

SUMMARY

PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER AT IIUM INSTITUTE FOR ISLAMIC CIVILIZATION & MALAY WORLD (IIUM DAMANSARA CAMPUS)

ITEM	DESCRIPTIONS	AMOUNT (RM)
1.0	Total 1.0 Supply Manpower Cost Total A: Supply Manpower Cleaner Cost Total B: Supply Manpower Landscape Cost	
TOTAL MONTHLY AMOUNT (MYR)		
TOTAL AMOUNT FOR ONE YEAR (MYR) (X 12 MONTHS)		
TOTAL AMOUNT FOR TWO YEARS (MYR) (X 24 MONTHS)- OPTIONAL		

I hereby certify that all descriptions are correct and all the offered price included the costs involved in refining the scope of services required by this tender.

Signature of Tenderer:

Signature of Witness:

.....

Name:

Designation:

Date:

Company Stamp:

.....

Name:

Designation:

Date:

Company Stamp:

BILL OF QUANTITY (BQ)

PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER AT IIUM INSTITUTE FOR ISLAMIC CIVILIZATION & MALAY WORLD (IIUM DAMANSARA CAMPUS)

ITEM	DESCRIPTION	UNIT	QTY	RATE (RM)	MONTHLY AMOUNT (RM)
1.0	<p><u>Supply Manpower Requirements</u></p> <p>a) The workers are mentally and physically fit to work. The workers also must be free from any criminal record.</p> <p>b) The migrant workers must comply with the Malaysian Government's policies & health requirement of migrant workers. All the migrant workers should be free from any communicable diseases.</p> <p>c) Contractor must comply 100% attendance every month and replace workers who are on leave to avoid deduction or penalty.</p> <p>d) The workers are well trained and must attend refersh training from the appointed specialist at least once a year. New workers must attend DBSB Environmental Safety & Health induction course</p> <p>e) The workers must wear uniform at all time during working hour in IIUM Gombak Campus and comply with requirement set by DBSB Environmental Safety & Health Department as well as rule @regulation set by the University</p> <p>f) Wearing suitable PPE equipment and uniforms at site</p> <p>g) Any requirement for work during Public Holiday and Weekend should be informed to the supervisor or person in charge</p> <p>h) Contractor should follow the quantity of workers to complete the above services which will be brief later by the supervisor within the required frequency and time frame by DBSB.</p> <p>i) The tools and equipment should be stored in proper space during rest time and after working hour.</p> <p>j) Working days and hour for workers as follows: i) Days: Monday - Saturday ii) Time: 7.00am - 4.30pm (Mon- Fri) 7.00am- 1.00pm (Sat) iii) Attendance: Use DBSB system</p> <p>k) To ensure that the workers diligently abide the daily working hours which under normal circumstances, shall be 8 hours per days (7.00 am -4.30 p.m) excluding break periods from 1.00 p.m - 2.00 p.m; or any other working hours as prescribed by DBSB.</p> <p>l) Contractor have to quote the salary rate based on minimum wages enforced by the Malaysian Government, EPF, SOCSO and EIS employer contribution for workers. The contractor have to comply with the price throughout the contract tenure.</p>				

BILL OF QUANTITY (BQ)

PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER AT IIUM INSTITUTE FOR ISLAMIC CIVILIZATION & MALAY WORLD (IIUM DAMANSARA CAMPUS)

ITEM	DESCRIPTION	UNIT	QTY	RATE (RM)	MONTHLY AMOUNT (RM)
A	Supply Manpower Cleaner Cost				
1	Salary for building cleaners inclusive the followings: i) EPF allocation (Employer contribution) from the monthly workers salary ii) PERKESO & EIS allocation (Employer contribution) from the monthly workers salary	NOS	2		
2	Transportation allowances	NOS	2		
TOTAL A: SUPPLY MANPOWER CLEANER COST (RM)					
B	Supply Manpower Landscape Cost				
1	Salary for landscape and waterjet workers inclusive the i) KWSP allocation (Employer contribution) from the monthly workers salary ii) PERKESO allocation (Employer contribution) from the monthly workers salary	NOS	1		
2	Transportation allowances	NOS	1		
TOTAL B: SUPPLY MANPOWER LANDSCAPE COST (RM)					

BILL OF QUANTITY (BQ) (APPENDIX 1)

PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER AT IIUM INSTITUTE FOR ISLAMIC CIVILIZATION & MALAY WORLD (IIUM DAMANSARA CAMPUS)

CLEANING UNIFORM

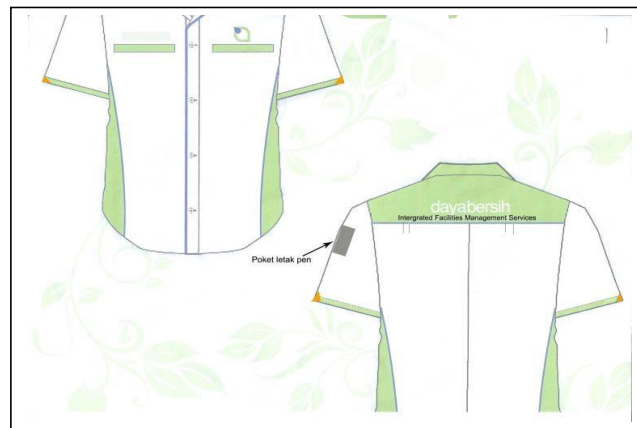
Men (Short sleeves)

Ladies (Long sleeves)

Material: Polysoft

Colour: white-body, apple green-left, right & back & royal blue-piping

Embroideries: Logo -top front left & company name-top middle back



* Please be informed that the company logo on the uniform should be changed as below attachment;



ADDITIONAL CLAUSE

No.	Description	Details
1	Performance Bond	Vendor / Supplier shall be pay a Performance Bond ("PB") as stated in LOA in the form of a Bank Guarantee before any Purchase Order can be issued to the successful tender bidder.
2	Policy Insurance	Insurance coverage using takaful insurance for workmanship compensation and public liability within the duration of contract. and must be submitted to DBSB before starting work.
3	EPF & SOCSO	Must register with EPF & SOCSO for each legal employee and shall be proven.
4	Working Permit	<p>Contractor to ensure all workers Malaysian nationality or citizenship. All foreign workers should have a valid work permit and employed by the contractor.</p> <p>Having a valid working permit (PLKS), Long Term Social Visit Pass (LTSVP), those employees who joins with any amnesty program introduced by Malaysia Government e.g The Labour Recalibration Programme PATI but a valid registration document, biometric verification letter of a valid working permit to be furnished to DBSB from time to time.</p> <p>Those in renewal process, must provide e-letter or relevant documents given by Immigration as evidence in case a valid working permit is not able to provide upon expiry.</p>

TERM AND CONDITIONS

No.	Descriptions
1	Mobilization and demobilization of personnel, equipment, support facilities and materials required to complete the work.
2	Apply workers pass by liaise with related authorities and DBSB representative for reporting procedure before work commencement.
	<p>Contractor should obtain the following guideline imposed for servicing and maintenance works:</p> <ul style="list-style-type: none"> i. Obtain valid pass for workers at DBSB office before starting the work and always display the pass during working hour. ii. Workers should comply with the safety regulations and guideline imposed by Safety and Health Department of DBSB and OSHBE. COVID-19 test for non-Malaysian worker is required and test results need to be submitted to DBSB. iii. Wearing suitable PPE equipment and uniforms. iv. Contractor should follow the quantity of workers to complete the above services within the required frequency and time frame by DBSB. v. The tools and equipment should be stored in proper space during rest time and after working hour. vi. To ensure all debris to be transported outside IIUM Kuantan Campus and make good of IIUM properties if any.
3	Insurance coverage for contractor all risks (CAR) and public liability within the duration of contract. and must be submitted to DBSB before starting work. (as required)
4	<p>To supply manpower as per requirement in Attachment 1. Working days and hour for cleaning services works as follows:</p> <ul style="list-style-type: none"> i. Days: Monday – Saturday ii. Time: 7.00am – 4.30pm (Mon- Fri) / 7.00am- 1.00pm (Sat) iii. Attendance: Use DBSB system
6	Any requirement for work during Public Holiday and Weekend should be informed to the supervisor or person in charge.
7	<p>Reporting Procedures:</p> <ul style="list-style-type: none"> i. Prepare and submit monthly report of staff attendance for claim purposes. ii. Contractor must comply 100% attendance every month and replace workers who are on leave to avoid deduction or penalty.
8	<p>Documentation and Requirements:</p> <ul style="list-style-type: none"> i. To identify and recruit the right candidate for appointment as workers as per DBSB requirement and approval; ii. To calculate and pay monthly wages of the workers and whenever applicable including overtime, allowance, incentive, Employee Provident Fund ("EPF") and Social Security Organization (SOCSO) iii. To manage timely payroll for these recruited staff; iv. To prepare contract documentation and staff movement (appointment, termination, resignation, warning letter, etc.) v. To ensure that the workers diligently abide the daily working hours which under normal circumstances, shall be 8 hours per days (7.00 am -4.30 p.m) excluding break periods from 1.00 p.m - 2.00 p.m; or any other working hours as prescribed by DBSB.
9	Contractor have to appoint one supervisor who can read and write well, have communication skills, possess transportation, with valid license and easy to contact at any time. The supervisor have to attend monthly meeting required by DBSB Representatives / Management at any time if required
10	To ensure all chemical items is well kept, tagging, and follow the regulation required by DBSB and related authorities. (as required).
11	Contractor should provide basic First Aid Kits to be used during any emergencies.

Conflict of Interest (COI) – Bidder/ Tenderer

Tender title: DBSB/PROC/DAMANSARA/2023/RFT/003	
PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER AT IUM INSTITUTE FOR ISLAMIC CIVILIZATION & MALAY WORLD (IUM DAMANSARA CAMPUS)	
I understand that a Conflict of Interest (COI) may arise where my private interests influence, or may be seen to influence, my actions. I affirm that, except as set out below:	
<input type="checkbox"/>	I understand my obligations to declare any conflict of interest with Daya Bersih Sdn Bhd
<input type="checkbox"/>	I do not have any professional, personal or family allegiance, bias, inclination, obligation or loyalty to Daya Bersih Sdn Bhd, its subsidiaries, affiliates or any of its personnel.
<input type="checkbox"/>	I do not have any financial interest in Daya Bersih Sdn Bhd, its subsidiaries or affiliates, nor to the best of my knowledge do any of my relatives or friends.
<input type="checkbox"/>	If a conflict of interest arises during my involvement with the assessment, I will declare it to Daya Bersih Sdn Bhd immediately.
I hereby declared that:	
<input type="checkbox"/>	I have no conflict of interest
<input type="checkbox"/>	I have conflict of interest (please complete the details below)

Name	Relationship	Is there a COI?			Describe any Conflict of Interest (Continue on a separate sheet if necessary)
		Yes	No	No	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Related Company	Relationship	Is there a COI?			Describe any Conflict of Interest (Continue on a separate sheet if necessary)
		Yes	No	No	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Declaration			
I undertake to comply with Daya Bersih Sdn Bhd policy and also all applicable laws and regulations relating to anti-bribery and anti-corruption including but not limited to Malaysian Anti-Corruption Commission Act 2009.			
I undertake to abide that this tender exercise is strictly confidential and shall not discuss and share any information from this tender exercise with other parties.			
Name:		Signature:	
Company:		Date:	

*Completed Declaration Form will be kept with the Tender Secretariat.