



ASSET RECOVERY
BUREAU

Malta

**Request for Quotations (RfQ) for the Provision of Cleaning Services for the Asset Recovery Bureau
[ARB/06/2021]**

Section A. General Details Pertaining to the Economic Operator

Company Name:	_____	Email:	_____
Address:	_____	VAT Reg. No:	_____
	_____	Website: (If applicable):	_____
Tel:	_____	Name & Surname of Contact Person:	_____
Co. Reg. No.: (If applicable):	_____		_____

Declaration concerning exclusion grounds.

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

Section B. Financial Bid Form

Item No.	Description	Approximate number of hours / occurrences (<i>Note C</i>)	Fixed Chargeable rate per hour including Taxes/Charges, other Duties & Discounts but Exclusive of VAT (<i>Note A</i>)	Total cost including Taxes/Charges, other Duties & Discounts but Exclusive of VAT (<i>Note A</i>)
1	Rate per hour (in Euros) including all taxes but excluding VAT, abiding to Section 3 and 4 of the RfQ. Rate must not be less than €7.21 per hour excluding VAT for Cleaners (offices) for the year 2021 as per Contracts Circular No. 20/2020	272		€ -
2	Rate per hour (in Euros) including all taxes but excluding VAT, abiding to Section 3 and 4 of the RfQ. Rate must not be less than €7.37 per hour excluding VAT for Cleaners (offices) for the year 2022 as per Contracts Circular No. 20/2020	144		€ -
Applicable VAT Rate in percentage %				
GRAND TOTAL INCLUDING TAXES/CHARGES, OTHER DUTIES & DISCOUNTS BUT EXCLUSIVE OF VAT (DELIVERED DUTY PAID - DDP)				€ -

Note A: Three decimal points do not exist as currency; therefore such offers cannot be accepted. All amounts quoted in the financial bid are to be submitted up to two decimal points.

Note B: VAT shall be paid in accordance with current local legislation.

Note C: The above number of hours is as per Cleaning Schedule A, section 4.9 of the RfQ and the ARB reserves the right to increase or decrease the number of hours according to its exigencies. However, the number of hours shall not exceed 10 hours per week.

Declaration abiding to the Request for Quotations and Notes A, B and C above.

I declare that by submitting my financial offer I have read, understood and agreed to abide to Note A, B and C above, the Terms and Conditions in Section 3 and the Duties as outlined in Section 4 of this Request for Quotations.