

All: B

Financial Quotation

All prices/rates quoted must be exclusive of all taxes, The Italian Trade Agency – Amman Office is exempt from taxes.

SIGNATURE AND CONFIRMATION OF THE RFQ

DESCRIPTION	Amount
<p data-bbox="203 581 779 646">A Two-year Cleaning and Sanitization Services Contract</p> <p data-bbox="203 682 617 739">CONTENT OF THE REQUESTED SERVICES:</p> <p data-bbox="203 772 795 856">The service should be inclusive of Bulk Garbage Cartage/Removal to be deposited outside the door of ITA Office</p> <p data-bbox="259 892 511 919">All work to be done:</p> <p data-bbox="259 949 760 1003">General Cleaning Services (Working days)</p> <ul data-bbox="308 1003 657 1138" style="list-style-type: none">• Clean and dust all desks• Bag & remove all trashes• Clean bathroom• Clean kitchen• Clean floors <p data-bbox="259 1171 760 1226">General Cleaning Services (Working days)</p> <ul data-bbox="308 1226 760 1360" style="list-style-type: none">• Clean and dust all desks• Bag & remove all trashes — wipe and disinfect waste receptacles• Clean bathroom• Clean kitchen <p data-bbox="259 1394 730 1423">General Cleaning Services (Saturday)</p> <ul data-bbox="308 1432 760 1738" style="list-style-type: none">• Bag & remove all trash — wipe and disinfect waste receptacles — replace liners.• Clean and dust all desktops that are free of paper and other obstructions.• Clean and mop front entry marble foyer and glass doors.• Sweep all non-carpeted floor Areas. <p data-bbox="259 1772 706 1801">Additional Services (once a month)</p> <ul data-bbox="308 1810 760 1864" style="list-style-type: none">• Clean all glass partition, office doors and knobs, light switches.	

- Dust/Damp wipe telephones, wall, hangings, picture frames and clocks.
- Dust and polish all furniture and cabinetry (unless specifically instructed otherwise).
- Mop all non-carpeted floor areas.

Additional Services (2 times per year)

- Chandeliers/ceiling light fixture cleaning. **Additional services (as needed basis)**
- Replace light bulbs (from customer stock).

Lavatory Maintenance (Saturday)

Clean bathroom on premises as per the following:

- Scrub and clean with disinfectant all sink bowls and surrounding areas.
- Scrub and clean all bright work: Faucets and soap and towels dispensers.
- Wash the mirrors (streak free).
- Fully scrub clean commodes with disinfectant.
- Wash toilet seat both sides.
- Sweep and mop with disinfectant floors, wipe walls with the same.
- Restock all lavatory supplies as needed (soap, paper, etc. from customer stock).
- Bag and remove all trash — wipe and disinfect waste receptacles — replace liners (from Customer's stock).

Kitchens Maintenance (Saturday)

Clean all kitchen/pantries on premises as per following:

- Clean and wipe down cabinets.
- Scrub and clean all sinks and bright work.
- Scrub and clean with disinfectant all tables and seating surfaces.
- Clean and wipe refrigerators tops, front and sides.

<ul style="list-style-type: none"> • Bag and remove all trash — wipe and disinfect waste receptacles — replace liners (from Customer's stock). • Restock all supplies as needed (soap, paper, etc. from Customer's stock). • In addition, hand wash all used glassware's that are in the sink areas or that have been collected while cleaning the offices. <p>Deep sanitization of all rooms in office premises each month</p> <ul style="list-style-type: none"> • Sanitizing and cleaning of common areas like toilets, doors, windows in lobby, stairs, door handles, etc. • Total service area is approximately 120 mq. Quotation shall be inclusive of material costs such as Sodium Hypochlorite, Virex-11, Dettol Disinfectant, Naplon, etc. <p>The company must to be specialized in this type of intervention. The company will have to send at Italian trade Agency - Amman Office a document certifying the sanitization protocol to be carried out, together with all the technical data sheets of the products you will use. The products used must be certified with respect to use and people.</p>	
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This quotation submission form **MUST** be duly completed and returned with the Technical Specifications for **Cleaning and Sanitization Services**.

The quotation "MUST" be signed and stamp from supplier. Failure to do so may result in disqualification of your QUOTATION.

Exact name and address of company

COMPANY NAME: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE:

DATE:

NAME: (TYPE OR PRINT) FUNCTIONAL TITLE OF
AUTHORIZED SIGNATORY: