



NW Realite
VALUERS & PROPERTY CONSULTANTS

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Website: www.nwrealite.co.ke

Email: tenders@nwrealite.co.ke

I) TECHNICAL AND FINANCIAL SUBMISSION FORM.

Bidders are requested to complete this form, sign it and return it as part of their bid along with (II): Confidential Business Form. The Bidder shall fill in this form in accordance with the instructions indicated.

| | | |
|-----------------|--|-------|
| Name of Bidder: | | |
| RFQ reference: | | Date: |

a) Technical Form

Background and Summary

Describe your understanding of the work to be performed and your firm's ability to perform the work within a specified time frame. This could include;

- One page overview of your firm, including years in business and industry specialties.
- A description of staff levels in your firm.
- A list of your current clients who NW REALITE LTD may contact for references.
- A copy of the most recent quality control review of your firm.

Cleaning Services Approach

- Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of assistance that will be required from NW REALITE staff.
- Discuss a detailed cleaning schedule and task breakdown for daily, weekly, and periodic cleaning tasks.
- Describe the site access while addressing how you will handle site challenges and minimize disruption.
- Describe how reports are to be submitted i.e. weekly/monthly reports on completed cleaning tasks, service performance, and any issues identified (e.g., need for repairs, replacements, etc..
- Discuss the communication process used by the firm to discuss issues with management and the Board.

Additional Information

Please provide a copy of your most recent peer review report. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your

proposal.

Authorized Signature.....

Name and Title of Signatory:

Name of Firm:

Address:

b) **Financial Proposal Submission Form.**

Date]

To: [Name and address of Client]

Dear Sir/Madam

We, the undersigned, offer to provide **CLEANING SERVICES** for the common area at **KCB TOWERS** in accordance with your Request for Proposal datedand our Proposal (Technical and Financial Proposals. Our attached Financial Proposal is for the sum of Kshs.....

..... [Amount in words and figures]. This amount is inclusive of taxes. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity of Ninety (90) days. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature.....

Name and Title of Signatory:

Name of Firm:

Address:

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