

SUMMARY OF TENDER
UNIT/TEAM : SUSTAINABILITY TEAM

PROVISION OF WASTE MANAGEMENT SERVICES AT IUM GOMBAK CAMPUS.

SUMMARY OF TENDER

ITEM	DESCRIPTIONS	MONTHLY PRICE (RM)
1.0	Total Amount of Preliminaries	NA
2.0	Total Amount of Garden Waste Collection Services	
3.0	Total Amount of Bulky Waste Collection Services	
TOTAL AMOUNT FOR 1 MONTH (RM)		
SST 8%		
GRAND TOTAL FOR 1 MONTH (RM)		
TOTAL AMOUNT FOR 8 MONTHS (RM)		
SST 8%		
GRAND TOTAL AMOUNT FOR 8 MONTHS (RM)		

Remarks:

- 1) The tendered price in this RFQ ref no.: DBSB/PROC/GBK/2025/RFT -005 will be the contract price during the contract period.

Signature of Tenderer:

Signature of Witness:

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Name:
Designation:
Date:
Company Stamp:

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Name:
Designation:
Date:
Company Stamp:

BILL OF QUANTITY (BQ) AND SCOPE OF WORK
 UNIT/TEAM : SUSTAINABILITY TEAM

PROVISION OF WASTE MANAGEMENT SERVICES AT IIUM GOMBAK CAMPUS.

ITEM	DESCRIPTION	UNIT	QTY	FREQUENCY	MONTHLY AMOUNT (RM)
1.0	<u>Preliminaries</u>				
A	Mobilization and demobilization of personnel, equipment, support facilities and materials required to complete the work.	L/S			
B	Apply PTW (Permit To Work) details and worker 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) Contractor should have own lorry/compactor/open truck for solid waste and garden waste works				
	ii) Ensure driver's obtain valid GDL License				
	iii) Ensure all workers Malaysian nationality or citizenship. All foreign workers should have a valid work permit and employed by the contractor				
	iv) Contractor is responsible to inform and replace with other vehicle/workers for any failure to perform the works on the day. <i>Note: DBSB has the right to make deduction as per rate if contractor fails to adhere to the collection schedule.</i>				
	v) To ensure works done as per proposed time frame: Garden Waste services: 8.00am Bulky Waste services: 10.00am <i>Note: Monday to Saturday (Regardless Public Holiday)</i>				
	vi) Obtain valid pass for workers at DBSB office before starting the work and always display the pass during working hour				
	vii) Workers should comply with the safety regulations and guideline imposed by Safety and Health Department of DBSB and OSHBE. Malaysian workers are required to complete 2 dose of vaccination and submit the certificate to DBSB. COVID-19 test for non-malaysian worker is required and test results need to be submitted to DBSB every week before entering IIUM premises.				

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ITEM	DESCRIPTION	UNIT	QTY	FREQUENCY	MONTHLY AMOUNT (RM)
	viii) Wearing suitable PPE equipment and uniforms				
	viii) Contractor should estimate the quantity of workers to completed the above services within the required frequency and time frame by DBSB.				
	ix) To ensure all debris to be transported outside IIUM Campus and makegood of IIUM properties if any.				
	x) Contractor must have valid JPSPN certificate				
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. (if required)	L/S			
E	Contractor should obtain the following reporting procedure and submitted to DBSB based on the following items	L/S			
	i) Obtain pass at DBSB office for the services.				
	ii) Prepare monthly report for billing purposes based on daily works done (photos affixed with timestamp before & after) a) Garden Waste Collection Services b) Bulky Waste Collection Services			Monthly	
	iii) Prepare report on garbage chamber and leach bin for any damages			If necessary	
	iv) Report on repair damage of garbage bins			If necessary	
	v) Preparation of monthly service checklist complete with verification from the end users (as per attachment)			Monthly	
	vi) Provide copy of tipping record on weightage of the solid waste and garden waste everyday and appropriate dumping site location by the Government of Malaysia			Everyday	
F	Contractor should provide basic First Aid Kits to be used during any emergencies.				
G	Contractor should responsible any damages done to the property of IIUM Gombak or property inside the IIUM Gombak and compensate the payment if any.				
H	Plese refer Appendix 1 for deduction mechanism				
Total 1.0 Preliminaries (RM)				NA	NA
2.0	Garden Waste Collection Services				
A	To collect all garden waste include pruning waste (Refer to Garden Waste List - Total of 48 Points) at IIUM Gombak Campus and disposal at appropriate dumping site approved by the Government of Malaysia. (Picture before and after attached with timestamp)	L/S		3 trips per day (minimum 5 tonne lorry with Roro bin dimensions (12'P x7'Lx 4'f) (Monday to Saturday)	
Total Amount of Garden Waste Collection Services MONTHLY (RM)					

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ITEM	DESCRIPTION	UNIT	QTY	FREQUENCY	MONTHLY AMOUNT (RM)
3.0	<u>Bulky Waste Collection Services</u>				
A	To provide bulky waste collection services for all garbage chamber (Refer to Bulky Waste List - Total of 26 Points) at IIUM Gombak Campus and disposal at appropriate dumping site approved by the Government of Malaysia. (Picture before and after	L/S		Once a month	
Total Amount of Bulky Waste Collection Services MONTHLY (RM)					

CHECKLIST FOR GARDEN WASTE DISPOSAL AT IUM GOMBAK

Date : Capacity :

Contractor's : No. of Trip :

Lorry Registration No : Driver's Name :

No	Mahallah / Kulliyah	Proposed Time Collection	Actual Time Collection	Trim (√)	Plastic (√)	Contractor waste (√)	Client Verification
PROVISION OF	Main Entrance to Bustop 1	08.00 am					
2	Main Auditorium - Parking	08.10 am					
3	ICC - Main Road	08.20 am					
4	Bustop 2 - KAED	08.30 am					
5	KAED - Main Road	08.40 am					
6	PKM 2 - Roadside	08.50 am					
7	KICT - Roadside - Parking	09.00 am					
8	Development Division - Roadside from KICT to KoE	09.10 am					
9	Bustop - KoE	09.20 am					
10	Female Mahallah Roadside	09.30 am					
11	Mahallah Ameenah - All Area	09.40 am					
12	Mahallah Asiah - All Area	09.50 am					
13	Mahallah Ruqayyah - All Area	10.00 am					
14	Mahallah Maryyam - Roadside - Roundabout	10.10 am					
	Mahallah Halimah - Near garbage chamber	10.20 am					
16	Mahallah Asma - Parking	10.30 am					
17	Mahallah Hafsa - Near garbage chamber	10.40 am					

CHECKLIST FOR GARDEN WASTE DISPOSAL AT IIUM GOMBAK

Date : Capacity :

Contractor's : No. of Trip :

Lorry Registration No : Driver's Name :

No	Mahallah / Kulliyah	Proposed Time Collection	Actual Time Collection	Trim (√)	Plastic (√)	Contractor waste (√)	Client Verification
	KoE - Roadside - Parking	10.50 am					
19	KoED - Parking - Roadside from KoED to FSC	11.00 am					
20	The tendered price in this RFQ ref no.: DBSB/PROC/GBK/2025/RFQ-010 will be the contract price during the contract period.	11.10 am					
21	Bustop 5 to Bustop 6 - Roadside	11.20 am					
22	Convast Hill - All Area	11.30 am					
23	IIUM Educare - All Area	11.40 am					
24	Transport Unit - All Area	11.50 am					
25	AIKOL - Parking - Roadside AIKOL to Library	12.00 pm					
26	Wadi Budi - Roadside - Parking	12.10 pm					
27	Male Sport Complex - Roadside - Parking - Tennis court parking	12.20 pm					
28	PKM 3 - Roadside MSC to PKM 3	12.30 pm					
29	Rugby Field - Roadside MSC to Rector Hill	12.40 pm					
30	Rector House - Roadside from junction to roundabout	12.50 pm					

CHECKLIST FOR GARDEN WASTE DISPOSAL AT IUM GOMBAK

Date : Capacity :

Contractor's : No. of Trip :

Lorry Registration No : Driver's Name :

No	Mahallah / Kulliyah	Proposed Time Collection	Actual Time Collection	Trim (√)	Plastic (√)	Contractor waste (√)	Client Verification
31	Parade Square - Roadside Rector Hill to transport unit - All Area	13.00 pm					
32	Staff Apartment - Guest House - Roadside area - Near garbage chamber B - Roadside to Mahallah Salahuddin	13.10 pm					
33	Mahallah Salahuddin - All Area	13.20 pm					
34	DBSB Nursery - Roadside to Mahallah Sumayyah	13.30 pm					
35	Mahallah Sumayyah - Principal House - Roadside to Mahallah Nusaibah	13.40 pm					Mahallah Salahuddin - Block H - Mahallah Office - Principal House - Block E
36	Mahallah Nusaibah - Near garbage chamber - Roadside - Roadside to bustop 6	13.50 pm					
37	MSC - KEMNS - Roadside	14.00 pm					
38	KEMNS - Parking	14.10 pm					
39	Mahallah Ali - Junction to subroad - Roadside - Near garbage chamber	14.20 pm					
40	Mahallah Zubair - Roadside from entrance to Block I - Near garbage chamber	14.30 pm					
41	Mahallah Siddiq - Roadside to Mahallah Bilal	14.40 pm					
42	Mahallah Bilal - Principal House - Roadside from entrance to Block C	14.50 pm					

CHECKLIST FOR GARDEN WASTE DISPOSAL AT IIUM GOMBAK

Date : Capacity :

Contractor's : No. of Trip :

Lorry Registration No : Driver's Name :

No	Mahallah / Kulliyah	Proposed Time Collection	Actual Time Collection	Trim (√)	Plastic (√)	Contractor waste (√)	Client Verification
43	Mahallah Farouq - Roadside Mahallah Bilal to Mahallah Farouq roundabout	15.00 pm					
44	Mahallah Uthman - MSC - Roadside	15.10 pm					
45	RMC - Parking - Roadside to Mahallah Safiyyah	15.20 pm					
46	Mahallah Safiyyah - All area - Near garbage chamber - Near bustop	15.30 pm					
47	Main Intake PMU - Gate	15.40 pm					
48	Along mainroad IIUM Gombak Campus						

Checked by:

Approved by :

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Name :

Date :

.....
Name :

Date :

CHECKLIST FOR BULKY WASTE DISPOSAL AT IIUM GOMBAK

Date : Capacity :

Contractor's : No. of Trip :

Lorry Registration No : Driver's Name :

No	Mahallah / Kulliyah	Bin Type	Bin Qty	Bin Condition	Cleanliness	Client Verification
US.	KICT	RORO				
2	KoE - Garbage bin area	RORO				
3	UNDERPASS A - Parking	RORO				
4	MAHALLAH AMEENAH - Garbage Chamber	RORO				
5	MAHALLAH ASIAH - Garbage Chamber	RORO				
6	MAHALLAH RUQAYYAH - Garbage Chamber	RORO				
7	MAHALLAH MARYYAM - Garbage Chamber	RORO				
8	MAHALLAH HALIMAH - Garbage Chamber	RORO				
9	MAHALLAH ASMA - Garbage Chamber	RORO				
10	MAHALLAH HAFSA - Garbage Chamber	RORO				
11	KoED - Garbage Chamber	RORO				
12	KULLIYYAH OF IRKHS - Garbage Chamber	RORO				
13	MAHALLAH NUSAIBAH - Garbage Chamber	RORO				
14	MAHALLAH SUMAYYAH - Garbage Chamber	RORO				
15	DBSB NURSERY - Roadside	RORO				
16	MAHALLAH SALAHUDDIN - Garbage Chamber	RORO				
17	STAFF APARTMENT A - Garbage Chamber	RORO				
18	STAFF APARTMENT B - Garbage Chamber	RORO				
19	MAHALLAH UTHMAN - Garbage Chamber	RORO				
20	The tendered price in this RFQ ref no.: DBSB/PROC/GBK/2025/RFQ -010 will be the contract price during the contract period.	RORO				
21	MAHALLAH BILAL - Garbage Chamber	RORO				

Date : Capacity :

Contractor's : No. of Trip :

Lorry Registration No : Driver's Name :

No	Mahallah / Kulliyah	Bin Type	Bin Qty	Bin Condition	Cleanliness	Client Verification
22	MAHALLAH SIDDIQ - Garbage Chamber	RORO				
23	MAHALLAH ALI - Garbage chamber - Subroad junction	RORO				
24	MAHALLAH ZUBAIR - Garbage Chamber	RORO				
25	KEMNS - Garbage Chamber	RORO				
26	MAHALLAH SAFIYYAH - Garbage Chamber	RORO				

Checked by:

Approved by :

Appendix 1: Deduction Mechanism

Attendance

No.	Item	Description	Penalty
1	Late in Response	Failure to Response as stated in Key Performance Indicators	RM50.00 per occurrence
2	Late in Resolution (Delivery of materials/parts/service)	Failure to provide Resolution (Delivery of materials/parts/service) as stated in Key Performance Indicators	RM50 per occurrence
3	Late Arrival	Failure to arrive on time.	RM50.00 per occurrence
4	No-show	Failure to arrive.	RM100.00 per occurrence

Reports / Service Docket

No.	Item	Description	Penalty
1	Late Submission	Failure to submit report / service docket on-time.	RM50.00
2	Incomplete Report / Service Docket	Failure to submit a complete report / Service Docket.	RM50.00
3	No-report / Service Docket	Failure to submit a report / service Docket.	RM200.00

Misconduct, Negligence and Non-Compliance

No.	Item	Description	Penalty
1	Compliance to Covid-19 regulations by the Government and Building Management	Failure to comply with Covid-19 regulations	RM 50.00 per occurrence
2	Smoking or Vaping	Personnel caught smoking within Property.	RM 50.00 per occurrence
3	Using of Phone while on duty.	Personnel caught using phone while on duty.	RM 100.00 per occurrence
4	Sleeping	Personnel caught sleeping while on duty	RM 100.00 per occurrence and for 1st and 2nd Incidents – Issuance of warning letters. 3rd Incident – Issuance of final warning letter and dismissal of said personnel.
5	Proper Outfit/ Uniform	Allowing any one noticing/ stopping	
6	Compliance with property's standard Operating procedure	Failure to comply with Property's SOP including way of access, loading procedure and etc	
7	Consumption of Alcoholic Beverages or Illegal Substances	Personnel caught consuming alcoholic beverages or illegal substances within Property, especially while on duty	RM 100.00 per occurrence and dismissal of personnel within the end of current shift by Contractor
8	Disturbance and Harassment	Allowing any one to abscond without noticing/ stopping	
9	Damage to Proprietor and / or DBSB's Furniture, Fixtures and Equipment (FFE)	Allowing any one to abscond without noticing/ stopping	Contractor to bear replacement cost of damaged FFE. Failing which, DBSB may request a third- party Contractor to carry out repair, replacement and restoration work at the cost of the Contractor.