



## C.2.1 PRICING INSTRUCTIONS

1. **No monthly service or agreement fee shall be paid**, the municipality would instead apply the rates below as and when repairs and maintenance of the fleet in accordance with the quoted rate occurs.
2. All activities must be invoiced on a monthly basis, based on the completion of the service or repair of vehicle or machinery.
3. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
4. The total price for the activities shall not be exceeded without the prior written approval and agreement of the Client.
5. The Schedule of Activities and the Bills of Quantities comprises items covering the service provider's profit and costs of general liabilities and includes costs of all services.
6. **All rates and amounts must be completed by hand in black Ink.**
7. The schedule items covering the service provider's profit or general liabilities and the construction of temporary and permanent risk.
8. Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the engineer is obliged to base his assessment and the payment to be paid for such additional work on the rates inserted in the schedule by the tenderer.
9. In the event of the tenderer failing to price any item it will be construed that the tenderer has made adequate allowance under other items for all labour, material and costs required, for the exclusion, not only for the quantum of work covered by the unpriced item, but also for any increase in the said quantum which may have to be undertaken during the course of the contract.
10. For the purposes of this Schedule of Activities and Bills of Quantities, the following words shall have the meanings hereby assigned to them:
  - Bidders are required to indicate rate for providing the concierge service only based on the total cost for all activities and expenses under administration costs.
  - Bidders are required to furnish a fixed percentage that will be claimed on the total invoice cost.
  - Please provide a detailed discount plan if any.
  - Please quote on Transaction per service as indicated on pricing schedule above.
  - The rates quoted should be firm for the full period of contract.
  - Bidders are required to complete rates for after hours, booking amendments and cancellation fees if any. It should be noted that these fees do not relate to third party fees but those of the booking agent.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2