

SUMMARY  
UNIT/TEAM : CUSTODIAL TEAM

REF NO.: DBSB/PROC/ISTAC-DMSR/2026/RFT/01

**PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING AND LANDSCAPE MANPOWER AT ISTAC AND DAMANSARA CAMPUS**

| NO.  | DESCRIPTIONS  | AMOUNT (RM) |
|--|---|-------------|
| 1  | Total 1.0 Preliminaries                             | NA          |
| 2  | Total 2.0 Supply of Cleaning and Landscape Manpower |             |
| TOTAL AMOUNT FOR 1 MONTH (RM)  |   |             |
| SST 8%   |   |             |
| GRAND TOTAL AMOUNT FOR 1 MONTH (RM)<br>(All prices quoted herein are inclusive of SST)   |   |             |
| TOTAL AMOUNT FOR 36 MONTHS (RM)  |   |             |
| SST 8%   |   |             |
| GRAND TOTAL AMOUNT FOR 36 MONTHS (RM)<br>(All prices quoted herein are inclusive of SST) |   |             |

Remarks:

- 1) The tendered price in this RFT ref no.: **DBSB/PROC/ISTAC-DMSR/2026/RFT/01** will be the contract price during the contract period.
- 2) The tendered price for RFT Ref. No. **DBSB/PROC/ISTAC-DMSR/2026/RFT/01** shall be valid for the ensuing eight (8) months.

THE TOTAL AMOUNT OF THE TENDER FOR 36 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.: DBSB/PROC/ISTAC-DMSR/2026/RFT/01

**PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING AND LANDSCAPE MANPOWER AT  
ISTAC AND DAMANSARA CAMPUS**

| NO.        | DESCRIPTION   | QTY | FREQUENCY | RATE (RM) | 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. (Please refer location as per <i>Attachment I</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:<br>i) Obtain valid pass for workers at DBSB office before starting the work and always display the pass during working hour.<br>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.<br>iii) Wearing suitable PPE equipment and uniforms at site<br>iv) Contractor should follow the quantity of workers to complete the above services within the required frequency and time frame by DBSB.<br>v) The tools and equipment should be stored in proper space during rest time and after working hour.<br>vi) To ensure all debris to be transported outside IIUM ISTAC DAMANSARA 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:<br>i) Days: Monday - Saturday<br>Time: 7.00am - 4.30pm (Mon- Fri)<br>7.00am- 1.00pm (Sat)<br>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><br>i) Prepare and submit monthly report of staff attendance for claim purposes   | L/S | Monthly   |           |             |
| H          | <u>Documentation and Requirements:</u><br>i) To identify and recruit the right candidate for appointment as workers as per DBSB requirement and approval;<br>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)<br>iii) To manage timely payroll for these recruited staff;<br>iv) To prepare contract documentation and staff movement (appointment, termination, resignation, warning letter, etc.)  | L/S | -         |           |             |

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| NO.                                 | 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 (7.00 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 |           |           |             |
| <b>Total 1.0 PRELIMINARIES (RM)</b> |  |     |           | NA        | NA          |

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**PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING AND LANDSCAPE MANPOWER  
AT ISTAC AND DAMANSARA CAMPUS**

| NO   | DESCRIPTION   | QTY       | MONTHLY<br>PRICE<br>(RM) | 36 MONTHS PRICE<br>(RM) |
|--|---|-----------|--------------------------|-------------------------|
| 2.0  | <p><b><u>MANPOWER SUPPLY FOR CLEANING AND LANDSCAPE 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 foreign workers must comply with the Malaysian Government's policies on health requirement of foreign workers. All the foreign workers should be free from any communicable diseases. (FOMEMA)</p> <p>c) All foreign 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 50 years old</p> <p>e) The workers are well trained and must attend refresher training from the appointed specialist at least once a year. New workers must attend DBSB Environmental Safety &amp; Health induction course</p> <p>f) The workers monthly wages must be paid including overtime, allowance, incentive, Employee Provident Fund ("EPF") and Social Security Organization (SOCSO)</p> <p>g) The workers must wear uniform at all time during working hour in IIUM Campus and comply with requirement set by DBSB Environmental Safety &amp; Health Department as well as rule @regulation set by the University</p> <p>h) Uniform must be provided by the contractor 2 pieces /pax/year</p> | 18        |                          |                         |
| <b>TOTAL 2.0: MANPOWER FOR CLEANING AND LANDSCAPE (RM)</b> |   | <b>18</b> |                          |                         |

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

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**PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING AND LANDSCAPE MANPOWER AT ISTAC AND DAMANSARA CAMPUS**

| NO              | LOCATION   | DBSB PROPOSED REQUIREMENT |                   | SECOND OPTION         |
|-----------------|--|---------------------------|-------------------|-----------------------|
|                 |  | CLEANING & LANDSCAPE      | COMPLY/NOT COMPLY | CONTRACTOR SUGGESTION |
| <b>3.0</b>      | <b><u>LOCATIONS AND NUMBER OF WORKERS</u></b>        |                           |                   |                       |
| <b>1</b>        | <b>CLEANING</b><br>Damansaea Campus<br>ISTAC Campus  | 2<br>12                   |                   |                       |
| <b>2</b>        | <b>LANDSCAPE</b><br>Damansaea Campus<br>ISTAC Campus | 1<br>3                    |                   |                       |
| <b>SUBTOTAL</b> |  | <b>18</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: