

**SUMMARY**  
**UNIT/TEAM : EVENT TEAM**

REF NO.: DBSB/PROC/GBK/2026/RFT/06

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

ITEM	DESCRIPTIONS	AMOUNT (RM)
1	<u>Total 1.0 Preliminaries</u>	NA
2	<u>Total 2.0 Supply of Event Manpower</u>	
	TOTAL AMOUNT FOR 1 MONTH (RM)	
	SST 8%	
	GRAND TOTAL AMOUNT FOR 1 MONTH (RM) (All prices quoted herein are inclusive of SST)	
	TOTAL AMOUNT FOR 36 MONTHS (RM)	
	SST 8%	
	GRAND TOTAL AMOUNT FOR 36 MONTHS (RM) (All prices quoted herein are inclusive of SST)	

Remarks:

- 1) The tendered price in this RFT ref no.: DBSB/PROC/GBK/2026/RFT/06 will be the contract price during the contract period.
- 2) The tendered price for RFT Ref. No. DBSB/PROC/GBK/2026/RFT/06 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 provided are accurate and that all offered prices include all costs associated with refining and fulfilling the required scope of services under 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/GBK/2026/RFT/06

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

ITEM	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.	L/S	-											
B	Apply workers pass by liaise with related authorities and DBSB representative for reporting procedure before work commencement.	L/S	-											
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.													
iii)	Contractor should follow the quantity of workers to complete the above services within the required frequency and time frame by DBSB.													
iv)	The tools and equipment should be stored in proper space during rest time and after working hour.													
v)	The contractor will acknowledge DBSB every day on damages found out during the arrangement of furniture in the classroom everyday accordingly.													
vi)	To ensure all debris to be transported outside IIUM Gombak 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	Contractor should pay for performance bond based on total contract amount.													
F	To supply manpower as per requirement in Attachment 1. Working days and hour for event services works as follows:													
i)	Days: Monday - Saturday	<table border="1"> <thead> <tr> <th>Bil</th> <th>Day</th> <th>Working Hours</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Monday to Friday</td> <td>8.00am to 5.30pm</td> </tr> <tr> <td>2</td> <td>Saturday</td> <td>8.00am to 1.00pm</td> </tr> </tbody> </table>		Bil	Day	Working Hours	1	Monday to Friday	8.00am to 5.30pm	2	Saturday	8.00am to 1.00pm		
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1	Monday to Friday	8.00am to 5.30pm												
2	Saturday	8.00am to 1.00pm												
ii)	Attendance: Use DBSB system													
	*No additional claim for extra working hours for urgent job requested except for special event request by DBSB.													
G	Any requirement for work during Public Holiday and Weekend should be informed to the supervisor or person in charge													
H	<u>Reporting Procedures:</u>													
i)	Prepare and submit monthly report of staff attendance for claim purposes	L/S	Monthly											
ii)	Contractor must comply 100% attendance every month and replace workers who are on leave to avoid deduction or penalty.													

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ITEM	DESCRIPTION	QTY	FREQUENCY	RATE (RM)	AMOUNT (RM)
I	<u>Documentation and Requirements:</u> <ul style="list-style-type: none"> <li>i) To identify and recruit the right candidate for appointment as workers as per DBSB requirement and approval;</li> <li>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 (SOCSO)</li> <li>iii) To manage timely payroll for these recruited staff;</li> <li>iv) To prepare contract documentation and staff movement (appointment, termination, resignation, warning letter, etc.)</li> <li>v) To ensure that the workers diligently abide the daily working hours which under normal circumstances, shall be 8 hours per days (three shifts) excluding break periods; or any other working hours as prescribed by DBSB.</li> </ul>	L/S	-		
J	Contractor have to appoint one supervisor who can read & write well, have good communication skills, possess transportation, with valid license and easy to contact at any time. The supervisor need to attend monthly meeting required by DBSB Representatives / Management at any time. (as required)	L/S			
K	To ensure all chemical items is well kept, tagging, and follow the regulation required by DBSB and related authorities. (as required)	L/S			
L	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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ITEM	DESCRIPTION	QTY	MONTHLY PRICE (RM)	36 MONTHS PRICE (RM)
2.0	<p><b><u>MANPOWER SUPPLY FOR EVENT 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>d) All foreign 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 45 years old</p> <p>f) 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 &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</p> <p>j) Safety boots must be provided by the contractor 1 piece/pax/year</p> <p>k) The workers must stay at site every day.</p>	15		
	<b>TOTAL 2.0: MANPOWER FOR EVENT (RM)</b>	15		