

ANNEX 1

ONLY QUOTATIONS SUBMITTED IN THE STIPULATED FORMAT WILL BE CONSIDERED

Provision of Cleaning Services to the National Statistics Office using Environmentally Friendly Cleaning Products

FINANCIAL BID BREAKDOWN

Item	Description	No. of Hours	Rate per hour inclusive of all taxes but excluding VAT (Cost/Hr not less than €6.44 excluding VAT) (€)	Rate per hour inclusive of all taxes but excluding VAT for employee under transfer of business (€)	Total Inclusive of all taxes but excluding VAT Amount in Euro (€)
1	NSO Malta Office NSO Gozo Office NSO Office at MIAHrs/WeekHrs/WeekHrs/Fortnight			
2	Rate per hour for all other expenses to carry out the services as per Terms of Reference including but not limited to materials, administrative charges, etc.				
3	Window cleaning servicesHrs/Clean			
4	Leasing cost per month of 4 large sanitary bins				

Notes:

- (a) Service Providers are reminded that the Contracting Authority is entitled to reject any offer which is considered to be abnormally low according to Regulation 29 (1)(2) & (3) of LN296/2010
- (b) Three decimal points do not exist as currency; therefore such offers cannot be accepted. Offers are to be submitted up to two decimal points.

Service Providers may opt to quote a lump sum per annum for all services requested by National Statistics Office

Item	Description	Total Inclusive of all taxes but excluding VAT Amount in Euro (€)
1	Cleaning of 3 offices mentioned in Clause 1.1 of the Call for Quotations, Leasing of 4 large sanitary bins for a period of one year and window cleaning 3 times per annum and including all duties mentioned in Clause 3.3 of the Call for Quotations	

CONTRACTOR'S DETAILS

Company's Name:

Contact Person's Name and Surname:

Address:

Telephone Number:

Mobile Number:

E-mail Address:

VAT Number

Signature: _____

Date: _____

Name: _____

ID: _____