

SUMMARY  
UNIT/TEAM : CUSTODIAL TEAM

REF NO:

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANER AT MAHALLAH  
IIUM GOMBAK CAMPUS**

ITEM	DESCRIPTIONS	AMOUNT MONTHLY (RM)
1	Total 1.0 Preliminaries	NA
2	Total 2.0 Supply of Cleaner Manpower	
TOTAL AMOUNT FOR 1 MONTH (RM)		
SST 8%		
GRAND TOTAL FOR 1 MONTH (RM)		
TOTAL AMOUNT FOR 10 MONTHS (RM)		
SST 8%		
TOTAL AMOUNT FOR 10 MONTHS (RM)		

Remarks:

- 1) The tendered price in this RFQ ref no.: DBSB/GBK/2021/RFQ XXX 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 depends on current value.

THE TOTAL AMOUNT OF THE TENDER FOR 10 MONTHS  
**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:

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANER AT MAHALLAH IIUM GOMBAK CAMPUS**

ITEM	DESCRIPTION	QTY	FREQUENCY	RATE (RM)	AMOUNT (RM)
1.0	<b>PRELIMINARIES</b>				
A	Mobilization and demobilization of personnel, equipment, support facilities and materials required to complete the work. (Please refer location as per Attachment 1)	L/S	-		
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. Workers are required to be vaccinated and submit the proof/certificate to DBSB before start work. iii) Wearing suitable PPE equipment and uniforms at site 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 Gombak Campus and makegood of IIUM properties if any.	L/S	-		
D	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. (as required)				
E	To supply manpower as per requirement in Attachment 1. Working days and hour for cleaning services works as follows: i) Days: Monday - Saturday Time: 7.00am - 4.30pm (Mon- Fri) 7.00am- 1.00pm (Sat) Attendance: Use DBSB system				
F	Any requirement for work during Public Holiday and Weekend should be informed to the supervisor or person in charge				
G	<u>Reporting Procedures:</u> i) Prepare and submit monthly report of staff attendance for claim purposes	L/S	Monthly		
H	<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.) 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.	L/S	-		
I	To attend monthly meeting required by DBSB Representatives / Management	L/S			
J	To ensure all chemical items is well kept, tagging, and follow the regulation required by DBSB and related authorities. (as required)	L/S			
K	Contractor should provide basic First Aid Kits to be used during any emergencies at store.	L/S			
<b>Total 1.0 PRELIMINARIES (RM)</b>				NA	NA

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REF NO:

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANER AT MAHALLAH IIUM GOMBAK CAMPUS**

ITEM	DESCRIPTION	QTY	RATE (RM)	AMOUNT MONTHLY (RM)
2.0	<p><b><u>MANPOWER SUPPLY FOR CLEANING SERVICES</u></b></p> <p><b><u>GENERAL WORKERS</u></b></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) The workers must be complete vaccinated and submit the vaccine certificate.</p> <p>d) All migrant workers must have valid passport for three (3) years, valid working permit and abide by the Law of Malaysia.</p> <p>e) The minimum age for the worker is 18 years old and the maximum age of the worker is 55 years old</p> <p>f) 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 &amp; Health induction course</p> <p>g) The workers monthly wages must be paid including overtime, allowance, incentive, Employee Provident Fund ("EPF") and Social Security Organization (SOCSO)</p> <p>h) The workers must wear uniform at all time during working hour in IIUM Gombak Campus and comply with requirement set by DBSB Environmental Safety &amp; Health Department as well as rule @regulation set by the University</p> <p>i) Uniform must be provided by the contractor 2 pieces /pax/year (refer Appendix 1)</p>	114		
<b>TOTAL 2.0: MANPOWER FOR CLEANING MONTHLY (RM)</b>		<b>114</b>		

**BILL OF QUANTITY (BQ) (ATTACHMENT I)**  
**UNIT/TEAM : CUSTODIAL TEAM**

REF NO:

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANER AT MAHALLAH IUM  
GOMBAK CAMPUS**

NO	LOCATION	DBSB MINIMUM REQUIREMENT		SECOND OPTION
		CLEANERS	COMPLY/NOT COMPLY	CONTRACTOR SUGGESTION
<b>3.0</b>	<b><u>LOCATIONS AND NUMBER OF WORKERS</u></b>			
1	MAHALLAH AS-SIDDIQ	6		
2	MAHALLAH AL-FAROUQ	6		
3	MAHALLAH ALI	7		
4	MAHALLAH ZUBAIR	8		
5	MAHALLAH UTHMAN	6		
6	MAHALLAH BILAL	7		
7	MAHALLAH HALIMAH	6		
8	MALALLAH MARYAM	6		
9	MAHALLAH RUQAYYAH	6		
10	MAHALLAH ASMA'	6		
11	MAHALLAH HAFSA	6		
12	MAHALLAH SALAHUDDIN	8		
13	MAHALLAH SAFIYYAH	8		
14	MAHALLAH AMINAH	8		
15	MAHALLAH SUMAYYAH	6		
16	MAHALLAH NUSAIBAH	6		
17	MAHALLAH ASIAH	8		
<b>SUBTOTAL</b>		<b>114</b>		

\*Note: 1) If contractor agreed with first option, please state comply

2) If contractor not agreed with first option, please state not comply and fill in the second option

Signature of Tenderer:

Signature of Witness:

.....  
Name:  
Designation:  
Date:  
Company Stamp:

.....  
Name:  
Designation:  
Date:  
Company Stamp:

**BILL OF QUANTITY (BQ) (APPENDIX 1)**  
**UNIT/TEAM : CUSTODIAL TEAM**

REF NO:

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANER AT MAHALLAH IIUM GOMBAK  
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

