

7.7 Annex H – Letter of Financial Bid (LOT 2)

Janitorial Services for IT Park Islamabad.

To:

Manager Procurement
PSEB

Gentleman,

We, the undersigned, declare that:

1. Having examined the Bidding Documents, we offer to provide the Janitorial and Housekeeping Services for IT Park Islamabad, for the sum of PKR _____ as per the following Price Schedule:

Description of required Services	Position for the required Services	No. of Required Resource	Unit Rate	Applicable Taxes	Unit Rate incl. of Taxes	Rate (PKR)	
						Total/ Month	Annual Total
General Supervision	Janitorial Supervisor (Overall)	2					
Floor Supervision	Washroom / Toilet Attendant (Male) Along with Corridors (Floor 3 to 8)	6					
Management offices Cleaning	Washroom / Toilet Attendant (Female) Along with Corridors (Floor 3 to 8)	6					
Toilets Cleaning	Washroom / Toilet Attendant (Male) Along with Corridors	8					

	(Floor Ground to 2)						
Toilets Cleaning	Washroom / Toilet Attendant (Female) Along with Corridors (Floor Ground to 2)	8					
Reception Cleaning	Lobby & Reception Cleaner including lift lobbies	4					
Food Court Cleaning	Food Court/ Cafeteria	4					
Cleaning of Staircases	Staircases	2					
Cleaning of External Areas	External areas including Parking	2					
Cleaning of Basement	Basements (Parking)						
Total:						PKR	2
							2

Estimated Quantities

The quantities/number of janitorial personnel specified in the Price Schedule are estimated and indicative only and have been included solely for the purpose of bid evaluation. PSEB does not guarantee deployment of the stated quantities during the contract period.

PSEB reserves the right to increase or decrease the number of personnel, in whole or in part, during the contract period in accordance with its operational requirements. The successful bidder shall provide the additional personnel or accommodate any reduction at the same unit rates quoted in the Financial Proposal and accepted in the Contract. Payment shall be made only for the actual number of personnel deployed and duly certified by PSEB.

Any increase or decrease in the quantities shall remain within the original scope of the Contract, shall be subject to the availability of funds and approval of the Competent Authority, and shall be governed by the applicable provisions of the Public Procurement Rules, 2004 and the terms and conditions of the Contract.

Cost Item / Description	Units	Quantities	Unit Rate	Applicable Taxes	Unit Rate incl. Tax	Rate (PKR)	Rate (PKR)
						Total / Month	Annual Sub-total
Routine Consumables							
Toilet Paper Rolls	Rolls	6000					
Hand Soap (Liquid)	Liters	500					
Air Fresheners/Odor Control	Units	500					
Plastic Bin Liners (Large)	Rolls	2000					
Plastic Bin Liners (Medium)	Rolls	3000					
Floor Cleaning Chemicals	Liters	1,440					
Toilet Cleaning Chemicals	Liters	500					
Glass/Window Cleaner	Liters	300					
Carpet Extraction Cleaning Solution	Liters	400					
Grease Trap Cleaning Chemicals	Liters	150					
Drain Cleaning Chemicals	Liters	200					
Floor Polish/Wax	Liters	150					
Insect Control (Pest Management)	Units	150					
Total:						PKR	

GRAND TOTAL IN WORDS (PKR):

*Sales tax and all other Taxes may vary by Govt. rules and shall be deducted as per actual without any extra cost.

Note:- The cost quoted by the Bidders shall include overheads, service charges and all applicable taxes on the Bidder under prevailing laws of Islamic Republic of Pakistan.

- We agree to abide by our Bid consisting of the Technical Bid and the Financial Bid, for the period of 180 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder.

Dated this _____ day of _____ 2026

Signature: _____

in the capacity of _____ duly authorized to sign Bids for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Business Address: _____

Witness:

Signature: _____

Name: _____

Address. _____

Occupation _____

Notes: -

- 4. Financial Bid will be submitted separately.*
- 5. The number of staff requirement may be increased or decreased as per requirement.*
- 6. The financial bid form shall be submitted separately for each lot.*