



Clarifications to RFQ / 2022 / 01 – Premises Cleaning Services:

Dear all

We had the following clarification questions, and the Bank's replies in **RED**, which you may wish to be aware of:

Clarification 1

- 4.9.3
 - (i). *ESPD Form. Should the standard form or the bank form (please provide) be submitted. **The Bank would require the standard ESPD Form as per attachment sent.***
 - (iv). *Employee profile. Should this be submitted following the awarded of the contract. **Employee profiles can be submitted if and when awarded the contract.***
 - (v). *Sample Services contract. Should a sample of the contract complied by the economic operator be submitted. **The Economic Operator will submit a draft contract to be vetted and amended where necessary by the Bank's Legal Department.***
 - (vi). *Financial bid: in view that the hourly rate was requested. Should the projections be submitted. **Your hourly rate should reflect the projections made for the number of daily hours estimated and required to complete the work.***
*In that case Monthly, Yearly projections are required to be worked on 3 cleaners (4.6.1) * 40 hours weekly. **The 3 cleaners are a 'pool' to ensure that the Bank will always have an allocated cleaner. 40 hours weekly is correct as an estimate.***
- 4.10.2 *Breakdown of the overall price. In view that this is highly competition sensitive, will the per hour cost ,1., as mentioned in the financial bid meet your request. **The hourly rate is the most important requirement, since the Bank may need to increase the number of hours if required.***

- 4.10.5 Escalation of costs. Understand that the prices are fixed, however will adjustment of Government regulations, RPI as officially issued from time to time will be added to the original offer. **Yes, the yearly RPI as announced by Government will be taken into consideration on a yearly basis.**
- Consumables: The bank shall provide for hand soap, toilet seat disinfectant, toilet and towel rolls. **Yes and confirmed.**

Clarification 2

- With regard to the submission file, can you let us know whether the mailbox can take files of approximately 25MB? If not, do you accept submission via WeTransfer or other methods please? **In this case, it would be ideal if submissions are sent via We Transfer, which is acceptable to the Bank, as long as they are sent on time AND addressed to the correct mailbox, i.e. procurementproposals@mdb.org.mt.**

Regards

**Procurement Section
Malta Development Bank**