BILL OF QUANTITY

DAYA BERSIH
Member of International Islamic University Malaysia

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INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
JALAN SULTAN AHMAD SHAH, BANDAR INDERA MAHKOTA,
25200 KUANTAN
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SUMMARY

TITLE: PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER FOR CLEANING AND LANDSCAPING AT IIUM GAMBANG CAMPUS (PHASE 3), KUANTAN, PAHANG.

REF. NO.: DBSB/PROC/GMBG/2026/RFT/03

ITEM	DESCRIPTIONS	AMOUNT (RM)
1.0	PRELIMINARIES	NA
2.0	SUPPLY OF CLEANING MANPOWER	
3.0	SUPPLY OF LANDSCAPE MANPOWER	
	TOTAL AMOUNT FOR 1 MONTH (RM)	
	ADD 8% OF SST (If Applicable)	
	GRAND TOTAL AMOUNT FOR 1 MONTH (RM) (All prices quoted herein are inclusive of SST)	
	TOTAL AMOUNT FOR 2 MONTHS (RM)	
	ADD 8% OF SST (If Applicable)	
	GRAND TOTAL AMOUNT FOR 2 MONTHS (RM) (All prices quoted herein are inclusive of SST)	

Remarks:
1) The tendered price in this RFT Ref. No. **DBSB/PROC/GMBG/2026/RFT/03** will be the contract price during the contract period**.**
2) The tendered price for RFT Ref. No. **DBSB/PROC/GMBG/2026/RFT/03** shall be valid for the ensuing Six (6) months.

THE TOTAL AMOUNT OF THE TENDER FOR **TWO (2) MONTHS** IN WORDS
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:

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

Signature of Witness:

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

BILL OF QUANTITY (BQ)

TITLE: PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER FOR CLEANING AND LANDSCAPING AT IIUM GAMBANG CAMPUS (PHASE 3), KUANTAN, PAHANG.
REF. NO.: DBSB/PROC/GMBG/2026/RFT/03

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& II*)	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) 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. ii) Wearing suitable PPE equipment and uniforms at site 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) To ensure all debris to be transported outside IIUM Gambang 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.				
E	To supply manpower as per requirement in Attachment 1. Working days and hour for cleaning and landscape services works as follows: i) Days: Monday - Saturday Time: 7.30am - 4.30pm (Mon- Fri) 7.30am- 12.30pm (Sat) Attendance: Use Thumbprint system				
F	Any requirement for work during Public Holiday and Weekend should be informed to the supervisor or person in charge				
TOTAL PRELIMINARIES - B/F					NA

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REF. NO.: DBSB/PROC/GMBG/2026/RFT/03

ITEM	DESCRIPTION	QTY	FREQUENCY	RATE (RM)	AMOUNT (RM)
	TOTAL PRELIMINARIES - C/F				
G	Reporting Procedures:				
	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.				
H	Documentation and Requirements:	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 (SOCSO)				
	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 (7.30 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	Contractor has to appoint one supervisor who can read & write well, have communication skills, possess transportation, with valid license and easy to contact at any time. The supervisor has to attend monthly meeting required by DBSB Representatives / Management at any time if required.	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 PRELIMINARIES (RM)				NA

BILL OF QUANTITY (BQ)

TITLE: PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER FOR CLEANING AND LANDSCAPING AT IIUM GAMBANG CAMPUS (PHASE 3), KUANTAN, PAHANG.
REF. NO.: DBSB/PROC/GMBG/2026/RFT/03

ITEM	DESCRIPTION	UNIT	QTY	RATE (RM)	AMOUNT (RM)
2.0	**MANPOWER SUPPLY FOR CLEANING SERVICES** **GENERAL WORKERS** a) The workers are mentally and physically fit to work. The workers also must be free from any criminal record. 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. c) Contractor must comply 100% attendance every month and replace workers who are on leave to avoid deduction or penalty. d) The workers must be completely vaccinated and submit the vaccine certificate. e) All migrant workers must have valid passport for three (3) years, valid working permit and abide by the Law of Malaysia. f) The minimum age for the worker is 18 years old and the maximum age of the worker is 60 years old g) 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 & Health induction course h) Contractor should pay monthly wages to the general workers comply with government law including overtime, allowance, incentive, Employee Provident Fund ("EPF") and Social Security Organization (SOCSO) i) The workers must wear uniform at all time during working hour in IIUM Gambang Campus and comply with requirement set by DBSB Environmental Safety & Health Department as well as rule @regulation set by the University j) Uniform must be provided by the contractor 2 pieces/pax/year	person	56		
TOTAL MANPOWER FOR CLEANING (RM)					

BILL OF QUANTITY (BQ)

TITLE: PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER FOR CLEANING AND LANDSCAPING AT IIUM GAMBANG CAMPUS (PHASE 3), KUANTAN, PAHANG.
REF. NO.: DBSB/PROC/GMBG/2026/RFT/03

ITEM	DESCRIPTION	UNIT	QTY	RATE (RM)	AMOUNT (RM)
3.0	**MANPOWER SUPPLY FOR LANDSCAPE SERVICES** **GENERAL WORKERS** a) The workers are mentally and physically fit to work. The workers also must be free from any criminal record. 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. c) Contractor must comply 100% attendance every month and replace workers who are on leave to avoid deduction or penalty. d) The workers must be completely vaccinated and submit the vaccine certificate. e) All migrant workers must have valid passport for three (3) years, valid working permit and abide by the Law of Malaysia. f) The minimum age for the worker is 18 years old and the maximum age of the worker is 60 years old g) 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 & Health induction course h) Contractor should pay monthly wages to the general workers comply with government law including overtime, allowance, incentive, Employee Provident Fund ("EPF") and Social Security Organization (SOCSO) i) The workers must wear uniform at all time during working hour in IIUM Gambang Campus and comply with requirement set by DBSB Environmental Safety & Health Department as well as rule @regulation set by the University j) Uniform must be provided by the contractor 2 pieces /pax/year k) Safety boots must be provided by the contractor 1 pieces/pax/year	person	22		
TOTAL MANPOWER FOR LANDSCAPE					

(ATTACHMENT I)

TITLE: PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER FOR CLEANING AND LANDSCAPING AT IIUM GAMBANG CAMPUS (PHASE 3), KUANTAN, PAHANG.
REF. NO.: DBSB/PROC/GMBG/2026/RFT/03

NO	LOCATION	DBSB MINIMUM REQUIREMENT		SECOND OPTION
		CLEANERS	COMPLY/ NOT COMPLY	CONTRACTOR SUGGESTION
4.0	**LOCATIONS AND NUMBER OF WORKERS (CLEANING SERVICES)**			
1	AL- KHAWARIZMI	1		
2	MASJID CFS	1		
3	AL- RAZI	2		
4	AL- JURJANI	4		
5	AL- KHALIL	6		
6	IBN SINA	3		
7	STUDENT CENTRE	2		
8	LABORATORY	2		
9	LIBRARY	2		
10	MIMAR SINAN	1		
11	DINNING HALL	2		
12	AL - SHAFIE	1		
13	AL - HAITAM	1		
14	AL - GHAZALI	1		
15	SPORT COMPLEX	1		
16	GARAGE	1		
17	AZDAH	5		
18	UMAMAH	5		
19	FATIMA	5		
20	AISHAH	5		
21	ZAHRAWI	5		
TOTAL		**56**		

*Notes: 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:

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

Signature of Witness:

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

(ATTACHMENT II)

TITLE: PROPOSED OF MAINTENANCE CONTRACT FOR SUPPLY MANPOWER FOR CLEANING AND LANDSCAPING AT IIUM GAMBANG CAMPUS (PHASE 3), KUANTAN, PAHANG.
REF. NO.: DBSB/PROC/GMBG/2026/RFT/03

NO	LOCATION	DBSB MINIMUM REQUIREMENT		SECOND OPTION
		LANDSCAPE	COMPLY/ NOT COMPLY	CONTRACTOR SUGGESTION
5.0	**LOCATIONS AND NUMBER OF WORKERS (LANDSCAPE SERVICES)**			
1 2 3 4	MASJID CFS BULATAN MAIN GATE ASTAKA	4		
5 6 7 8 9 10 11 12 13	AL- RAZI AL- JURJANI AL- KHALIL IBN SINA LABORATORY MIMAR SINAN AL - SHAFIE AL - HAITAM AL - GHAZALI	4		
14 15	STUDENT CENTRE LIBRARY	1		
16 17 18 19 20	SUBSTATION AZDAH UMAMAH FATIMA AISHAH	3		
21 22 23	SPORT COMPLEX ZAHRAWI GARAGE	2		
24	TASK FORCE (BLOWER)	2		
25	GRASS CUTTING	6		
TOTAL		**22**		

*Notes: 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:

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

Signature of Witness:

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