

BILL OF QUANTITY (BQ)
UNIT/TEAM : CUSTODIAL TEAM

REF NO: DBSB/PROC/IS-DM/2025/RFT/01

**PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER CLEANING AND LANDSCAPING AT IIUM
KL CAMPUS AND DAMANSARA CAMPUS**

| ITEM | DESCRIPTION | QTY | FREQUENCY | RATE (RM) | AMOUNT (RM) |
|------------|--|-----|-----------|-----------|-------------|
| 1.0 | PRELIMINARIES | | | | |
| A | Mobilization and demobilization of personnel, equipment, support facilities and materials required to complete the work. (Please refer location as per Attachment I) | 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: | L/S | - | | |
| | 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 Campus and makegood of IIUM properties if any. | | | | |
| 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. Public holidays must follow DBSB's official gazetted holidays. | | | | |
| G | <u>Reporting Procedures:</u> | | | | |
| | i) Prepare and submit monthly report of staff attendance for claim purposes | L/S | Monthly | | |
| | ii) Prepare and submit monthly report for billing purposes based on daily works done (photos affixed with timestamp Before During, After) | | | | |
| | iii) Prepare yearly schedule and monthly schedule. | | | | |
| H | <u>Documentation and Requirements:</u> | L/S | - | | |
| | 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. | | | | |
| 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 | | | |
| Total 1.0 PRELIMINARIES (RM) | | | | NA | NA |

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| ITEM | DESCRIPTION | QTY | RATE (RM) | AMOUNT (RM) |
|------|--|-----|-----------|-------------|
| 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) 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 & 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 Campus and comply with requirement set by DBSB Environmental Safety & 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> | | | |
| | Total 2.0 PRELIMINARIES (RM) | | NA | NA |