

**MINISTRY OF FOREIGN AFFAIRS**

**EMBASSY OF BRAZIL IN LONDON**

**ANNEX V – TEMPLATE FOR PROPOSAL**

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| **DESCRIPTION**  | **TOTAL IN £** |
| a) Provision of Daily Cleaning Services, Monday to Friday, excluding Saturdays, Sundays and Bank Holidays. Three (3) daily cleaners (6:00am to 8:00am) + One (1) daily supervisor (6:00am to 10:00am), to cover from 5th to basement floors, excluding the 6th floor. |  |
| b) Provision of all office cleaning equipment and materials - based on our estimated usage (Consumables and Scope of Work) for liquids to clean floor and toilet, liquid hand soap, toilet rolls, paper hand towels, white bin liners, cleaning cloths, automatic fresh air dispensers, provision of sanitary bins for ladies, hand sanitizer. |  |
| c) Management |  |
| d) Overheads  |  |
| e) Profits |  |
| Contract subtotal (a+b+c+d+e) |  |
| VAT (20%)  |  |
| **TOTAL PER ANNUM INCLUDING VAT** |  |
| Additional hours per person (Subject to prior agreement on exceptional occasions) |  |