

**SUMMARY OF TENDER**

**TITLE:** PROVISION OF MONTHLY RENTAL OF PHOTOCOPY MACHINE AT THE CENTRE FOR FOUNDATION STUDIES (CFS), INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) GAMBANG CAMPUS PHASE 2  
**REF. NO.:** DBSB/PROC/GMBG2/2024/RFQ-002

SUMMARY OF TENDER

ITEM	DESCRIPTION	AMOUNT (RM)
1.0	Preliminaries	N/A
2.0	Photocopy Machine Services	
<b>Item 2.0 x 18 months</b>		

- 1) The tendered price in this RFQ Ref. No. DBSB/PROC/GMBG2/2024/RFQ-002 will be the contract price during the contract period.
- 2) We (DBSB) do not hesitate to decrease or cut any value of the contract without any prejudice if the contractor did not follow the specification in the contract. The decreased amount depends on the current value.

THE TOTAL AMOUNT IN WORDS:  
**RINGGIT MALAYSIA:**

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

Signature of Tenderer:

Signature of Witness:

.....

.....

Name:

Name:

Designation:

Designation:

Date:

Date:

Company Stamp:

Company Stamp:

## BILL OF QUANTITY (BQ) AND SCOPE OF WORK

**TITLE:** PROVISION OF MONTHLY RENTAL OF PHOTOCOPY MACHINE AT THE CENTRE FOR FOUNDATION STUDIES (CFS), INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) GAMBANG CAMPUS PHASE 2

**REF. NO.:** DBSB/PROC/GMBG2/2024/RFQ-002

ITEM	DESCRIPTION	UNIT	QTY	FREQUENCY	AMOUNT (RM)
<b>1.0</b>	<b><u>Preliminaries</u></b>				
A	Mobilization and demobilization of personnel, equipment, support facilities, and materials required to complete the work.	L/S		Monthly	N/A
B	The contractor should obtain the following guideline imposed for servicing and maintenance works: <ul style="list-style-type: none"> <li>i. Obtain valid passes for workers at the DBSB office before starting work and always display the pass during working hours.</li> <li>ii. Workers should comply with the safety regulations and guidelines imposed by the Safety and Health Department of DBSB and OSHBE.</li> <li>iii. Wear suitable PPE equipment and uniforms.</li> <li>iv. Ensure all debris is transported outside IIUM Gambang Campus Phase 2 and make good of IIUM properties if any.</li> </ul>				N/A
C	The contractor is to ensure all workers have Malaysian nationality or citizenship. All foreign workers should have a valid work permit and be employed by the contractor.				N/A
D	The contractor should provide basic First Aid Kits to be used during any emergencies.				N/A
E	The contractor should responsible for any damages done to the property of IIUM property inside the IIUM and compensate the payment if any.				N/A
<b>TOTAL 1.0 PRELIMINARIES</b>					

**BILL OF QUANTITY (BQ) AND SCOPE OF WORK**

**TITLE:** PROVISION OF MONTHLY RENTAL OF PHOTOCOPY MACHINE AT THE CENTRE FOR FOUNDATION STUDIES (CFS), INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) GAMBANG CAMPUS PHASE 2

**REF. NO.:** DBSB/PROC/GMBG2/2024/RFQ-002

ITEM	DESCRIPTION	UNIT	QTY	FREQUENCY	AMOUNT (RM)
<b>2.0</b>	<b><u>Photocopy Machine Services</u></b>				
A	The machine provide print, copy and scan features (print technology laser) in both black and colour. Contractor to ensure total guarantee service inclusive of: i) Service and maintenance ii) Spare parts iii) Consumable like toner and drum except paper iv) Mandatory retrofit as and when developed				
B	Contractor to ensure works done as per proposed time frame:  Monday to Friday : 8.00 am until 5.00 pm Saturday : 8.00 am until 12.30 pm				
C	The contractor should provide workers with the necessary tools and equipment for servicing the machine.				
D	Reporting Procedure:  i. Prepare and submit invoice for billing purposes with copy of meter reading docket signed by DBSB personnel incharge.	L/S		Monthly	
<b>TOTAL 2.0 PHOTOCOPY MACHINE SERVICES</b>					