

## REQUEST FOR QUOTATION (RFQ)

Re-Advertised

RFQ Reference: **Long Term Agreement ( LTA) \_ 001\_024**

Date: 25 March 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for Provision of Janitorial Services to IOM Lagos and Benin, Nigeria.**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

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Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 5: Bidder's Declaration of Conformity

Annex 6: Vendor Information Sheet

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. Also Annexes 4, 5, 6 and 7 should be submitted along these two. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Name: Emmylin Nabanobe

Title: Supply Chain Officer

Date: 25.03.2024

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<p><b>02 April 2024 2024 at 16:00hrs WAT</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery- .  <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomlagostenders@iom.int">iomlagostenders@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF for all files</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>30MB in total</b></li> <li>▪ Mandatory subject of email: <b><i>Provision of Janitorial Services for IOM Lagos and Benin Office</i></b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct</b>	<p>All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a>.</p>
<b>Conflict of Interest</b>	<p>UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a>.</p>
<b>Eligibility</b>	<p>Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <b>Naira</b></p>
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Annex 5: Bidders Declaration of Conformity</li> <li><input checked="" type="checkbox"/> Annex 6: Vendor Information Sheet</li> <li><input checked="" type="checkbox"/> Valid Certificate of Registration (Certificate of Incorporation)</li> </ul> <p><u>Annexes 2 to 6 shall be <b>duly signed</b>, accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialled by the person signing the Quotation Form.</u></p>
<b>Quotation validity period</b>	Quotations shall remain valid for 3 years from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Stella OKEMUO  E-mail address: <a href="mailto:sokemuo@iom.int">sokemuo@iom.int</a>  <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>2 days</b> before the submission deadline. Responses to request for clarification will be communicated <a href="#">through email</a> by <b>29 March 2024</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<a href="#">Service Agreement( Long Term)</a>
<b>Expected date for contract award.</b>	15 May 2024
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM

<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.
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## ANNEX 1: Term of Reference

### A. Background:

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society. IOM has an accommodation facility for its staff located at Ikeja GRA and a Transit Centre for Migrants located at Igando, Lagos State, Nigeria.

### B. Overall Objectives:

The main objective of this task is to provide Janitorial services and gardening services to the IOM Lagos and Benin compound and upkeep of offices, car parks and common areas in a clean and hygienic environment. The service provider should provide the services as per this Terms of Reference for a period of **3 years**.

#### Requirements of the Services to IOM

- 56 staff daily from Monday – Friday from 6:00 am to 4:30 pm except on official UN Holidays during the year. Kindly see below breakdown of staff

Offices	Number of Cleaners	Number of Gardeners	Number Laundry Personnel	Supervisor
Lagos Main Office( GRA)	17	2	3	1
Lagos Annex ( GRA)	7	1	1	-
Transit Centre( Igando, Lagos)	8	2	-	-
Benin city( GRA)	12	1	-	1

- The service provider should be fully responsible for all work and services performed by its staff.
- The service provider shall take all reasonable measures to ensure that the contracted personnel conform to the highest standard of moral and ethical conduct.
- All employed staff should be given a written letter of appointment and job identity card as per the local law.
- The service provider shall provide relievers / replacement in case of absences incurred by the assigned cleaning staff or supervisor to ensure continuous and uninterrupted service.
- IOM may, at any time , request in writing for the withdrawal or replacement of any of the staff assigned to perform works or services. The service provider shall, at its own cost and expense, immediately withdraw or replace such personnel forthwith without contest.
- All staff should be neatly attired in uniforms and always be neat and pleasant in appearance.
- All cleaning supplies; **excluding the materials and Equipment mentioned in Sub D**; would be provided by IOM.

**C. Scope of the Service:**

TASK DESCRIPTION	FREQUENCY
<b>A. RECEPTION/WAITING ROOM/X-RAY WAITING AREA/ OFFICES/ X-RAY ROOM</b>	
Cleaning of the floor according to type (Tile, etc)	Daily
Dust/Wipe down all horizontal/vertical surfaces with a damp cloth and including windowsill and stays	Daily
Dust/Wipe desk and computers (NB: IT equipment to be cleaned in accordance with manufacturer specifications and only IT friendly detergents to be used	Daily
Cleaning of chairs and couches	Daily
Deep cleaning of couches	Quarterly
Polish all wooden furniture ( Product used should be suitable for furniture)	Weekly
Empty dustbins and waste paper basket	Daily
Clean Picture frames (Including picture glass)	Daily
Cleaning of Fans and Air conditioners	Weekly
Shred all waste papers after proper sorting and confirmation from individual staff members	Daily
Spot clean marks from walls, doors, paint work and light switches	Weekly
Clean inside windows	Weekly
<b>B.OFFICE SURROUNDINGS/ GARDENING/ SECURITY POST:</b>	
Cleaning of security post	Daily
Cleaning of generators	Daily
Sweeping all walk ways/ outside the compound	Daily
Washing sputum area	Daily
Sweeping / Cleaning of Mobile Police Post	Daily
Cut weed as at when due, Spot picking of dry leaves/grasses/ waste papers/ plastics etc. littering around the compound.	Daily
Water the flowers and grasses	daily or as appropriate depending on weather condition.
<b>C.PASSAGES/ STRAIRCASES/ AND FIRE EXTINGUISHERS.</b>	
Pick up, Clean all waste receptacles and dispose of all litter.	Daily
Spot clean all glasses, Windows, doors, doorknobs and metal Work and clean all accessible ledges	Daily
Clean Skirting and handrails	Daily
Washing and cleaning of passages and staircases	Daily
Cleaning of fire extinguishers	Weekly

<b>D. TOILET CLEANING (All toilets in the main building and applicant's toilet at x-ray area)</b>	
Cleaning of all toilets (Closet pan and urinals) with toilet cleaning Soap and disinfectant	Three time a day(Morning, Midday morning and afternoon) and routine checks (5 times a day)
Washing and disinfecting of wash hand basins, hand towels, mirror toilet floors, walls, doors and Pipes.	Daily
<b>E. KITCHEN</b>	
Cleaning of kitchen floor	Daily
Cupboards must be cleaned with water and suitable detergent	Weekly
Microwave ovens, fridge and other appliances must be cleaned	Daily
Fridge must be defrosted and cleaned	Monthly
Wash the inside and outside of the trash bins	Daily
Flush drain with boiling water	Daily
Wash water jugs, plates, cutlery and drinking glasses, with dish washing liquid.	Daily
<b>F.LAUDRY SERVICES</b>	
Washing of applicant's gown, lab coats, examination couch covers and bed sheets.	Daily
Ironing of clothes mentioned above	Daily
Collection of used clothes and linen from the examination, laboratory and x-rays rooms, sorting and washing them according to type.	Daily
The service provider will ensure proper usage of IOM owned Washing machine and dryer, IOM supplied detergents and iron with ironing table.	

#### **D. Janitorial/ Gardening Equipment:**

Equipment such as Grass cutter, lawn rake, brooms, pruning shears, garden hose, plastic bucket, machete, sickle, hoe, wheelbarrow, shovel and sprinkler and Supplies such as Fuel, Manure for plants, Protective equipment (Shoes, uniforms, masks, gloves...), rain coats, will be provided by the Service Provider.

#### **E. Desirable Competencies:**

- Professionalism- Demonstrates professional competence and mastery in janitorial, garden services.
- Client Orientation: treat all staff with a professional and courteous attitude, demonstrates ability to work effectively in a stressful environment.
- Teamwork: Ability to establish and maintain effective working relationships with other colleagues.
- Maintain high level of confidentiality.

**F. Qualifications of Janitorial/ Gardener Staff:**

The service provider is responsible for selecting candidates for employment.

a) Age- 18 years and above.

B) Either men or women candidates in proper physical condition will be accepted.

C) Healthy candidates free from all communicable disease and without physical defects or abnormalities, which would interfere with the performance of any duty.

**G. Terms of Payment:**

- The Service provider should provide invoice to IOM at the end of the month.

- Payment of the services shall be made within 30days of receipt of the invoice through bank transfer to the Service Provider bank account name by the company.

- All prices shall be in Nigerian Naira.

**H. Timeline:**

The service provider should be able to provide services for a period of **3 years**, with the possibility of extension subject to annual satisfactory performance of the services.

**The following evaluation criteria shall be used to evaluate the proposals received:**

**A. Preliminary Examination of Proposals [Pass/Fail criteria]**

This stage of the evaluation is to assess the document formality required for each applicant with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

No.	Requirements	Importance	Criteria
1.	Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)	High	Pass/Fail
2.	Annex 3: Vendor Information Sheet completed and signed (and preferably stamped)	Medium	Pass/Fail
3.	Annex 4: Declaration of Conformity completed and signed (and preferably stamped)	Medium	Pass/Fail
4.	Annex 5: Technical and Financial Offer duly completed and signed (and preferably stamped)	High	Pass/Fail
5.	Company Profile (including the names of owners, key officers, technical personnel)	High	Pass/Fail
6.	Copy of Corporate Affairs Commission Certificate (CAC).	High	Pass/Fail
7.	Tax Compliance: Submit 2022/23 Tax Clearance Certificate	High	Pass/Fail
8.	Evidence of Health insurance scheme for Staff/workers	High	Pass/Fail
9.	Experience and track record in Providing cleaning services to similar organization	High	Pass/Fail



**\*Applicants must attain the rating of “pass” in all areas shown as of “high” importance to proceed to the technical evaluation/examination.**

Evaluation Criteria		
No	Technical evaluation criteria	Weighted score
1	At least three years’ experience in cleaning services (comprehensive details of two clients) within the last Seven(7) years	20%
2	Bidder to provide proof of most recent services valued over 18,000,000NGN ( Annual) with Audited financials in the last Two years.	20%
3	Bidder to provide copy of its standard cleaning procedures (operational plan)	10%
4	Bidder to provide a contingency plan based on the following: <ul style="list-style-type: none"> <li>• strike action</li> <li>• Normal absence such as AWOL, vacation and sick leave</li> </ul>	20%
5	Registered with the Cleaning Practitioners Association of Nigeria or Equivalent	20%
6	Location of service provider in Lagos and Benin	10%
	<b>TOTAL</b>	<b>100%</b>

**\*Applicants must attain the rating of 60% in all areas shown to proceed to the Financial evaluation.**

#### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the services After Contract signature/ PO and whenever required.
<b>Delivery Terms (INCOTERMS 2020)</b>	Ikeja GRA, Lagos State Ministry of Special Duties and relief centre, LASU Isheri road by Alhaji Ede bus Stop, Igando, and 1 Fredrick Ilehkoba Street GRA Benin City, Edo State.
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Lagos State and Edo State
<b>Distribution of shipping documents (if using freight forwarder)</b>	NA
<b>Packing Requirements</b>	NA
<b>Training on Operations and Maintenance</b>	NA
<b>Warranty Period</b>	N/A
<b>After-sales service and local service support requirements</b>	NA
<b>Preferred Mode of Transport</b>	NA

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<i>Provision of Janitorial Services for IOM Lagos and Benin City .</i>	Date: Click or tap to enter a date.

**VENDOR INFORMATION SHEET<sup>1</sup>**



VIS-and-VCF-Combined\_Draft.xlsx

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<sup>1</sup> [Vendor Information Sheet.xlsx](#)

**BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<i>Provision of Janitorial Services for IOM Lagos and Benin Office</i>	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- team composition and CVs of key personnel

#### Financial Offer

Provide a Unit Price for each category of staff for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

#### Currency of Quotation: NGN

Sn	Type of Staff	Unit	Qty	Unit Cost
1	Cleaner	Person	1	
2	Gardener	Person	1	
3	Laundry Personnel	Person	1	
4	Supervisor	Person	1	
5	One-Off Purchase for Gardening equipment( Refer to list on Annex 1,Sub D)	Lumpsum	1	

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>