

## Appendix 4: Financial Proposal

### Lot 1:

#### A. Net Price for regular & special cleaning services of the EMSA HQ's (excluding VAT)

The net price must include pest control services & the provision of operational material & cleaning supplies

<b>A Regular cleaning services for EMSA Building</b>				
	Type of cleaning area	Surface in sqm	Price in Euro / sqm&month	Price in Euro/month
A.1	Offices including copy rooms	4,002.80		
A.2	Meeting rooms	810.37		
A.3	Bathrooms & Kitchenettes	368.67		
A.4	Circulation Areas including emergency stairs	2,548.72		
A.5	Cafeteria	110.83		
A.6	External	761.04		
A.7	Parking	3,726.77		
<b>Subtotal for EMSA HQ's</b>		<b>12,329.20 sqm</b>		
			<b>TOTAL PRICE in Euro for CLEANING EMSA BUILDING PER CONTRACT DURATION (I.e. 48 MONTHS)</b>	

<b>B Special cleaning services for EMSA Building per cleaning</b>			
	Type of cleaning area	Surface in sqm	Fixed Price in Euro per cleaning
B.1	Cafeteria (kitchen area)	40.00	
B.2	Skylight	84.70	
B.3	Ceiling wash	8,288.28	

<b>B Special cleaning services for external glazed parts 3m above ground</b>			
	Type of cleaning area	Surface in sqm	Fixed Price in Euro per cleaning
B.4 A	External glazed parts (cleaning)	n/a	
B.4 B	External glazed parts (deep cleaning)	n/a	
<b>Total price in eur</b>			

Please note that the sqm of the external glazed parts cannot be provided due to complexity of EMSA HQ surface area.

**C. Net Price for regular cleaning services of Conference Centre (excluding VAT)**

**Lot 1:**

The net price must include pest control services & the provision of operational material and cleaning supplies.				
Type of cleaning area		Surface in sqm	Price in Euro / sqm&month	Price in Euro/month
C.1	Offices	80.56		
C.2	Conference rooms	523.43		
C.3	Bathrooms	93.32		
C.4	Circulation Areas	491.18		
C.5	External terrace	464.30		
<b>Subtotal for Conference Centre</b>		<b>1,652.79 sqm</b>		

	<b>Subtotal for regular cleaning services for CC in Euro</b>	
	<b>TOTAL PRICE OF REGULAR CLEANING FOR CC PER CONTRACT DURATION (i.e. 48 MONTHS)</b>	

**D. Net Price for cleaning services for Conference Centre for on call basis (excluding VAT)**

**Lot 1:**

Conference Centre		
Price in Euro per hour per person		
	Price in Euro for 100 hours per person*	

\*Possible request over 4 years

**E. Net Monthly Price for Piquet Service 1(excluding VAT)**

**Lot 1:**

<b>MONTHLY TOTAL for Piquet</b>	
<b>TOTAL PRICE FOR PIQUET SERVICE PER CONTRACT DURATION</b> (i.e. 48 MONTHS)	

**F. Net Monthly Price for Piquet Service 2 (excluding VAT)**

**Lot 1:**

<b>MONTHLY TOTAL for Piquet</b>	
<b>TOTAL PRICE FOR PIQUET SERVICE PER CONTRACT DURATION</b> (i.e. 48 MONTHS)	

**G. Net Monthly Price for Piquet Service 3 (excluding VAT)**

**Lot 1:**

<b>MONTHLY TOTAL for Piquet</b>	
<b>TOTAL PRICE FOR PIQUET SERVICE PER CONTRACT DURATION</b> (i.e. 48 MONTHS)	

**H. Price for Consumables (excluding VAT)****Lot 1:**

EMSA currently has 245 staff members and 10 visitors on average per day

Consumables		Price in Euro / person&month	Price in Euro/month
H.1	<b>Toilet deodorands</b> (monthly replacement)		
H.2	<b>Toilet rolls</b> (2 layers)		
H.3	<b>Paper towels</b> (for bathrooms and kitchenettes)		
H.4	<b>Liquid soap</b>		
H.5	<b>Disposal boxes to contain sanitary pads</b> (monthly replacement)		
H.6	<b>Plastic bags (bins)</b>		
H.7	<b>Plastic bags (shredders)</b>		
H.8	<b>Disinfectant hand gel</b>		
H.9	<b>Liquid hand wash</b>		
H.10	<b>Dishwashing liquid</b>		
H.11	<b>Detergente for dish washers</b>		
H.12	<b>Descaling liquid for kettles</b>		
H.13	<b>Descaling liquid for dishwashers</b>		
H.14	<b>Microwave cleaners</b>		
H.15	<b>Disinfectant wet towels for MSS</b>		
H.16	<b>Nets for urinals</b> (biannual replacement)		
H.17	<b>Paper cover for toilets</b>		
<b>Subtotal price for consumables in Euro</b>			
<b>TOTAL PRICE FOR CONSUMABLES PER CONTRACT DURATION</b> (i.e. 48 MONTHS)			

**Total price for evaluation (excluding VAT)****Lot 1:**

<b>Scenario for evaluation</b>		<b>Total Price in Euro/month</b>
A	Regular cleaning services for EMSA Building	
B	Special cleaning services	
C	Net Price for regular cleaning services of Conference Centre	
D	Net Price for cleaning services for Conference Centre for on call basis	
E	Net Price for Piquet Service 1	
F	Net Price for Piquet Service 2	
G	Net Price for Piquet Service 3	
H	Price for Consumables	
<b>Total price per contact duration (i.e. 48 months)</b>		

## 6. Net Price for regular & special cleaning services of the EMCDDA HQ

The net price must include pest control services & the provision of operational material & cleaning supplies

<b>A1 Regular cleaning services for EMCDDA Building</b>				
	<b>Type of cleaning area</b>	<b>Surface in sqm</b>	<b>Price in Euro / sqm&amp;month</b>	<b>Price in Euro/month</b>
A1	Offices	1,862.81		
A2	Meeting rooms	182.30		
A3	Bathrooms & Kitchenettes	232.00		
A4	Circulation Areas	1,413.00		
A5	Technical Areas	410.01		
A6	Gymnasium	68.05		
A7	Parking	2,250.82		
A8	External courtyard	232.10		
<b>Subtotal for EMCDDA HQ's per month</b>		<b>6,651.09 sqm</b>		
<b>TOTAL PRICE OF CLEANING EMCDDA HQ BUILDING PER CONTRACT DURATION (i.e. 12 MONTHS)</b>				

<b>Special cleaning services for EMCDDA HQ Building</b>			
	<b>Type of cleaning area</b>	<b>Surface in sqm</b>	<b>Fixed Price in Euro</b>
A9	Ceiling wash, once per year	3,815.23	
A10	Skylight once per year	16.07	
<b>Subtotal for EMCDDA HQ in sqm</b>		<b>3,831.30</b>	
<b>TOTAL PRICE OF SPECIAL CLEANING EMCDDA HQ BUILDING PER CONTRACT DURATION (i.e. 12 MONTHS)</b>			

<b>Special cleaning services for external glazed parts 3m above ground</b>			
	<b>Type of cleaning</b>	<b>Surface in sqm</b>	<b>Fixed Price in Euro</b>
A11	External glazed parts once per year	n/a	
<b>TOTAL PRICE FOR CLEANING OF EXTERNAL GLAZED PARTS PER CONTRACT DURATION (i.e. 12 MONTHS)</b>			

## 7. Net Price for regular & special cleaning services of the Palacete Relogio (excluding VAT)

### Lot 2:

The net price must include pest control services & the provision of operational material & cleaning supplies

<b>B Regular cleaning services for Palacete Relogio</b>				
	<b>Type of cleaning area</b>	<b>Surface in sqm</b>	<b>Price in Euro / sqm&amp;month</b>	<b>Price in Euro/month</b>
B1	Offices on ground floor	20.00		
B2	Meeting rooms	82.00		
B3	Bathrooms in Basement & Kitchenettes	100.02		
B4	Circulation Areas	200.82		
B5	Technical rooms	475.51		
B6	External	8.43		
<b>Subtotal for Palacete Relogio per month</b>		<b>886.78 sqm</b>		
<b>TOTAL PRICE OF CLEANING PALACETE RELOGIO BUILDING PER CONTRACT DURATION (i.e. 12 MONTHS)</b>				

<b>Special cleaning services for Palacete Relogio once a year</b>			
	<b>Type of cleaning area</b>	<b>Surface in sqm</b>	<b>Fixed Price in Euro per intervention</b>
B7	Ceiling wash	1,983.64	
B8	Skylight	42.00	
<b>Total price for Palacete Relogio</b>			

<b>Special cleaning services for external glazed parts 3m above ground once a year</b>			
	<b>Type of cleaning area</b>	<b>Surface in sqm</b>	<b>Fixed Price in Euro per intervention</b>
B9	External glazed parts	60.00	
B10	External Elevator glazing (inside and outside)	72.00	
<b>Total price for Palacete Relogio</b>			



**8. Net Monthly Price for Piquet Service (excluding VAT)**

**Lot 2:**

<b>C1. MONTHLY TOTAL</b> for Piquet Service at EMCDDA headquarters in Euro	
<b>TOTAL PRICE</b> of Piquet Service at EMCDDA headquarters <b>PER CONTRACT DURATION</b> (i.e. 12 MONTHS)	

## 9. Price for Consumables (excluding VAT)

### Lot 2:

EMCDDA currently has 106 staff members and 4 visitors on average per day

D Consumables		Price in Euro / person&month	Price in Euro/month
D.1	Toilet deodorands (monthly replacement)		
D.2	Toilet rolls (2 layers)		
D.3	Paper towels (for bathrooms and kitchenettes)		
D.4	Liquid soap		
D.5	Disposal boxes to contain sanitary pads (monthly replacement)		
D.6	Plastic bags (bins)		
D.7	Plastic bags (shredders)		
D.8	Disinfectant hand gel		
D.9	Liquid hand wash		
D.10	Dishwashing liquid		
D.11	Detergente for dish washers		
D.12	Descaling liquid for kettles		
D.13	Descaling liquid for dishwashers		
D.14	Microwave cleaners		
D.15	Disinfectant wet towels for MSS		
D.16	Nets for urinals (biannual replacement)		
D.17	Paper cover for toilets		
Subtotal price for consumables in Euro			
TOTAL PRICE FOR CONSUMABLES PER CONTRACT DURATION (i.e. 12 MONTHS)			

**Total price for evaluation (excluding VAT)**

Lot 2:

Scenario for evaluation		Total Price in Euro per 12 month contract
A	Regular cleaning services for EMCDDA Building (A1 to A8)	
	Special cleaning services for EMCDDA Building (A9 to A10)	
	Special cleaning services for EMCDDA Building (A11)	
B	Regular cleaning services for Palacete Relogio (B1 to B6)	
	Special cleaning services for Palacete Relogio (B7 to B8)	
	Special cleaning services for Palacete Relogio (B9 to B10)	
C	Net Price for Piquet Service	
D	Price for Consumables	
Total price of the offer per contact duration (i.e. 12 months)		