

Bidder Name:

Annex C: Financial Offer Form

Company name:	
Address:	
Company Web Home Page address (if available):	
Name of Authorized Representative:	
Signature of Authorized Representative:	
Name of Contact Person:	
Contact E-mail:	
Contact Phone:	
Validity of Offer:	

RFP Reference : RFP/HCR/ETHDA/2023/001

Monthly Cleaning and Gardening Cost

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Location	Description of Personnels	# of Personnels	Gross Monthly Salary ETB (all inclusive)	DEDUCTIONS					Monthly take home salary per person ETB: (D - I)	Annual Cost of 2 Uniforms and footwares and torchlights, Apportioned Monthly ETB	MANAGEMENT FEE	Total Cost/Month for 1 staff ETB: (J+K+L)	Total Cost/Monthly for ALL staff ETB: (MxC)
				Income Tax ETB	Pension Fund ETB	Other Deductions ETB	Medical Insurance ETB	Total Deductions ETB (E+F+G+H)					
SOMEL Melkadida	Manager	1											
	Supervisors	2											
	Gardners	5											
	Cleaners	51											
	Car Washers/ General labors	3											
	Total Personnel #	62											

Notes

Company's Administrative and Overhead Charges should ideally be provided as a Percentage of the Sub-Total amount for all Employees

Company's Administrative and Overhead Charges should include but not limited to:

1. Casual wages to casual/replacement workers backstopping crew members on leave/sick leave, etc.
2. Administration award to the best guard/employee of the month/year
3. Provision of own consumables/non-consumables: stationery, printing papers, cartridges, photocopiers, communication and IT means, office space and furniture, badges and uniforms to administer and manage the employed personnel successfully.

VALIDITY OF OFFER:

.....

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO