

Bid Form

**To be filled in and returned to UNICEF Vientiane
(Ancillary Services to UNICEF Office)**

Closing Date: 10 January 2025 @10:00 AM, Local Time

We have read, understood and accepted all the terms and conditions set by the UNICEF for this tender

Item	Description	Unit	Qty	Unit Price (LAK/USD)	Total Amount (LAK/USD)
1	Cleaning and Gardening Services: 1.1 Cleaners (Expect to have min 3 persons) 1.2 Gardeners (Expect to have min 2 persons) For more details, please refer to scope of work mentioned under pages 2-3 of RFQ Document	Person/month Person/month	1 1		
2	Reception Services: To provide qualified and competent 1 receptionist to manage UNICEF Reception during the absence of the Receptionist to carry out assigned tasks as required by UNICEF per monthly rate. For more details, please refer to scope of work mentioned under pages 2-3 of RFQ Document	Person/month	1		
	<u>Note:</u> (i) Terms of Reference referred to RFQ for more details (ii) <u>Equipment and Supplies:</u> The Contractor will be responsible for providing and maintaining all necessary cleaning equipment monthly, including: <ul style="list-style-type: none">○ Vacuum cleaners, air blowers, water buckets, brooms, dustpans, mops, etc.○ Environmentally friendly cleaning supplies (detergents, disinfectants, etc.).○ Garbage bags. (iii) Please make sure that you understand all items' requirement before price is quoted.				

<u>Offer Validity (days)</u>	<u>60 Days</u>
<u>Delivery Place</u>	At UNICEF-Vientiane Office

Offer made by:

Company:

Address:

Telephone /Fax:

Contact person:

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SIGNATURE (AND SEAL) OF COMPANY

DATE:.....