

REFERENCE OF TENDER	DESCRIPTION OF TENDER	TIME PERIOD OF TENDER	DEPARTMENT/DIVISION/UNIT REQUESTING TENDER	FEES	CLOSING DATE NOT LATER THAN 2.00PM	FOCAL PERSON
KK/175/2025/PPN(TC)	THE PROVISION OF CLEANING SERVICES FOR THE NATIONAL DENTAL CENTRE, DEPARTMENT OF DENTAL SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS	5 years	Department of Dental Services	\$30.00	29 <sup>th</sup> July 2025	Dk Masnunah binti Pg Haji Damit Pentadbir Kanan Hospital Jabatan Perkhidmatan Pergigian Kementerian Kesihatan Negara Brunei Darussalam Contact No: 2380433

**TENDER REFERENCE NO.: KK/175/2025/PPN(TC)**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF CLEANING SERVICES FOR THE  
NATIONAL DENTAL CENTRE, DEPARTMENT OF DENTAL  
SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE  
(5) YEARS**

**TENDER FEES : \$30.00**

**RECEIPT NO. :**

**CLOSING DATE : ON TUESDAY, 29TH JULY 2025**

**TIME : 2.00 PM**

**FOA :**

**THE CHAIRMAN  
MINI TENDER BOARD, TENDER BOX  
GROUND FLOOR, MINISTRY OF HEALTH  
COMMONWEALTH DRIVE  
BANDAR SERI BEGAWAN BB3910  
NEGARA BRUNEI DARUSSALAM**

**(CLUSTERING)**

## SECTION 2

### SPECIFICATIONS

TENDER REFERENCE NO.: KK/175/2025/026/PPN(TC)

#### INVITATION TO TENDER THE PROVISION OF CLEANING SERVICES FOR NATIONAL DENTAL CENTRE (NDC) FOR A PERIOD OF FIVE (5) YEARS

#### SCHEDULE A

#### SCOPE OF SERVICES

The following guidelines shall be followed by the Contractor in the provision of Services. These guidelines are not exhaustive, and may be changed from time to time, notice of which will be given to the Contract Manager.

NO.	GUIDELINES	DESCRIPTION
1	Flooring, columns, partition and glass panels (inside and outside).	All common areas shall be cleaned, sealed and where necessary, polished.
2	Scrubbing.	Shall be done with heavy-duty scrubbing machine.
3	Mops and buckets.	i) Including materials and equipment used for toilet shall be segregated and <b>NOT</b> to be used to clean other parts of the Centre. ii) <b>MUST be washed daily and dried direct sunlight to prevent cross-infection.</b>
4	Burnishing of floors.	Shall be done with high-speed burnishing machine.
5	All receptacles, such as dustbins and waste paper baskets.	i) <b>MUST</b> be emptied whenever they are full, and at least <u>once a day</u> . ii) <b>Thoroughly washed</b> at least <u>once a week</u> . iii) The Contractor shall provide waste containers for the collection of litter at locations requested by the Centre from time to time. iv) <b>NO</b> waste containers of any description are to be dragged along the floors. v) All refuse collected from the waste receptacles shall be taken to the refuse centre at the Centre for subsequent disposal.
6	Debris and dry leaves.	Swept and removed from the rooftops of all buildings, ground, as well as any fencing.
7	All chokes to basins, sinks, water closets, squatting pans bidets, floor traps, gulley traps and silt traps.	Are to be <b>cleared immediately upon discovery or notification</b> , and as directed by the Centre.

NO.	GUIDELINES	DESCRIPTION
8	All lamp fittings, globe fittings, fluorescent fittings, fans and electric clocks.	Are to be kept clean and free from dusts and cobwebs.
9	Plants within the buildings.	i) MUST be regularly watered. ii) The leaves of such plants shall be regularly wiped to remove dust, and any litter in the pots shall be removed.
10	Windows (inside and outside) and accessible claddings.	To be cleaned generally.
11	Cleaners	Should be vaccinated with Hep B vaccination and prove of vaccination should be given to the department.

## **SCHEDULE B**

### **LIST OF AREAS OF SITE TO BE CLEANED**

#### **BLOCK A**

This two-storey block consists of the following:-

##### Ground Floor:

- Oral Promotion Unit
- Research and Development Unit
- Stores
- BME room and dental equipment maintenance area
- Lobby and corridors
- Toilets
- Offices

##### First Floor:

- Dental records
- Dental surgeries
- Sterilising room
- Registration counter
- Filing room
- Patient waiting area
- Toilets
- Corridors

#### **BLOCK B**

This two-storey block consists of the following:-

##### Ground Floor:

- Dental laboratory
- Dental surgeries
- Doctor's room
- Tutor's room
- Store
- Conference Room
- Public toilets
- Lobby and corridors

##### First Floor:

- Director's room and toilet
- CEO (Chief Executive Officer) room
- Administration room and toilet
- Administration Conference room and toilet
- Finance room and toilet
- Dental Nurses room and toilet
- Filing room
- Pantry
- Dental surgeries
- Sterilisation room
- Patient waiting area
- X-ray room
- Public Toilets
- Corridors

## **BLOCK C**

This block has two floors and consists of the following:-

Ground Floor:

- Surau
- Ablution area
- Library
- Lobby and corridors
- Public toilets
- Offices
- Lecture rooms
- Training room

First Floor:

- Dental Therapist training building / rooms
- Sterilization rooms
- Dental Instruments storage area
- Patient waiting area
- Public toilets
- Corridors
- Offices

## **COMPOUND/SURROUNDING AREA**

This area includes, but is not limited to, the staff and public car parks.

## **STORES ANNEX BUILDING**

This area includes but only once-a-month basis or when required.

## SCHEDULE C

### QUALITY STANDARDS & FREQUENCY SPECIFICATIONS

#### I. PATIENT AREAS

This part covers all areas where patients are treated and procedures are carried out.

This part is separated into functional areas for cleaning:

1. Floor – tiled/vinyl
2. Toilets
3. Internal windows and doors
4. Wall and ceiling, light fitting and air conditioners
5. Surgery rooms

#### QUALITY STANDARDS, REQUIREMENTS AND FREQUENCY

##### 1. Floor

###### A. Tiled / vinyl

###### Quality Standards

The floor is to be free of dirt, debris, dust, litter, no blood, marks and spots, spillages (water or other liquids). Tiled and vinyl floors are free of built-up at the extremities or in traffic lanes.

Inaccessible areas on the floor (edges, corners and around furniture) are to be free from dust, litter and spots.

Provide comprehensive floor care program including scrub, polish, topcoat, strip.

Appropriate signage and precautions are taken regarding pedestrian safety on a newly clean and wet floors.

###### Requirements and Frequency

1. The floor to be swept at least three (3) times daily with a dry broom.
2. On completion of being swept, the floors shall be wet-mopped at least three (3) times daily.
3. The floors of all patient cubicles and other patient treatment rooms shall be swept at least three (3) times daily with a dry broom and then disinfected using applicable and appropriate chemicals or products as approved by the Centre.
4. Maintenance work of patients areas including general cleaning, scrubbing, sealing and polishing shall be carried out on a **monthly basis**.
5. All floors shall be waxed according to the timetable set out in Appendix D.

##### 2. Toilets

###### Quality Standards

Clean refers to the bathroom and toilet floors being free from any unnecessary water and free of litter, marks and spots. Floor shall be kept free from blood, spillage of water or any other liquids.

Porcelain surfaces are to be free from smudges, smears and mineral deposits. Metal surfaces are to be free from soil, smudges and soap build-up. Wall tiles and other wall fixtures are to be free from smudges, mould, soap and mineral build-up.

Plumbing fixtures are to be free of any smudges, dust, soap and/or mineral build-up.

Window frames and ledges are to be clear of dust marks and spots.

#### Requirements and Frequency

1. The toilets shall be wet mopped, disinfected and free of any unpleasant odours with the use of air-fresheners and/or deodorisers at least three (3) times daily basis.
2. Hand basins, counters, toilet bowls and urinals shall be cleaned and/or washed and scrubbed daily to remove any marks, spots and stains.
3. All fixtures and mirrors shall be wiped with a damp cloth and appropriate cleansers on a daily basis.
4. **Hourly checks** of the toilets shall be carried out to ensure the satisfactory condition of cleanliness.
5. Waste receptacles shall be emptied out on daily basis, or when required.
6. General maintenance such as general cleaning and disinfecting shall take every fortnight. This includes scrubbing of floors, hose-down floor with water and disinfectant, scrubbing of walls, cleaning all windows and scrubbing of sanitary fixtures and fittings.
7. Urinals shall be disinfected on a daily basis, when required.
8. Water closets shall be checked and replenished with toilet tissue and/or paper when needed.
9. Adequate liquid soap is to be replenished into the soap dispenser, as and when required.
10. Mops for cleaning toilets should be remains in the toilets and **NOT** to be use outside the toilets.
11. After cleaning the toilets, **handwashing are highly recommended** to prevent cross infection.

### **3. Internal windows and doors**

#### Quality Standards

Internal surfaces of glass shall be free of all marks such as cobwebs, dust, fingerprints and smudges.

Air vents, grilles and other ventilation outlets are kept unblocked and free of dust, grit, soil, film, cobwebs, scuffs and any other marks.

Door tracks and door jambs are free of grit and other debris.

Windows and doors frames and ledges are to be clear of dust, marks and spots.

#### Requirements and Frequency

1. The glass door to be wipe and clean at least three (3) times daily with an appropriate glass cleaning kits.
2. Dusting of windows and ledges including window blinds and/or curtains are to be carried out on a daily basis.
3. Spot cleaning of glass surfaces, doors and fixed glass panels on every level shall be carried out using applicable and appropriate window cleaning kits.
4. General maintenance and cleaning of ALL internal glass surfaces including frames and security grilles shall be carried out on a monthly basis.

### **4. Walls and ceiling, light fittings and air-conditioners**

#### Quality Standards

The walls are to be free from dust or lint and any marks caused by furniture, equipment or staff.

Light switches and fittings, doors and door frames are to be free of fingerprints, scuffles, dust and any other marks.

Ceilings are to be free of dust, spots, soil film and cobwebs.

Air-conditioners and associated vents are to be free of marks and dust.



### Requirements and Frequency

1. Spot cleaning and/or dusting, removal of cobwebs and insect debris in all areas with the use of long-handled dusters to be done on a weekly basis.
2. The cleaning of air-conditioners, associated vents and returns air grills to be carried out on a weekly basis.
3. General cleaning and maintenance including the cleaning of light covers of diffusers to be carried out once a month.

## **5. Surgery rooms**

### Quality Standards

All surgery rooms should appear tidy and uncluttered. Floor space is to be clear and only occupied by furniture and fittings made available by the Centre.

Hard surface furniture is to be free of spots, soil films, fingerprints and any spillage.

Soft furniture is to be free from stains, soil films and dust.

Furniture legs, wheels and casters to be free of mop strings, soil films and dust.

### Requirements and Frequency

1. The floor in all treatment rooms shall be swept and/or vacuumed and wet-mopped at least three (3) times daily or when required (colour coded – **BLUE**).
2. All hard floors shall be wet-mopped (colour coded – **BLUE**) with appropriate and applicable disinfectant/s as approved by the Centre.
3. Venetian blinds, vertical blinds and curtains shall be dusted and / or vacuumed on a daily basis.
4. All refuse receptacles shall be emptied everyday, or when required. The receptacles shall be washed and cleaned, when necessary (**BLACK** trash bag for domestic waste / **YELLOW** trash bag for clinical waste).
5. The sharp bin when full should be removed or replaced, they must be closed to prevent spilling the contents.
6. All furniture including cabinets, worktops, counters, cupboards, hard basins, sinks and any other fittings shall be cleaned and disinfected on a daily basis.
7. Handwashing must be performed once cleaning of each surgery rooms completed.

## **II. NON-PATIENT AREAS**

This part covers all non-clinical and non-patient areas.

This part is separated into functional areas for cleaning:

1. Floor – tiled / vinyl and carpeted
2. External windows and doors
3. Administration and Service Areas
4. Toilets
5. Walls and ceiling, light fitting and air-conditioners
6. Staircases
7. Main and rear entrance foyers
8. Roof
9. Car park
10. Compound

### **1. Floor**

#### **A. Tiled/vinyl**

##### Quality Standards

The floor is to be free of dirt, debris, dust, litter, no blood, marks and spots, spillages (water or other liquids). Tiled and vinyl floors are free of built-up at the extremities or in traffic lanes.

Inaccessible areas on the floor (edges, corners and around furniture) are to be free from dust, litter and spots.

Provide comprehensive floor care program including scrub, polish, topcoat, strip.

Appropriate signage and precautions are taken regarding pedestrian safety on a newly clean and wet floors.

##### Requirements and Frequency

1. The floor shall be swept daily with a red broom.
2. On completion of being swept, the floors shall be wet-mopped with appropriate and applicable disinfectant/s as approved by the Centre.
3. Maintenance work including general cleaning, scrubbing, sealing and polishing shall be carried out on a monthly basis.
4. All floors shall be waxed according to the timetable set out in Appendix D.

#### **B. Carpeted**

##### Quality Standards

The floor is to be free of dust, litter, marks and spots, water or other liquids.

Inaccessible areas on the floor (edges, corners and around furniture) are to be free from dust, litter and spots.

##### Requirements and Frequency

1. Carpeted areas shall be vacuumed on a daily basis.
2. Carpeted areas are to be spot-cleaned/shampooed to remove any stain and/or dirt, when required.
3. Carpeted areas shall be steam-cleaned and shampooed every three (3) months.

## **2. External windows and doors**

### Quality Standards

External surfaces of glass shall be free of all marks such as fingerprints and smudges.

Window frames and ledges are to be clear of dust, marks and spots.

### Requirements and Frequency

1. Dusting of windows and ledges including window blinds and/or curtains are to be carried out on a daily basis.
2. Spot cleaning of glass surfaces, doors and fixed glass panels on every level shall be carried out using applicable and appropriate window cleaning kits.
3. General maintenance and cleaning of ALL external glass surfaces including frames and security grilles shall be carried out on a monthly basis.

## **3. Administration and Service Areas**

### Quality Standards

All rooms including offices, conference rooms, prayer rooms, laboratories, dispensaries should appear tidy and uncluttered. Floor space is to be clear and only occupied by furniture and fittings made available by the Centre.

Hard surface furniture is to be free from stains, soil films and dust.

Furniture legs, wheels and casters are to be free from mop strings, soil films and dust.

### Requirements and Frequency

1. Floors in non-patient areas shall be swept (colour coded **GREEN**) and/or vacuumed and wet-mopped (colour coded **GREEN**) on a daily basis. Carpeted areas are to be vacuumed only. All hard floors shall be wet-mopped with appropriate and applicable disinfectant/s as approved by the Centre.
2. Venetian blinds, vertical blinds and curtains shall be dusted and/or vacuumed on a daily basis.
3. All refuse receptacles shall be emptied everyday, or when required. The receptacles shall be washed and cleaned, when necessary (colour coded – **BLACK** trash bag).
4. All furniture including TV cabinets, worktops, counters, cupboards, hard basins, sinks and any other fittings (such as public telephones, fire extinguishers, fire house and reel cabinets) shall be dusted, wiped and cleaned and disinfected on a daily basis).
5. Security grilles are to be cleaned on a daily basis.

## **4. Toilets**

### Quality Standards

Clean refers to the bathroom and toilet floors being free from any unnecessary water and free of litter, marks and spots. Floor shall be kept free from blood, spillage of water or any other liquids.

Porcelain surfaces are to be free from smudges, smears and mineral deposits. Metal surfaces are to be free from soil, smudges and soap build-up. Wall tiles and other wall fixtures are to be free from smudges, mould, soap and mineral build-up.

Plumbing fixtures are to be free of any smudges, dust, soap and/or mineral build-up.

Window frames and ledges are to be clear of dust marks and spots.

### Requirements and Frequency

1. The toilets shall be wet mopped, disinfected and free of any unpleasant odours with the use of air-fresheners and/or deodorisers at three (3) times daily basis.
2. Hand basins, counters, toilet bowls and urinals shall be cleaned and/or washed and scrubbed daily to remove any marks, spots and stains.
3. All fixtures and mirrors shall be wiped with a damp cloth and appropriate cleansers on a daily basis.
4. **Frequently checks** of the toilets shall be carried out to ensure the satisfactory condition of cleanliness.
5. Waste receptacles shall be emptied out on daily basis, or when required.
6. General maintenance such as general cleaning and disinfecting shall take every fortnight. This includes scrubbing of floors, hose-down floor with water and disinfectant, scrubbing of walls, cleaning all windows and scrubbing of sanitary fixtures and fittings.
7. Urinals shall be disinfected on a daily basis, when required.
8. Water closets shall be checked and replenished with toilet tissue and/or paper when needed.
9. Adequate liquid soap is to be replenished into the soap dispenser, as and when required.
10. Mops for cleaning toilets should be remains in the toilets and **NOT** to be use outside the toilets.
11. After cleaning the toilets, **handwashing are highly recommended** to prevent cross infection.

## **5. Walls And Ceiling, Light Fittings and Air-Conditioners**

### Quality Standards

The walls are to be free from dust or lint and any marks caused by furniture, equipment or staff.

Light switches and fittings, doors and door frames are to be free of fingerprints, scuffles, dust and any other marks.

Ceilings are to be free of dust, spots, soil film and cobwebs.

Air-conditioners and associated vents are to be free of marks and dust.

### Requirements and Frequency

1. Spot cleaning and/or dusting, removal of cobwebs and insect debris in all areas with the use of long-handled dusters to be done on a weekly basis.
2. The cleaning of air-conditioners, associated vents and returns air grills to be carried out on a weekly basis.
3. General cleaning and maintenance including the cleaning of light covers of diffusers to be carried out once a month.

## **6. Staircases**

### Quality Standards

All staircases are to be kept clean, well-maintained with no blood, rusts, dust, dirt, debris and spillages and free from any obstructive objects and materials.

Handrails should be kept free from any marks, smudges or spots.

### Requirements and Frequency

1. Sweeping and mopping of staircases shall be carried out on a daily basis.
2. Burnishing shall be carried out on a monthly basis.
3. Handrails shall be wiped with a damp cloth using non-corrosive, anti-bacterial, anti-viral, anti-fungal cleaning agent at least three (3) times a day or when required.

## **7. Main and Rear Entrance/Exit Areas or Foyers**

### Quality Standards

The main and rear entrance / exit or foyers (including fire exits) are to be kept free and tidy so as to ensure free flowing of traffic of patients and staff. Any objects and/or materials that may interfere with the treatment of patients or that may cause harm to patients and staff is to be removed.

### Requirements and Frequency

1. All entrances / exit, foyers, lobbies and roofed areas shall be swept and mopped on a daily basis, or as when required.
2. Well maintained with no blood substances, rust, dust, dirt, debris and spillages.
3. General maintenance and cleaning shall be carried out on a monthly basis.

## **8. Roof**

### Quality Standards

The roof is to be kept clear of dirt, soil, dust, litter, insect remains and any unwanted objects.

### Requirements and Frequency

1. The roof shall be swept of all debris on a monthly basis, or as when required. This includes sweeping the flat roof and all gutters.
2. Any blockages to the gutter pipes such as leaves and any other material particularly after rain shall be removed.

## **9. Car park**

### Quality Standards

The car park is to be kept clear from any obstructive objects which may hinder the free flow of people and vehicles.

The car park is to be kept clean from unwanted dirt, soil, excessive dust, unwanted plants, algae, bird excreta, leaves and litter.

### Requirements and Frequency

1. Sweeping shall be carried out on a daily basis.
2. All waste shall be removed from the car park and disposed of at the waste disposal station on a daily basis.

## **10. The Compound**

### Quality Standards

The compound is to appear clean from any unwanted dirt, soil, leaves, grass, branches/twigs and litter.

### Requirements and Frequency

1. Grass cutting shall be carried out as well as along the circumference fence 1 metre apart from the boundary twice a month, or when required.
2. Drains shall be cleaned and cleared twice a month particularly during grass cutting.
3. Plants located within and around the Centre shall be maintained accordingly:
  - Fertilizing – Once a month

- Weeding and watering of plants – Daily
  - Cutting and clearing of dead plants – Daily
  - Spraying of pesticides – Once a month or when required.
4. Fences shall be cleared and applied with grass poison once a month or when required.
  5. The black/green waste disposal station and clinical waste disposal station shall be washed and cleaned on a daily basis.
    - The black plastic trash bag is for general, non-clinical, domestic type/household waste, including kitchen refuse and food waste.
    - The yellow plastic trash bag is for clinical waste
    - The yellow container with orange/red lid is for contaminated sharps after clinical usage

## **11. Store Building**

### Quality Standards

The compound is to appear clean from any unwanted dirt, soil, leaves, grass, branches/twigs and litter.

### Requirements and Frequency

1. Grass cutting shall be carried out once a month, or as when required.
2. Drains shall be cleaned and cleared once a month particularly during grass cutting.
3. The bungalow shall be maintained accordingly:
  - Cutting and clearing of dead plants – Daily
  - Spraying of pesticides – Once a month or as when required.
4. Fences shall be cleared and applied with grass poison once a month or as when required.

## **12. Waste Removal/Waste Bin Cleaning**

### Quality Standards

Remove waste from bins, wash and dry bin if required, and replace the liner. On completion of waste round, take the waste to the waste holding area at the side building of Block A.

Waste should not be placed around floors or passageway as contamination may result.

### Requirements and Frequency

1. Following removal of Waste from the bin, check that no seepage is present. If so, wash with warm water and detergent. Dry thoroughly before replacing bag liner.
2. General waste bags must always be marked or tagged to ensure that their department of origin can be traced.
3. Replace all containers when no more than  $\frac{3}{4}$  full.
4. Has no unpleasant or distasteful odour.

## **13. Clinical (Biohazard) Waste Removal/Bin Cleaning**

### Quality Standards

Remove waste from bins, wash and dry bin if required, and replace the liner. On completion of waste round, take the waste to the waste holding area at the side building of Block B.

Yellow Biohazard bag / Clinical Waste Bag Waste that is contaminated with blood or body fluid including, but not limited to, gauze from patients dressing, sanitary items, cloth use for wiping up spills.

Yellow sharp container – for all sharps and broken glass.

Waste should not be placed around floors or passageway as contamination may result.

#### Requirements and Frequency

1. Following removal of Waste from the bin, check that no seepage is present. If so, wash with warm water and detergent. Dry thoroughly before replacing bag liner.
2. Clinical waste bags must always be marked or tagged to ensure that their department of origin can be traced.
3. Clinical waste should be locked at all times and not accessible to the general public.
4. Clinical waste from an infected source should be double bagged and disposed of in the normal way.

### **14. Facilities Management**

#### Quality Standards

Fixtures – inspect and report all facility conditions to the Dental Services Department management formally.

#### Requirements and Frequency

1. To report if there is requires maintenance such as:
  - affect the cleaning operation;
  - present as a safety hazard; or
  - detrimental to the image of a visual pleasing environment.
2. Maintain security of serviced areas during cleaning procedures. Ensure area are secure and locked when leaving if required.

### **15. Attendant Services**

Furnishings, fittings and equipment – Providing logistic support across the National Dental Centre premises for planned tasks and requests.

1. The tasks typically includes:
  - Event set up;
  - Curtain fitting;
  - Moving furniture and office items;
2. Clearing notice boards and posters (out of date).
3. Collection of wheelchairs from common ares and returned to the wheelchair parks (near block A)
4. Reporting faulty wheelchairs.

### **16. Additional Service Requirements**

#### Requirements and Frequency

1. Contractor is required to indicate per hour charge for special requests or those tasks defined as additional work, with prior approval from the Department of Dental Services' management.

## SCHEDULE D

## TIMETABLE FOR WAXING OF FLOORS

AREAS	FLOOR TYPE	REWAXING TIME
<b>DENTAL SURGERY CLINIC</b> <ul style="list-style-type: none"> <li>SURGERY ROOMS</li> <li>STAFF WAITING AREA</li> <li>PANTRY</li> <li>PATIENTS' WAITING AREA</li> </ul> <b>DENTAL RADIOLOGY UNIT</b> <ul style="list-style-type: none"> <li>ALL X-RAY ROOMS</li> </ul> <b>DENTAL PHARMACY UNIT</b> <ul style="list-style-type: none"> <li>DRUG STORE ROOM</li> <li>COUNTER</li> </ul> <b>DENTAL RECORD UNIT</b> <ul style="list-style-type: none"> <li>FILING AREA</li> <li>COUNTER</li> </ul> <b>LABORATORY UNIT</b> <ul style="list-style-type: none"> <li>COUNTER</li> <li>STAFF ROOM</li> <li>PANTRY</li> <li>MAIN WORKSTATION AREA</li> <li>PLASTER ROOM</li> <li>COBALT CHROME ROOM</li> <li>STORE</li> </ul>	VINYLTILE	<p>EVERY 3 – 4 MONTHS (ESPECIALLY WAITING AREA, COUNTER AND WALKWAY AREA)</p> <p>EVERY MONTH</p>
<b>WALKWAY / CORRIDORS TO:</b> <ul style="list-style-type: none"> <li>ALL UNITS IN ALL FLOORS</li> </ul>		EVERY MONTH



## SCHEDULE E

### LIST OF EQUIPMENT AND SUPPLIES TO BE PROVIDED BY THE CLEANER

All tools, equipment, chemicals and materials to be used in the cleaning service shall be provided by the Contractors such as:-

MACHINES		QUANTITY
1	Burnishing Machine	1
2	Carpet Shampooing machine	1
3	Vacuum Cleaners	2
	Wet Vacuum Machine	1
	Dry Vacuum Machine	1
4	Polishing Machine	1
5	Scrubbing Machine	1
6	Grass Cutter	1
7	Pruning Machine	1
8	Trimmer Machine	1
9	Water Jet	1
Chemical		
1	Floor Polish	Adequate when used
2	Toilet Cleaner	
3	Disinfectants	
4	Deodorant	
5	Grass Poison	
Gardening Tools		
1	Scoop	Adequate when used
2	Hoe	
3	Wheelbarrows	
4	Choppers	
5	Garden Fork	
6	Spade	
Other Equipment		
1	Dry brooms must be colour coded: ➤ <b>BLUE</b> : Surgical Area ➤ <b>GREEN</b> : Common Offices /Public Area Corridors	Adequate when used
2	Dustbins	
3	Garbage trolleys	
4	Dustpans	
5	Wet Mops must be colour coded: ➤ <b>BLUE</b> : Surgical Area ➤ <b>GREEN</b> : Common Offices /Public Area Corridors ➤ <b>RED</b> : Toilet	

**SCHEDULE F**  
**PERFORMANCE BOND**

To:     *[the Government]*  
          *[address]*

WHEREAS *[name of Cleaner]* of *[registered business or company address]* ("the CLEANER") has entered into a contract with the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam, represented by the Ministry of Health ("the GOVERNMENT") dated \_\_\_\_\_ for \_\_\_\_\_ (Contract Ref. \_\_\_\_\_) ("the CONTRACT") and in this connection a performance bond is required in the sum of **B\$**\_\_\_\_\_ as security for the fulfilment by the CLEANER of its obligations under the CONTRACT.

NOW we *[name of the bank]* of *[registered address of the bank]*, hereby guarantee payment to the Government on demand of up to **B\$**\_\_\_\_\_ in the event of the CLEANER failing to fulfil the CONTRACT, provided that the GOVERNMENT's claim hereunder is received in writing at this office accompanied by a signed statement that the CLEANER has failed to fulfil the CONTRACT, without the GOVERNMENT needing to prove or show any ground(s) or reason(s) for its demands.

Such statement shall be accepted by us as conclusive evidence that the amount claimed is due to the GOVERNMENT under this Guarantee.

This Guarantee shall become operative on the date of signing of the CONTRACT by the GOVERNMENT and the CLEANER and shall expire **six (6) months** after the expiry of the Contract.

This Guarantee shall be governed by and construed in accordance with the laws of Brunei Darussalam.

**SCHEDULE G  
CHECKLIST FORMS**

**DEPARTMENT OF DENTAL SERVICES  
MINISTRY OF HEALTH**

**WEEKLY CLEANING REPORT LIST**

For the month of: \_\_\_\_\_

Location: \_\_\_\_\_

DATE	Comp. Visit																				
Scope of work		Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time
sweeping floor tiled/ vinly	5x																				
mopping floor tiled/ tiled	5x																				
vacuuming carpet	2x																				
glass cleaning	2x																				
door panel cleaning	2x																				
Damp wiping to counters																					
low dusting to furnitures	1x																				
collecting rubbish	5x																				
toilets																					
mopping of toilet floor	5x																				
cleaning of toilet/ urinal bowl	6x																				
cleaning wash basins	5x																				
cleaning fixtures & mirrors	2x																				
buffing/ waxing	1x/wk.																				
high dusting	2x/wk.																				
<b>PERFORMANCE GRADE (%)</b>		%					%					%					%				
<b>SIGNATURE HEAD OF UNIT</b>																					
<b>SIGNATURE SUPERVISOR</b>																					
<b>VERIFIED BY CHIEF ATTENDANCE</b>																					

Note: Comp. Visit= Compulsory Visit

(Performance Grade Reference: 100%= Very Good, 99-90= Good, 89-86= Satisfied, 85- 60 = Work not been done)

Total % in \_\_\_\_ days =

Total no of days =

Total Performance (%) per week =

Date collection: \_\_\_\_\_

**DEPARTMENT OF DENTAL SERVICES  
MINISTRY OF HEALTH**

**FORM A – DAILY**

**LOCATION**

**SECTION**

**MONTH**

**OFFICER IN CHARGE**

No.	Description of work	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	Mark	Comments
1	Sweep and mopping of floor and staircases and burnishing of floor. Use hospital grade disinfectant for all floors at dialysis wards.																											
2	Vacuum and spot clean carpet.																											
3	Dusting of windows and frames and window blinds/curtains; spot cleaning of glass panels and frames; and cleaning handrails.																											
4	Damp dusting/wiping and disinfect furniture, counters, fittings, labels, equipment worktop, cupboards and public telephones and damp-wiped televisions, fire extinguishers and fire hose reel cabinets.																											
5	Cleaning of toilets and supply of toilets and supply toilet paper, deodorant and scented tablets to urinals.																											
6	Sweeping and mopping of drive-in porch, foyer and covered area.																											
7	Sweeping building apron and drains; driveway and compound drain.																											
8	Sweep of car park.																											
9	Collect and removal of rubbish.																											
10	Storing all cleaning equipments and materials in the designated "Cleaning Equipment Storage Room".																											

PLEASE INDICATE THE MARKS AS FOLLOWS:

1. NOT SATISFACTORY

2. GOOD

3.VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE:

DATE:

Note: Mark (\*) will be filled by Officer In-Charge

**DEPARTMENT OF DENTAL SERVICES  
MINISTRY OF HEALTH**

**FORM B – WEEKLY**

**LOCATION**

**SECTION**

**MONTH**

**OFFICER IN CHARGE**

No.	Description of work	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	Mark	Comments
1	Spot cleaning/dusting and removal of cobwebs and insect debris from walls, columns and ceiling; light fittings; and air-conditioner supply and return air grilles																											

PLEASE INDICATE THE MARKS AS FOLLOWS:

1. NOT SATISFACTORY

2. GOOD

3.VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE:

DATE:

Note: Mark (\*) will be filled by Officer In-Charge

**DEPARTMENT OF DENTAL SERVICES  
MINISTRY OF HEALTH**

**FORM E – BI – MONTHLY**

**LOCATION**

**SECTION**

**MONTH**

**OFFICER IN CHARGE**

No.	Description of work	Mark	Comments
1	General cleaning of all external glass panels and frames.		
2	Shampooing of carpet.		
3	Cleaning walls, ceiling, air-conditioner supply and return air-grilles and light covers/diffusers.		
4	Pruning of plants, collect and remove for disposal all cut branches.		

PLEASE INDICATE THE MARKS AS FOLLOWS:

1. NOT SATISFACTORY

2. GOOD

3.VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE:

DATE:

Note: Mark (\*) will be filled by Officer In-Charge

**DEPARTMENT OF DENTAL SERVICES  
MINISTRY OF HEALTH**

**FORM C – FORTNIGHTLY**

**LOCATION**

**SECTION**

**MONTH**

**OFFICER IN CHARGE**

No.	Description of work	WEEK		Mark	Comments
		Week 1	Week 3		
1	General cleaning of toilets – scrubbing of floor; wash-down and scrub walls and clean windows; and scrubbing of fixtures and fittings.				
2	Grass cutting, raking and removal of cut grass for disposal.				

PLEASE INDICATE THE MARKS AS FOLLOWS:

1. NOT SATISFACTORY

2. GOOD

3.VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE:

DATE:

Note: Mark (\*) will be filled by Officer In-Charge

**DEPARTMENT OF DENTAL SERVICES  
MINISTRY OF HEALTH**

**FORM D – MONTHLY**

**LOCATION**

**SECTION**

**MONTH**

**OFFICER IN CHARGE**

No.	Description of work	Mark	Comments
1	General cleaning, scrubbing / stripping, sealing and polishing of floor (Tiled/Vinyl Floor) and staircases.		
2	General cleaning of all internal glass panels, frames and security grilles.		
3	Application of NPK fertiliser to all plants.		
4	Weeding operating to all planted areas, removal and disposal of all weeds and rubbish collected.		

PLEASE INDICATE THE MARKS AS FOLLOWS:

1. NOT SATISFACTORY

2. GOOD

3.VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE:

DATE:

Note: Mark (\*) will be filled by Officer In-Charge



**SCHEDULE H**  
**PAYMENT SCHEDULE**

<b>NO.</b>	<b>DESCRIPTION</b>	<b>PRICE (B\$)</b>
<b>1.</b>	<b>CLEANING SERVICES PER MONTH</b>	
<b>2.</b>	<b>CLEANING SERVICES PER ANNUM</b>	
<b>3.</b>	<b>TOTAL FOR FIVE (5) YEARS</b>	
<b>4.</b>	<b>OTHERS</b>	

## **SECTION 3**

### **FORM TO BE USED**

#### **CONTENTS**

1. **SCHEDULE A – TENDER FORM**
2. **SCHEDULE B – INFORMATION SUMMARY**
3. **SCHEDULE C – SUB-CONTRACTS**
4. **SCHEDULE D – COMPANY BACKGROUND**
5. **SCHEDULE E – REFERENCES**
6. **SCHEDULE F – DECLARATION**
7. **SCHEDULE G – LIST OF EQUIPMENT**
8. **SCHEDULE H – LIST OF CHEMICALS**

## SCHEDULE A

### TENDER FORM

To:

**TENDER REFERENCE NO: KK/175/2025/PPN(TC)**

**INVITATION TO TENDER FOR THE PROVISION OF CLEANING SERVICES FOR NATIONAL DENTAL CENTRE (NDC) FOR A PERIOD OF FIVE (5) YEARS**

**TENDER OF (*name of tenderer*)**

Company/Business Registration No. : \_\_\_\_\_

Tender Closing Date : \_\_\_\_\_

NO.	DESCRIPTION	PRICE (B\$)
Monthly charges for cleaning services for: <b>CLEANING AND GRASS CUTTING SERVICES FOR NATIONAL DENTAL CENTRE (NDC) FOR A PERIOD OF FIVE (5) YEARS</b>		
1	CLEANING SERVICES PER MONTH	
2	CLEANING SERVICES PER ANNUM	
3	TOTAL FOR FIVE (5) YEARS	
4	OTHERS	

1. We offer and undertake on your acceptance of our Tender to provide the above mentioned services in accordance with your Invitation To Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation To Tender. We have not qualified or changed any of the provisions of your Invitation To Tender.
3. We shall execute a formal agreement in the appropriate form set out in Section 4 – Contract of the Invitation To Tender together with such further terms and conditions, if any, agreed between the Government and us.
4. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDAR MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Signature of authorised officer of Tenderer**

Name:

Designation:

Tenderer's official stamp:

## **SCHEDULE B**

### **INFORMATION SUMMARY**

2.1 Tenderers shall provide in this Schedule the following information:

(a) Management summary

(b) Company profile (including Contractor and sub-contractor(s), if any)

(c) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:

**Provision of Cleaning Services**

(d) Other information which is considered relevant

## SCHEDULE C

### SUB-CONTRACTS

- 3.1 Tenderers shall complete Table 3.1 with information about all the companies involved in the provision of the services and items specified in this tender. This shall include details about the Contractor and each sub-contractor involved, as well as their respective responsibilities.
- 3.2 Tenderers shall also indicate in Table 3.1 any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 3.1 Responsibility Table

Company Name	Responsibility Description	Alliance Relationship between Contractor and Sub-contractor(s)		
		Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-contractor(s)				

## **SCHEDULE D**

### **COMPANY'S BACKGROUND**

- 4.1 Each of the companies involved in this tender, including Contractor and sub-contractor(s) (if any), shall provide information on the company's background, scope of operations, financial standing and certified copy of its Certificate of Incorporation or Certificate of Registration (as the case may be).

## SCHEDULE E

### REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 References of previous customers

Customer Name and Address	Customer Type (Govt or Quasi Govt)*	Contact Person	Title	Contact Number, Fax Number and E-mail Address

**\*Note: Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. A Quasi Government is defined as an organisation which (1) is managed and controlled by the Government; or (2) has at least 50% shares being held by the Government. Please leave the column blank if the customer is neither a Government or Quasi Government organisation.**

- 5.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.
- 5.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.



## SCHEDULE G

### LIST OF EQUIPMENT

- 7.1 Tenderers are required to list out the equipment and tools including the quantity required, which shall be used in providing the services described in **Section 2** of this Invitation To Tender. Tenderers are allowed to add in any other equipment and tools which are deemed necessary for the execution of the services.

NO.	LIST OF EQUIPMENT AND MACHINERY	QUANTITY	BRAND
1.	Janitor Cart		
2.	Mop Squeeze bucket with wet mop		
3.	Dry Mop		
4.	Vacuum Cleaner		
5.	Wet and Dry Vacuum Machine		
6.	Polishing Machine		
7.	Scrubbing Machine		
8.	Carpet Shampoo Machine		
9.	Carpet Dryer		
10.	Wet Suction		
11.	High Pressure Cleaner		
12.	Grass Cutter		
13.	Pruning Machine		
14.	Glass Cleaning Tools		
15.	Caution Signboards		
16.	Lobby Dustpan		
17.	Toilet Bowl Brushes		
18.	Brute Angle Brooms		
19.	Aluminium Ladders		

**SCHEDULE H**  
**LIST OF CHEMICALS**

8.1 Tenderers are required to list out the chemicals which are intended to be used for the services.

<b>NO.</b>	<b>DESCRIPTION</b>	<b>BRAND</b>	<b>COUNTRY OF ORIGIN</b>
1.	Floor Sealer		
2.	Floor Polish		
3.	Floor Stripper		
4.	Carpet Shampoo		
5.	Carpet Pre-Treatment		
6.	Disinfectant for Cubicle area		
7.	General disinfectant		
8.	Furniture Polish/Cleaner		
9.	Buffing Liquid		
10.	Deodoriser		
11.	Deodorant Block		
12.	Liquid Hand Soap		
13.	Toilet Bowl Cleaner		
14.	Toilet Disinfectant		
15.	Toilet Paper		
16.	Glass/Mirror Cleaner		