVII) QUOTATION OF THE PROPOSAL	14		
XVIII) PRICE ADJUSTMENT	14		
XIX) MAINTENANCE OF OFFERS.....	15	XX) EVALUATION OF OFFERS	15
XXI) AWARD	17		
XXII) PAYMENT METHOD	18		
XXIII) FINES, PENALTIES AND BREACHES.....	18	XXIV) TERMINATION OF THE CONTRACT	20
XXV) DOCUMENTARY REQUIREMENTS TO BE TAKEN INTO ACCOUNT BY THE AWARDED COMPANY ...	20	XXVI) RULES GOVERNING THIS CONTRACT	22
ANNEX I.....	23		

I) OBJECT

A call for public tender is hereby announced for the contracting of a Comprehensive Service. Cleaning for the Headquarters and Annexes of the Ministry of Labor and Social Security Social (M.T.S.S.)

II) DESCRIPTION OF THE SERVICE

Comprehensive cleaning tasks in the following locations:

- Headquarters – Juncal 1511/17
- Salary Council Building – 25 de Mayo 737
- Annex Local – Cerro Largo 755/757
- Belvedere Zonal Agency – Juan B. Pandiani 22/24

The personnel required for this contract will be up to 25 (twenty-five) workers: including three window cleaners and a general supervisor.

Service Hours: General cleaning will be carried out in two shifts from 6 a.m. to 2 p.m. hours and from 10 a.m. to 6 p.m., to be distributed according to the needs of the service.

The companies' proposals must include the minimum tasks described below.

continuation:

1. Daily Tasks:

- a) sweeping sidewalks and exterior corridors (garage, surrounding fire stairs);
- b) cleaning of all offices: floors, low walls, doors, internal windows, screens, ducts in front of air conditioners, etc.;
- c) cleaning of desks, furniture: filing cabinets, cupboards, counters, chairs, armchairs, curtains, etc.;
- d) cleaning of computer equipment;

- e) washing and deodorizing telephones;
- f) washing and deodorization of Sanitary Toilets (SSH);
- g) waste collection, washing and deodorization of waste bins and garbage containers;
- h) sweeping and washing of monolithic floors;
- i) cleaning and washing of stairs and handrails, cleaning and refinishing of metals;
- j) cleaning of waxed floors;
- k) vacuum cleaning of carpeted floors;
- l) cleaning of all interior compartments of elevator cabins,
internal and external;*
- m) cleaning of basements and tanks;*
- n) cleaning of spaces used as dining rooms;
- ñ) cleaning of changing rooms;
- o) cleaning of the Cerro Largo garage and the Juncal garage;*
- p) any other task required by the service.

2. Weekly Tasks: _____

- a) cleaning of exterior windows at floor level or maximum with the use of an extension pole;
- b) cleaning of parasols;
- c) comprehensive cleaning of walls, ceilings, etc.;
- d) integrated washing of chairs, desks, etc.;
- e) special washing with hydrochloric acid of tiles, toilets, sinks, etc. (with working procedure and training of registered personnel);*
- f) cleaning of frames, windows, doors, grilles which also include jambs, windowsills, opening thresholds,*
- g) cleaning and polishing of bronze in general;
- h) sweeping the roof, taking into account that the rainwater drains are free of all debris.
foreign object;*
- i) sweeping and washing terraces;*
- j) cleaning of panels, socket covers, light switches, etc.;*
- k) waxing of wooden and monolithic floors;
- l) microwave cleaning;
- m) any other task required by the service.

3. Biweekly tasks: _____

- a) Cleaning of refrigerators;
- b) Treated with furniture polish for desks, chairs, screens, paneling and doors woods.
- c) any other task required by the service.

4. Monthly tasks: _____

- a) comprehensive cleaning of ceilings, electrical appliances, paintings and armchairs;
- b) comprehensive carpet cleaning with appropriate machinery;
- c) any other task required by the service.

5. Semester tasks: _____

- a) washing curtains;
- b) remove wax, wax and polish wooden and monolithic floors;
- c) fan cleaning;
- d) washing of the garage and premises in Cerro Largo with a pressure washer;
- e) washing of subfloors with a pressure washer;
- f) any other task required by the service.*

6. Tasks on request: _____

Cleaning of meeting and event rooms after activities and any other matters are carried out task that requires the service.

The company must have written work procedures, which must accompany your offer.

- Prior to execution, coordination must be carried out with the Health and Safety Department. from the MTSS everything necessary for this purpose.

Specific tasks in the following locations: _____

ÿ Belvedere Zonal Agency: cleaning tasks must be carried out 5 days a week week, from Monday to Friday on business days, only one person will be required for the schedule

from the office, the tasks to be performed are detailed below:

- cleaning of floors, low walls, doors, internal glass, screens, ducts in front air conditioning, etc.;
- cleaning of desks, furniture: filing cabinets, cupboards, counters, chairs, armchairs, curtains, etc.;
- cleaning of computer equipment;
- washing and deodorizing phones;
- washing and deodorizing hygienic cabinets (this task specifies a daily frequency);
- waste collection, washing and deodorization of waste bins and containers garbage;
- cleaning of microwave, refrigerator (biweekly);
- sidewalk sweeping;

• *Local Annex Cerro Largo Street 755/757:* cleaning tasks must be carried out daily from Monday to Friday on business days including: cleaning of the premises, windows and bathrooms, sweeping the parking lot, cleaning the locker room Drivers, washing of the premises and garage with a pressure washer. The service hours will be those in which the premises operate.

And any other task that the service requires.

In all premises, waste classification must be carried out according to the waste collection system. _____
MTSS waste management _____

The company that is awarded the contract must submit within a period of 5 (five) days business days from the date expressly indicated in the notification of award, before the Administration Management, the following documentation:

• ***WORK PLAN*** that takes into account all the specific details:
staff distribution, training, task details, machine and equipment details

use, compliance with safety standards and others established in the Specifications Tendering.

• Documentation regarding the chemicals to be used in the application of Decrees 406/88 and 307/09

• Records of delivery of Personal Protective Equipment (PPE)

• Record of staff training in Safety risks that may arise in the development of tasks, in the use of machinery and electrical equipment.

III) GENERAL CONDITIONS

a) The successful bidder will be responsible for the service provided in all locals.

b) Strict attendance control will be carried out, and the affected personnel must Service to record the entry and exit, according to the system that the Agency has for it.

c) Absences recorded by staff will be deducted from the billing. of the month in which they occur, without prejudice to the sanctions established for the successful bidder in Clauses XXIII) and XXIV) of this Document.

d) The hourly load of the service provision may not be reduced by the successful bidder, not accepting compensation for hours worked, nor in shifts or on days other than those on which the shortage is confirmed.

e) The successful bidder must provide its staff with food healthy at the different times that each shift covers, breakfast, lunch and snack.

f) For service reasons, the MTSS may increase the number of premises or change their location, in relation to their closure or move. Likewise, it will be possible change the schedule at which services are performed. In such cases, it will communicate These details to the successful bidder with 72 (seventy-two) days' notice hours.

g) Materials and machinery: the successful bidder must supply all the Cleaning materials, products, tools and necessary machinery and any other items that is required to fulfill the service in the manner established in this document. will monitor the effective compliance with the provisions of Decree 406/988 in all respects

that is applicable.

Chemical products: all provisions on the matter must be complied with, especially Decree 209/009 and concordant and amending regulations. Products must be biodegradable and effective for cleaning: detergents. They must have complete and rapid solubility, germicidal and non-corrosive action. metal surfaces. Disinfectants should be based on sodium hypochlorite. proportion of no less than 40 g/l of active chlorine and deodorizing action. The cleaners. They must have a cleaning/protective action, be non-abrasive and specific for each surface. However, the MTSS reserves the right to take samples to test the quality and concentration of the same.

Equipment, machinery and cleaning supplies: all elements used for cleaning. They must be made of durable materials. They must be in optimal conditions for use and in sufficient quantity to cover each location. Workers must receive instructions precise and be trained in the use of cleaning tools and elements. Electrical equipment and machinery may only be used by personnel who have received training for its use and training from the person in charge, supervisor or company that supplied the equipment. The use of machinery must be carried out in accordance with the provisions of the Decree No. 406/988, as applicable. The MTSS reserves the right to request from the successful bidder the maintenance and status control record of the machinery and equipment that are used whenever it is deemed appropriate.

h) Risks associated with the tasks: the workers of the contracting company. They must receive safety training for the risks that may arise in the development of tasks. Such training must be provided by a Technician Preventionist or equivalent, leaving a written record of the topics covered in the training, in coordination with the MTSS Health and Safety Department.

i) Prior to the commencement of the execution of the contract, the successful bidder must prove have informed their workers about the conditions of employment, salary and

institution for which services will be provided, under the terms set forth in articles 4 of Law No. 18,099, of January 24, 2007 and 9° of Law No. 18,251, of January 6, 2008, presenting to the MTSS a signed certificate of receipt of said information from the worker.

IV). MANDATORY VISIT

Before preparing their offer, bidders must inform themselves of the physical conditions of the MTSS Headquarters and Annex premises, **and Attend the mandatory visit on May 19, 2025, at 9 a.m., at Juncal 1517 3rd floor, Administration Department. This office is exclusive for the submission of bids.**

It is recommended that this visit be carried out in the company of the Technician Preventionist of each company.

V). TERM

The term of the contract will be 2 (two) years from the date indicated expressly notifying the successful bidder, which may be renewed by one year with the option of another at the discretion of the Administration, which must be notified with a minimum of 15 (fifteen) days prior to the date of completion of the contract original.

Email will be understood as a valid means of notification between the parties. established before the RUPE and/or the electronic address established according to the resolution of the Ministry of Labor and Social Security No. 154 dated August 6, 2020.

VI). ELECTRONIC OPENING OF PROPOSALS

City: Montevideo

Country: Uruguay

Date: May 30 , 2025, 10 a.m.

VII). CONSULTATIONS

a) Questions regarding this document must be addressed in writing until 3 (three) business days before the date scheduled for the opening of bids, to the email address: adquisiciones@mtss.gub.uy

b) Bidders may request an extension of the bid opening date, up to 3 (three) business days before the established opening date. This request must be in writing and justifying it, to the email address: compras@mtss.gub.uy. The MTSS reserves the right to respond to the request or dismiss it.

c) The bidder is required to clearly identify the number and object of the pre-tender at the time of making a communication through the in-mail box decade ago.

Once the extension request has been resolved, the interested party will be notified. If the extension is granted, extension of the opening of bids or to cancel the call, will be communicated through its publication on the State Procurement and Contracting website.

VIII). SERVICE CONTROLLER

The control of the provision and conformity of the service will be the responsibility of the Management-Administration company for which the successful bidder must submit monthly-information regarding the working hours and days worked by all personnel involved profited.

IX) TERMS AND CONDITIONS

The specific specifications **are free of charge** and can be obtained on the site. State Procurement website (<http://www.comprasestatales.gub.uy/>)

X) DISCLAIMER

The Administration may withdraw from the call at any stage of its execution, without generate any right for participants to claim expenses, fees or compensation claim for damages.

XI) INCREASE OR REDUCTION IN HIRING

It will be governed by the provisions of article 74 of the TOCAF

XII) EXCLUDING CONDITIONS THAT THE PROPOSERS MUST MEET

Proposers must attach to the proposal the documentation that proves the following points:

ÿ Be established in the country. Foreign bidders must act through of representative, who must be installed in the country.

ÿ Have a minimum of 5 (five) years' seniority in the Uruguayan market, with activity continues in the cleaning sector. The background information must be submitted on the form Annex 1 signed by the legal representative of the company. It must include only services provided in the last 3 years within the national territory.

MTSS may verify the accuracy of the data provided. These periods will be computed from the date of opening of this call.

ÿ Be registered in the Single Registry of State Suppliers (RUPE) in this from ACTIVE or INCOME.

ÿ Have the technical and financial capacity to supply and provide services of the required service, through a note signed by the person representing the company enterprise.

ÿ Have the Bipartisan Commission on Safety and Health (De-) installed and operating. (cree No. 291/007)

ÿ Have a sexual harassment protocol in accordance with the provisions of Law No. 18.561.

ÿ Have the occupational health and safety services as provided by Decree No. 127/014.

ÿ **Be up to date with the payment of sanctions applied by the MTSS, arising from final administrative act, as of the date of submission of the offer.**

XIII) CONDITIONS OF THE BIDDERS TO BE EVALUATED

ÿ The written commitment of the bidder to integrate into his work payroll the following will be valued: workers of the previous successful bidder, who have met the following requirements conditions:

- effectively a minimum of 150 (one hundred and fifty) days in the MTSS
- prior to the opening date of this tender
- *whose departure from the previous company occurs voluntarily.*

ÿ It will be valued that the company has policies or protocols regarding discrimination, gender, and/or workplace harassment by presenting supporting documentation to that effect.

ÿ Have a current quality certification according to ISO 9001 standard related to the service-

ÿ Have written procedures and work methodologies.

ÿ Have Personal Protective Equipment (PPE), certified according to the regulations corresponding

ÿ Commitment to intervention and response from the Safety and Health Services of the enterprise.

ÿ Have worker health and safety training policies.

ÿ Staff Distribution and Supervision Plan.

XIV) GUARANTEE OF FAITHFUL PERFORMANCE OF THE CONTRACT

The successful bidder must guarantee the faithful fulfillment of the contract by means of the cons-guarantee institution within 5 (five) days following notification of the award-tion. The guarantee to be constituted will be equivalent to 5% (five percent) of the amount of the con-awarded treatment (article 64 of TOCAF).

The guarantee may be constituted by:

- Deposit in cash or public securities
- Bank Guarantee or Guarantee
- Account crediting
- Surety Insurance Policy

If the guarantee is cash, it will be deposited in the Treasury Department.

of the Ministry of Labor and Social Security at Juncal 1511/17 PB. In the case of Bond, Bank Guarantee, Surety Insurance Policy, a copy of the guarantee must be presented. used aunt.

XV) PRESENTATION OF OFFERS

The mere presentation to the call implies acceptance of the content and scope of the Folder. go that governs it by the offeror.

The offer must be signed by a representative registered with RUPE or duly-authorized by the company. Offers that do not comply will not be considered. with this point.

In case of discrepancy between the quote entered manually by the bidder in the Quotation Table of the State Procurement and Contracting website, and the docu-mention entered as an attachment, the first of the mentions will be considered valid. mentioned.

The aforementioned offers must be submitted in electronic format, through their entry on the State Procurement website. Instructions on how to Online Bidding available at (<https://www.comprasestatales.gub.uy/inicio/capacitacion/training-manuals-suppliers>).

XVI) CONFIDENTIAL INFORMATION

In the event that the bidders submit information considered confidential, protection of the provisions of article 10, literal I) of Law No. 18,381 on Access to Information Public Information of October 17, 2008 and art. 65 of the TOCAF, it must be entered expressly indicating such character and in a separate file to the public part of your offer. For these purposes, a "summary" must be presented in the public part of your offer non-confidential", brief and concise, pursuant to the provisions of Decree No. 232/010 of 2 August 2010.

Information relating to prices, descriptions, and confidentiality is not considered confidential. tion of goods and services offered and the general conditions of the offer.

The confidentiality granted to the information presented will not be application to the Court of Auditors, nor to other public entities that must participate pair in the present contracting process in order to comply with their respective co-involved.

Without prejudice to the foregoing, the MTSS may disqualify the bidder or take the necessary measures. measures it deems appropriate, if it considers that the information provided in a confidential, does not meet the requirements of the aforementioned regulations.

XVII) PROPOSAL QUOTATION

The quote must be submitted in Uruguayan pesos (\$), for the entire tender. tion.

XVIII) PRICE ADJUSTMENT

The one that is carried out on the date and percentage that adjusts the will be taken as parametric. Activity group 19, subgroup 7 of the Wages Council.

X IX) MAINTENANCE OF OFFERS

The proposals will be valid and will bind the bidders for a period of 60 (six-
ta) business days from the day following the opening of the same unless,
Before the expiry of this period, the Administration had already issued a ruling on them.

The offeror shall not be released from his offer unless he notifies in writing his withdrawal.
decision to withdraw and the Administration does not make a statement on the matter within 10 days
peremptory skillful.

In the event of non-compliance with the deadline for maintaining offers for the 60
(sixty) days required, will be sanctioned with a fine equivalent to 5% (five percent)
to) of the maximum amount of its offer (art. 64 TOCAF), *not being necessary to constitute
warranty.*

XX) EVALUATION OF OFFERS

The offers will be evaluated from the technical and economic point of view, giving
leading to the rejection of those that do not meet the requirements and specifications
substantial described in this document.

Technical and economic evaluations will be carried out independently.

The MTSS reserves the right to conduct the relevant investigations on its own.

in order to verify the veracity of the information presented in the offer, as well as the
necessary consultations with the bidder.

The evaluation of the offers of those bidders who meet the requirements will be carried out.
plan with the exclusive conditions, taking into account the following factors and weighting-
ration:

EVALUATION	WEIGHING
a) TECHNICAL	20
b) ECONOMIC c)	40
BACKGROUND	40

a) Technique; the following points will be considered:

- Have written work processes and methodologies: 2 points.
- Have PPE certified according to the corresponding regulations: 2 points.
- Commitment to intervention and response from the health and safety services of the company: 2 points.
- Have worker health and safety training policies: 2 points.
- Personnel Distribution and Supervision Plan: 3 points.
- Integrate the employees of the previously awarded company into their work payroll prior, which meet the conditions established in point XIII of this document: up to 3 points.
- Have current quality certification according to ISO 9001 standard related to service: 3 points.
- Have written policies or protocols regarding discrimination, gender, and/or workplace harassment presenting the same: up to 3 points.

b) Economic. For comparative purposes and to determine the total price of the offer, the following are taken: will mark the total price with taxes included, corresponding to 40 points to the highest offer economically and proportionally to the rest a score according to the value of its offer with respect compared to the most economical.

The formula for determining price scores is as follows:

Economic Score = 40 x Pb/Po (where Pb is the lowest price among the offers) that qualify and Po the price of the proposal under consideration).

c) Background. It will be scored as follows:

1) Compliance form: 10 points will be awarded to the bidder with the highest number of Backgrounds in the form: "Annex I" and in proportion to the rest of the bidders.

2) Registration in RUPE: 15 points will be awarded to companies that do not register. tions in the last 3 years from the opening date. For bidders who do have Registrations will have their score reduced at the rate of:

a) warnings, cautions, observations or similar (without financial penalty), will deduct 1 point for each one.

b) Economic sanctions: 2 points will be deducted.

c) Suspensions: If you register suspensions in RUPE, 5 points will be deducted.

3) Registration in the Registry of Offending Companies (REI created by Law No. 17930 of 19/12/2005 art. 321 and Decree 263/006 of 7/8/006, which records **violations of the regulations- (labor activity)**: 15 points will be awarded to companies that do not register registrations in the last 4 years to the opening date. When registrations are recorded during this period, nes, the score will be reduced by 1.5 points for each entry, until it reaches 0.

XXI). AWARD

At the time of being awarded, the company must be in ACTIVE status in the Re- Single Registry of State Suppliers (RUPE).

The Administration reserves the right to reject all offers, without this being give rise to any claim of any kind on the part of the bidders.

Likewise, it may award the tender to the offer it considers most convenient. for their interests and the needs of the service, even when it is not the pro- lowest price setting, as provided for in Article 68 of the TOCAF-

The notification of the award will perfect the contract, consisting of the provisions provisions in this document, current legal and regulatory standards. The obligations and de-

The rights of the successful bidder will be those arising from the applicable legal regulations, the specifications and its offer.

The successful bidder within 5 (five) business days of being notified must constitute the contract performance guarantee referred to in Clause XIV, if applicable.

Failure to comply with the aforementioned requirements within the indicated period, will constitute a breach of contract and will lead to the application of the relevant sanctions. you according to applicable provisions, as well as to the termination of the contract without the right to re- any claim of any kind on the part of the successful bidder.

XXII). PAYMENT METHOD

a) The invoice must be certified by the Administration, with the date of receipt of the same, an essential requirement for calculating the payment period.

b) Payments will be made in national currency and will be made effective through the SIF, within 45 (forty-five) calendar days, without prejudice to the provisions of Clause XXIX, under control of consumption and execution of hours and after receiving the invoice of conformity by the Administration.

XXIII) FINES, PENALTIES AND NON-COMPLIANCE

i) The MTSS Administration Management will proceed to give its approval by written of the services provided, being able to make observations if it understands that the service does not conform to what was agreed.

In the event that any aspect of the service does not comply with the established, the supplier at its cost and within 5 (five) business days from notification In this regard, you must correct it, and compliance will not be processed until it has been the preceding requirement has been met. Failure to comply with the deadlines and conditions for reasons attributable to the successful bidder, will generate a fine equivalent to 1% (one per thousand) per day of delay, calculated on the amount of the contract not yet fulfilled. Exceeded 30 (thirty) days, the MTSS may declare the contract terminated, with the consequent loss of warranty, if applicable.

ii) The Administration may propose or arrange, as the case may be, the application of the following sanctions, which are not exclusive and may be given in the form combines two or more of them.

- Warning
- Communication and/or suspension of the RUPE
- Elimination of RUPE

iii) Without prejudice to the above, the following will also be grounds for possible sanctions, the following breaches:

- a) The delay in starting to provide the service of 10 (ten) calendar days without mediate causes of force majeure;
- b) Failure to comply in a timely manner with the contracted service and tasks, according to the Work Plan submitted by the successful bidder;
- c) When staff turnover is greater than 20% (twenty percent) monthly the number of people assigned to the tasks, except in cases of force majeure duly justified;
- d) The interruption of the contracted service without force majeure;
- e) When the successful bidder does not carry out the replacement at the request of the MTSS of the personnel assigned to the task within a period of 5 (five) calendar days;
- f) If the company does not provide the assigned personnel with uniforms and elements of personal protection and materials necessary for the task;
- g) For non-compliance with their obligations to the MTSS, the BPS and B.S.E.

In these cases, the Administration may apply penalties within one month of the service according to the scale detailed below:

- 1st breach – 5% (five percent) of monthly billing.
- 2nd breach – 10% (ten percent) of the monthly billing.
- 3rd breach – 15% (fifteen percent) of the monthly billing and notice of termination of the contract.
- 4th. Breach – Automatic termination of the contract.

The percentages of the sanctions will not be cumulative.

The Administration reserves the right to retain all or part of the monthly invoice to be paid to the successful bidder, in case it is summoned and/or sued, both for claims labor and other types of benefits, by virtue of the relationship with the successful bidder. The amount retained will be returned once the indemnity against said damages is reliably assured

I am complaining about this MTSS.

XXIV). TERMINATION OF THE CONTRACT

In the event of repeated breaches for any of the reasons that give rise to the application of the sanctions provided for in Clause XXII), or when If a serious breach occurs in the opinion of the MTSS, this Administration reserves the right to right to unilaterally terminate the contract, with prior notification to the successful bidder, and execute the guarantee of faithful performance, if applicable, without prejudice to other actions legal actions that could be initiated in order to recover compensation for the damages caused two, in accordance with the provisions of article 70 of the TOCAF.

Email will be understood as a valid means of notification between the parties. established before the RUPE and/or the electronic address established according to the resolution of the Ministry of Labor and Social Security No. 154 dated August 6, 2020.

XXV). DOCUMENTARY REQUIREMENTS TO BE TAKEN INTO ACCOUNT BY THE COMPANY

AWARDEE

Pursuant to the provisions of Article 4 et seq. of Law No. 18,251 dated January 6, 2008, the MTSS will request, through the Planning and Management Area, Financial Accounting / Control Outsourced the monthly presentation of the following documentation:

- The payroll of each worker affected by the MTSS,
- Payment receipt to the Social Security Bank (BPS),
- Personal data of the workers establishing the monthly workload, control of hours and days worked, including information related to salary collection mechanism chosen by each individual,

- Receipt of salary signed by them.

The request for information will be made via email, to the declared electronic address.
by the successful bidder.

It must be submitted within the last 10 (ten) days of the month that was requested, which may also be required on each occasion in which the Agency Consider what is relevant.

The MTSS reserves the right to request, when it deems appropriate, the the successful bidder, all other documentation relating to compliance with the current labor and social security regulations.

Failure to submit the required documentation as well as the Any breaches that may arise from it will give rise to the application of the provided for by Article 5 of Law No. 18,251, the background information being sent to the General Inspection of Labor and Social Security for the relevant purposes.

In case of repeated failure to pay wages on time and other labor credits, as well as contributions to the BPS or BSE by the successful bidder, the MTSS may proceed to the immediate termination of the contract without right upon request by the same, without prejudice to making communications corresponding to the Single Registry of State Suppliers (RUPE).

Any outstanding invoices will be paid once the company provide reliable justification that there are no outstanding labor or compensation items paid.

Likewise, the successful bidder is responsible for subsequent claims of its workers, the Agency having no responsibility in this regard.

The successful bidder assumes the obligation to monitor, respect and comply with all the fundamental rights of its workers (such as non-discrimination, freedom of association) lime among others). The verification of non-compliance with the aforementioned rules will give rise to to terminate the contract immediately without any right to claim of any kind none.

XXVI). RULES GOVERNING THIS CONTRACT

It should be noted that the following list of rules applicable to this

This contract is for guidance purposes only and does not exhaust the current regulations applicable to it.

- Decree No. 131/014 of May 19, 2014, Single set of terms and conditions general for contracts for supplies and non-personal services.
- Decree No. 20/002, of January 16, 2002.
- Articles 43 et seq. of Law No. 18,362, of October 6, 2008.
- Decree No. 475/005, of November 14, 2005.
- Law No. 18,098 of January 12, 2007, Law No. 18,099 of January 24, 2007 and Law No. 18,251 of January 6, 2008.
- Article 8 of Law No. 16,134, of September 24, 1990.
- Law No. 17,060, of December 23, 1998 (Crystal Law).
- Law No. 17,957 of April 4, 2006 (on Food Debtors).
- Decree No. 142/018, of May 14, 2018 (relating to purchasing procedures and state contracts).
- Decree No. 155/013, of May 21, 2013 (Single Registry of Suppliers of the State).
- Ordered Text of State Accounting and Financial Administration (TOCAF), approved by Decree No. 150/012, of May 11, 2012.
- Decree No. 371/010, of December 14, 2010 (Procurement Subprogram Public for the development of Micro, Small and Medium Enterprises).
- Decree No. 395/998, of December 30, 1998 (Integrated Information System Financial).
- Decree No. 500/991, of September 27, 1991 (Administrative Procedure).
- This Specific Conditions Document.

ANNEX I

BACKGROUND OF THE BIDDER

CONTRACTOR: _____

Enterprise Client (address, telephone)	Identification of the Contract or Renewal. Start and end date	Purpose of the Contract (1)	Duration of the Contract (2)	Personal Affected AI Service Daily	Contact person (name, phone number, email)

REF:

1 - Contracting of comprehensive cleaning services for buildings, premises, offices, etc. 2 - indicate the months actually incurred or projected (in the case of unfinished contracts).

Business: _____

Clarification: _____