

SUMMARY
UNIT/TEAM : CUSTODIAL TEAM

REF NO: DBSB/KTN/2024/RFQ-002

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANERS AT IUM
MEDICAL SPECIALIST CENTRE, KUANTAN, PAHANG**

ITEM	DESCRIPTIONS	AMOUNT (RM)
1	General	N/A
2	Supply Manpower Cleaning	
TOTAL AMOUNT (MYR)		
TOTAL AMOUNT FOR NINETEEN (19) MONTHS		

Remarks:

- 1) The tendered price in this RFQ ref no.: DBSB/KTN/2024/RFQ-002 will be the contract price during the contract period.
- 2) We (Authorised DBSB person) do not hesitate to decrease or cut any value of contract without any prejudice if the contractor were not follow the specification in the contract. The decrease amount is depend on current value.

THE TOTAL AMOUNT OF THE TENDER FOR ONE YEARS IN WORDS:
RINGGIT MALAYSIA:

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)
UNIT/TEAM : CUSTODIAL TEAM

REF NO: DBSB/KTN/2024/RFQ-002

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANERS AT IUM MEDICAL
 SPECIALIST CENTRE, KUANTAN, PAHANG**

ITEM	DESCRIPTION	QTY	FREQUENCY	RATE (RM)	AMOUNT (RM)
1.0	GENERAL				
A	Mobilization and demobilization of personnel, equipment, support facilities and materials required to complete the work.		-		N/A
B	Apply workers pass by liaise with related authorities and DBSB representative for reporting procedure before work commencement.				
C	Contractor should obtain the following guideline imposed for servicing and maintenance works: 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.		-		
D	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)				
E	Working days and hour for cleaning services works as follows: i) Days: Monday – Sunday (Including Public Holiday) Time: 7.30am - 3.30pm (Shift 1) 1.00pm- 9.00pm (Shift 2) Attendance: Use DBSB system	4 3			
F	Contractor should provide workers with necessary tools and equipment				
H	<u>Reporting Procedures:</u> i) Prepare and submit monthly report of staff attendance for claim purposes		Monthly		
I	<u>Documentation and Requirements:</u> 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 (SOCISO) iii) To manage timely payroll for these recruited staff; iv) To prepare contract documentation and staff movement (appointment, termination, resignation, warning letter, etc.)				

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SPECIALIST CENTRE, KUANTAN, PAHANG**

ITEM	DESCRIPTION	QTY	FREQUENCY	RATE (RM)	AMOUNT (RM)
	v) To ensure that the workers diligently abide the daily working hours which under normal circumstances, shall be 8 hours per days (7.30 am -3.30 p.m, 1.00pm – 9.00pm)				
J	To attend monthly meeting required by DBSB Representatives / Management (as required).				
K	To ensure all chemical items is well kept, tagging, and follow the regulation required by DBSB and related authorities. (as required).				
L	Contractor should provide basic First Aid Kits to be used during any emergencies.				
M	Contractor should responsible any damages done to the property of IMSC or property inside the IMSC and compensate the payment if any.				
	GENERAL				N/A

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REF NO: DBSB/KTN/2024/RFQ-002

PROPOSED OF MAINTENANCE CONTRACT FOR CLEANING SERVICES AT IUM MEDICAL SPECIALIST CENTRE, KUANTAN, PAHANG

ITEM	DESCRIPTION	SCOPE	RATE (RM)	AMOUNT (RM)
		CLEANING		
2.0	<p><u>MANPOWER SUPPLY FOR CLEANING SERVICES</u></p> <p><u>GENERAL WORKERS</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 on health requirement of migrant workers. All the migrant workers should be free from any communicable diseases.</p> <p>c) All migrant workers must have valid passport for three (3) years, valid working permit and abide by the Law of Malaysia.</p> <p>d) The minimum age for the worker is 18 years old and the maximum age of the worker is 55 years old.</p> <p>e) The workers are well trained and must attend refresh training from the appointed specialist at least once a year. New workers must attend DBSB Environmental Safety & Health induction course.</p> <p>f) The workers must wear uniform at all time during working hour in IMSC Building and comply with requirement set by DBSB Environmental Safety & Health Department as well as rule @regulation set by the University.</p> <p>g) Uniform must be provided by the contractor.</p>	7		
TOTAL 2.0: MANPOWER FOR CLEANING		7		