

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/200/2025/JPKAS(TC)	THE PROVISION OF CLEANING SERVICES FOR NATIONAL TUBERCULOSIS CENTRE FOR A PERIOD OF THREE (3) YEARS		JABATAN PERKHIDMATAN KESIHATAN ALAM SEKITAR	\$10.00	12hb Ogos 2025	Procurement Officer Department of Environmental Health Services Mnistry of Health Negara Brunei Darussalam Contact No.: 7916/7871

TENDER REFERENCE NO.: KK/200/2025/JPKAS(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF CLEANING SERVICES FOR NATIONAL
TUBERCULOSIS CENTRE FOR A PERIOD OF THREE (3)
YEARS**

TENDER FEES : \$10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 12th August 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/200/2025/JPKAS(TC)

THE PROVISION OF CLEANING SERVICES FOR NATIONAL TUBERCULOSIS CENTRE, FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- 1.1 Tenderers are sought from suitably qualified cleaning contractors who wish to be considered for the provision of cleaning and grass cutting services (hereinafter 'the Services') at the National Tuberculosis Centre (hereinafter "the Health Centers") and premises under their respective purviews.
- 1.2 The suitably qualified cleaning contractors must have **at least three (3) years of experiences in cleaning clinical/hospital setting areas.**
- 1.3 The duration of the provision of Services is for THREE (3) years.
- 1.4 The successful tenderer is required to submit proposed Standard Operation Procedures (SOPs) which must be applicable to the Health Centers and conform to the requirements of the Ministry of Health, Brunei Darussalam as set out in **Schedule A** of this Specifications document.
- 1.5 The successful tenderer is also required to observe the following guidelines issued by the Ministry of Health:
 - Guidelines on the Control of Hospital-Acquired Infection by the Medical Services Division, Ministry of Health;
 - Disinfection and sterilization policy and practice of the Ministry of Health;
 - Code of Practice for the prevention of infection and accidents in the hospital, laboratory and post-mortem rooms (Ministry of Health);
 - Universal Infection Control Precautions (Ministry of Health).

2. JOB SCOPE

- 2.1 The tenderer shall provide the Services to the Health Centers for a period of THREE (3) YEARS, including their surrounding areas and compounds as set out in **Schedule B** of this Specifications document.
- 2.2 The Services include typical cleaning services, grass cutting, replacement or top-up of consumables and waste management as set out in Schedule C. General guidelines and requirements of the cleaning services are provided for in Schedule C.
- 2.3 The Contractor is expected to meet or exceed the quality standards required for each for the functional areas set by the Health Centers, as provided for in Schedule D, and cleaning frequency specifications as described in Schedule E respectively of this Specifications document.
- 2.4 Joint inspection by the Health Centers representative and contractor representative (Contract Manager) shall be conducted from time to time to ensure that these standards are met.

3. WARRANTY

- 3.1 The tenderer warrants that it has the requisite manpower/personnel, equipment, machinery, material, skill and expertise to the satisfactory provision of the cleaning services for the Health Centers.

4. CONTRACT PRICE AND PAYMENT

- 4.1 The tenderer shall submit a breakdown of the contract price in the format set out in **Section 3** in this Invitation To Tender.
- 4.2 The Ministry of Health reserves the right to reduce (during renovation) or extend the contract price to the new area according to the rate set out in the tenderer's proposed price, following consultation with the tenderer.
- 4.3 The tenderer shall submit the invoice of the previous month on the first week of each month. All claims shall be addressed to:

*Assistant Director of Environmental Services
Department of Environmental Health Services
Ministry of Health
Negara Brunei Darussalam*

- 4.4 Payment will be made within forty five (45) days after submission of the invoice and other related documents.
- 4.5 Written warnings will be sent to the successful tenderer if the quality of work is proven to be unsatisfactory. The Health Centers are entitled to make deductions, following advice from the Ministry of Health, with regards to the amount payable to the contractor. The deductions will be based on the following categories :

Average Monthly Performance	Payment Due	Payment Due After 3rd Warning
90 - 100 %	100 %	-
80 - 89 %	90 %	50 %
70 – 79 %	80 %	50 %
0 – 69 %	50 %	50 %

- 4.6 Deduction of payment will continue and will be adjusted accordingly based on performance in the quality of work acceptable by the Health Centers.

5. CONDITION OF PREMISES

- 5.1 The tenderer is required to inspect the Health Centers premises and fully acquaint itself with the premises in respect of the conditions, accessibility, working space, storage accommodation and other limitations imposed on access to the premises.
- 5.2 All costs arising from or in connection with such conditions or limitations are deemed to be included in the contract price.

6. ACCESS TO PREMISES

- 6.1 Reasonable access shall be provided by the Health Centers to the successful tenderer's personnel for the purpose of providing the cleaning services.
- 6.2 Prior approval shall be sought from the relevant department to conduct the cleaning services to be carried out after office hours.
- 6.3 For this purpose, the successful tenderer shall be responsible for collecting and returning any keys promptly to the security office.
- 6.4 The successful tenderer shall inform any replacement of its personnel to the relevant department.

7. WORKING HOURS

7.1 The tenderer shall provide the Services on the days stated below, or when required by the 'Health Centre', for all clinical areas, waiting rooms, all consultation and public areas, as provided for in **Schedule E**. The Services will be performed according to the following shifts:

- ***Mondays to Thursdays and Saturdays***
- ***Office Hour (OH): 07.00 am – 04.30 pm***

7.2 The tenderer shall ensure all his personnel comply with the working days and hours set out by the Health Centers.

7.3 The Health Centers reserves the right to amend the working hours without prior notice to the tenderer.

7.4 The tenderer shall ensure that his personnel are present at their designated work areas during such working hours.

7.5 Immediate steps shall be taken by the tenderer to provide temporary replacement/relief to make up the full strength of the personnel required to provide the Services to the satisfaction of the Health Centers.

7.6 In the event of shortage of personnel, the tenderer will take immediate steps to provide temporary workers. Such replacement/s must be informed to the Health Centers not later than two (2) hours before the commencement of any shift. Failure to provide such replacements shall result in a penalty on the tenderer as follows:

General Worker	B\$15.00 per General Worker/day
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7.7 Weekly duty rosters for deploying the number of workers shall be submitted by the tenderer to the Health Centre's in-charge of Housekeeping for approval. Any changes made to the roster must be immediately notified to the Health Centre's In-charge of House Keeping.

7.8 The tenderer is also required to make allowance for any additional expenses which may be incurred due to the work if his employees are required by the Health Centers outside the working hours in the event of emergencies or disasters.

7.9 The tenderer may be required to perform floor polishing outside office hours to avoid causing any inconvenience to the public.

8. PERSONNEL

8.1 To ensure the proper and efficient execution of the Services, the tenderer shall provide and employ an adequate number of qualified workers to perform the Services as set out in **Schedule F**.

8.2 The successful tenderer shall ensure that training of his staff will commence immediately upon recruitment. Training must be completed before commencement of the Services.

8.3 A list of workers shall be submitted on a monthly basis to the Health Centre's Housekeeping for monitoring and security purposes.

8.4 The Contractor shall submit the CVs, basic duties and responsibilities of the cleaners, taking into account the requirements of the Health Centre's job descriptions for each role as set out in Schedule H.

** Age range of the cleaning staffs is 18 years old to 45 years old

9. FOCAL PERSON

- 9.1 The successful tenderer shall appoint a Focal Person should there be any issues/complaints need to be addressed to.
- 9.2 The tenderer shall provide an experienced and competent language-speaking focal person.

10. MEDICAL SCREENING

- 10.1 The successful tenderer shall ensure that all his personnel appointed for the provision of the Services have undergone medical screening and deemed medically fit to perform the Services.

11. REMOVAL OF PERSONNEL

- 11.1 The Health Centers reserves the right to remove or replace any of workers employed by the successful tenderer from the Health Centers premises, who in the opinion of the Health Centers has misbehaved or is incompetent or negligent in the performance of his/her duties.

12. WAGES AND WELFARE

- 12.1 The tenderer is responsible for the wages, insurance (workmen compensation and medical insurance), medical and welfare of his workers in accordance with the requirements of the Labour Department, Brunei Darussalam.
- 12.2 The tenderer shall take out, at its own expense, with an insurance approved in writing by the Health Centers a policy or policies each specifically endorsed to provide indemnity to the Contractor and to the Health Centers against any liabilities arising out of claims by any personnel for payment of compensation under the Workmen's Compensation Act (Cap 74 of the Laws of Brunei).

13. EMPLOYMENT OF ILLEGAL WORKERS

- 13.1 The tenderer undertakes to the Health Centers that he will not employ, and will ensure that all of its sub-contractors will not employ, any illegal foreign workers.
- 13.2 The tenderer will ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.

14. UNIFORM

- 14.1 The tenderer must ensure that all his personnel are neatly and properly attired in uniforms, which includes proper footwear to be worn at all times.
- 14.2 Uniforms are to be provided by the tenderer at his own cost. Design, color and materials of the uniform must also be approved by the Health Centers.

15. LOCKERS FOR PERSONNEL

- 15.1 Space will be provided by the Health Centers for lockers for personnel. Lockers shall be provided by the tenderer at its own cost.

16. TRAINING AND DEVELOPMENT

- 16.1 The tenderer is to provide basic cleaning training for his personnel in accordance with the Health Centre's requirements before assigning them to the provision of the Services.
- 16.2 The tenderer shall provide on-the-job training and orientation, at its own expense, to all his personnel as follows:
- All cleaners : minimum 2 weeks

- 16.3 The training shall be conducted by the tenderer at the Health Centers premises.
- 16.4 A list of such training programmer shall be submitted by the tenderer to the Health Centers for approval no less than 30 days prior to the commencement of provision of the Services.
- 16.5 The tenderer shall employ a qualified trainer to train all personnel on basic hospital cleaning.
- 16.6 The tenderer shall also provide and maintain at its own cost all training equipment and manuals necessary for this purpose.
- 16.7 The Health Centers reserves the right to send any of the tenderer's personnel for retraining if deemed incompetent by the Health Centre's Management.
- 16.8 The tenderer shall bear the expenses incurred to retrain or replace his personnel during the retraining period.

17. SAFETY AND HYGIENE

- 17.1 The tenderer shall observe and comply at all times with all current prevailing laws and regulations relating to safety and hygiene in carrying out the Services, and take all necessary and prudent precaution to ensure the safety on the Health Centers premises of his own staff and personnel, the staff and property of the Health Centers and the general public.
- 17.2 Proper signboards and barriers shall be erected and maintained during the progress of the Services which may endanger the safety of the Health Centre's staff and the general public. The signboards and barriers must be sufficiently large to attract attention and shall include words such as "DANGER" or "BAHAYA", "CAUTION WET FLOOR" or "AWAS LANTAI BASAH", as appropriate.
- 17.3 The tenderer shall comply with all instructions, policies and regulations as may be issued by the Health Centers from time to time in relation to safety and hygiene in the provision of the Services.
- 17.4 The tenderer is required to submit a proposed List of Safety Measures for Work and Cleaning.
- 17.5 In case of injuries during the personnel work, the tenderer is required to bear for any treatment cost.

18. EQUIPMENT AND CHEMICALS TO BE USED

- 18.1 The tenderer is responsible to procure and provide on its own expenses of all necessary equipment, tools and materials for the efficient provision of the Services.
- 18.2 A list of the proposed equipment to be used in the provision of the Services, together with the manufacturer's brochure/s, shall be submitted in the format set out in **Section 3** of this Invitation To Tender.
- 18.3 The Contractor shall ensure that an adequate supply of consumables as set out in Schedule G shall be provided in the toilets and other specified areas in the Health Centers throughout the duration of the Services.
- 18.4 The tenderer is also required to submit a list indicating the brand/quality and quantity of products/materials he intends to provide in the format set out in **Section 3** of this Invitation To Tender.
- 18.5 The chemicals to be used must meet the following standards :
- Disinfectant for Isolation room, Sterilization Room and Clinical Waste Room – BS.EN1276:1997 requirements against HIV, Hepatitis B and other bacteria;
 - A neutral detergent is recommended for general cleaning of the Health Centers;

- Toilet cleaners – BS.EN13697:2011 requirements. pH level must be appropriate to the drainage pipe system of the Health Centers;
- Multi-purpose cleaners – BS.EN1276:1997 requirements pH level must be applicable to all hard floor surfaces and vinyl floor surfaces. The contractor will ensure that the appropriate chemical is used as any damages to the flooring surfaces will affect the warranty of the flooring surfaces;
- Specific strippers to be used for hard floor surfaces and vinyl floor surfaces to prevent staining or discoloration of the floor polishes;
- Floor polishes must be emulsion polish suitable for hard floor surfaces and vinyl floor surfaces;
- Stainless steel cleansers must be suitable for all metal or chrome fittings with an acceptable pH level to prevent corrosion to steel fitting.

18.6 The standards required for the provision in toilet requisites are as follows:

- Paper towels – pulp, 3 ply or hand towel
- Toilet roll – pulp, 3-ply
- Liquid soap – neutral (pH 7)

18.7 All equipment, tools and materials must be approved by the Health Centers prior to use for the provision of the Services.

18.8 The tenderer undertakes and warrants that all equipment, tools and materials utilized for the Services shall be free from all defects, patent or latent, and fit and suitable for the purpose of providing the Services and shall be compliant with relevant industry 'standards.

18.9 The tenderer is responsible for the safe storage of the equipment, tools and materials at its own expenses.

18.10 The tenderer shall use only certified electrical appliances and circuit breakers.

18.11 For the purpose of infection control, the identification of tools and equipment utilized in the different areas of the Health Centers are essential. In this respect, clear identification by colour coding of the various items of cleaning equipment is considered the most effective method of restricting equipment to individual areas of the Health Centers.

18.12 All tools and equipment used in the following areas shall be colour-coded according to the Health Centre's colour coding standards:

No.	Areas	Colour-Code
1	Infection/Isolation areas	Yellow
2	Toilets/Bathrooms/Dirty Utility Room	Red
3	General Cleaning	Blue

Tools and equipment include dry mops, wet mops, mop handlers, buckets, gloves and cleaning cloths. Any other equipment that may encourage the spread of infection, shall also be colour coded.

18.13 The tenderer on its own expenses shall replace any broken or damage equipment(s) that has been provided to the Health Centers in order to provide acceptable cleaning service throughout the duration of the Services.

19. WATER AND ELECTRICITY

19.1 The Health Centers shall provide all water and electricity required for the provision of the Services.

19.2 The tenderer shall ensure the use of water and electricity for the provision of the Services is economic and not wasteful, and undertakes that all personnel will strictly adhere to this.

20. MAINTENANCE AND REPAIR WORKS

- 20.1 The tenderer shall call directly to the Fault Reporting Centre of the Health Centers to report any fault detected during the housekeeping process.
- 20.2 The tenderer shall report any damage (due to negligence of the workers) of any cleaning element of Health Center's property immediately to the Management of the Health Centers and also the Focal Person.
- 20.3 Cost of repair/replacement of any damage to the equipment or property belonging to the Health Centers caused by the tenderer's personnel shall be borne by the Contractor.

21. OFFICE AND STORE

- 21.1 Space on the Health Centers premises shall be provided by the Health Center premises as an office for the tenderer's administrative purpose.
- 21.2 The tenderer shall at its own expenses maintain an office with a minimum of 2 telephone lines.
- 21.3 The Health Centers shall also provide space for storage of all equipment, machinery, tools and consumable items to be used for the provision of the Services.
- 21.4 Any proposed building modifications must be submitted to the CEO of the respective Health Centers for permission before its implementation and the tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of any related equipment/ furniture/ including directional signage.

22. SECURITY ARRANGEMENT

- 22.1 The tenderer's personnel shall immediately leave the Health Centers premises if requested by the Health Centers or any of its staffs.
- 22.2 The tenderer is required to establish a Security Plan to demonstrate the method of staff registration and tracking with valid permits. The Contractor must ensure that such records are maintained daily.
- 22.3 The tenderer undertakes to inform the Health Centers of any lost or stolen security pass. Any security pass to be reissued will require the approval of the Health Centers.
- 22.4 The tenderer shall ensure that his personnel do not, at any time, enter into areas which are not part of the Health Centers premises except as directed by the Health Centers.
- 22.5 For security purposes, the tenderer will provide the Health Centre's Management with the following particulars of his workers at least one (1) month before the commencement of the Services:
- **Name**
 - **Address**
 - **Identity Card Number / Passport Number**
 - **Gender**
 - **Citizenship**
 - **Expiry date of work pass (for foreign workers)**
- 22.6 The tenderer shall ensure all his personnel, should wear identification passes issued by the Health Centers. Any damaged pass shall be replaced by the tenderer at its own cost.

23. REGULATIONS, LICENCES AND PERMITS

- 23.1 The tenderer is responsible to procure and maintain all necessary licenses, permits and approvals, and shall at all times comply with all legal and regulatory requirements applicable to the provision of the Services.

23.2 In the event of any change in legal or regulatory requirements during the contract period, the tenderer shall promptly and at its own expense take any necessary action for complying with the same.

23.3 The tenderer is to comply with best practices as may be proposed or recommended by any relevant bodies in the relevant industry, and also ensure that the standard of Services provided shall, at the minimum, be of such quality and standard as is generally regarded as good in the relevant industry.

24. REPORTS AND INFORMATION

24.1 The following documents shall be submitted by the tenderer to the Health Centers in formats to be provided by the Health Centers following commencement of the Services:

- Monthly Assessment Report on the standard Services provided;
- Any other feedback from time to time.

24.2 Exchange of information between the tenderer and the Health Centers on the latest technology and processes relevant to the Services provided is recommended.

25. HOUSEKEEPING PROGRAM

25.1 Joint inspections and meetings shall be held and attended by the Focal Person and the Health Centre's representative. Records of such meetings are to be provided to the Health Centers.

25.2 Rectification of defective works which are rated poorly shall be ready for re-inspection within 7 days.

25.2.1 Daily and periodic cleaning reports submitted by the tenderer's Focal Person shall be collated and submitted to the Health Centers in a format acceptable to the Health Centers. These checklist forms will be used as a basis for performance evaluation.

25.3 Monthly reports shall be submitted by the tenderer's Focal Person by the first week of each month. Such reports shall list out among others, staff strength, KPS outcome, analysis and recovery services (if necessary), training utilization and Quality Improvement project update, safety and waste statistic.

25.4 The tenderer shall ensure that all supervisors respond to any call by the Health Centers within 5 minutes (24 x 7).

26. QUALITY IMPROVEMENT (QI) PROGRAM

26.1 It is a requirement for the tenderer to develop and implement a quality program to ensure its ability to consistently provide services that meet the expectations of the Health Centers and applicable regulatory requirements and to enhance process management, service quality, supervision and service delivery standards.

26.2 The tenderer will document and monitor this Quality Improvement program and its effectiveness.

26.3 The tenderer shall send his personnel for courses relating to quality-related service and/or hygiene standards compliance organized by the Health Centers.

27. AUTHORISED REPRESENTATIVE

27.1 For the purpose of the provision of Services, the Health Centers will be represented by the Management (Chief Executive Officer / Senior Medical Officer In-Charge / Nursing Officer In-Charge), who will be the authorized Health Centers representative.

27.2 All communication and notices shall be directed to the attention of:

***Elwina Danstan
Public Health Officer
National Tuberculosis Coordinating Centre
Department of Environmental Health Services***

28. RIGHT TO APPOINT OTHER VENDORS

28.1 The Health Centers reserves the right to engage other vendors to provide the Services if the tenderer fails to perform in full compliance with the contract.

28.2 All expenses incurred shall be recoverable in full from the tenderer by the Health Centers.

29. DAMAGE TO PERSONS AND PROPERTY

29.1 The tenderer shall take indemnify the Health Centers against any loss or damage to any property caused by any negligent act or omission by the Contractor or its employees.

30. DOCUMENTS TO SUBMIT

30.1 The following documents shall be submitted, and labeled accordingly, together with the documents listed out in Section 3 of this Invitation To Tender:

- ***Proposed Standard Operation Procedures***
- ***CV of Supervisor and cleaners***
- ***JDs (Job Descriptions) of Contractor's Staff***
- ***Proposed Training Programme for Contractor Staff***
- ***List of Safety Measures***
- ***Security Plan***
- ***Any other relevant supporting documents***

31. CHECKLIST FORM

31.1 The tenderer shall submit the proposed checklist forms, taking into account the requirements of the Health Centre's cleaning frequency guideline as set out in Schedule E.

SCHEDULES

- SCHEDULE A : AREAS TO BE CLEANED**
- SCHEDULE B : GENERAL GUIDELINES TO CLEANING**
- SCHEDULE C : QUALITY STANDARDS**
- SCHEDULE D : CLEANING SCHEDULE AND FREQUENCY**
- SCHEDULE E : WORKING HOURS**
- SCHEDULE F : ALLOCATION OF PERSONNEL**
- SCHEDULE G : LIST OF EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR**
- SCHEDULE H : CHECKLIST FORMS**

SCHEDULE A

AREAS TO BE CLEANED

The following areas are to be cleaned:

- Main Entrance
- Waiting Areas
- Counters
- Toilets
- Staircases
- Multipurposes Room / Meeting Room / Lecture Rooms / Common Rooms
- Store Rooms
- Kitchen / Pantries
- Corridor
- Utility Rooms
- Filing Rooms
- Staff's Room
- Security Counter Area
- General Offices
- Balconies
- Drop-Off Areas
- Mantoux Screening Room
- Consultation Rooms
- DOTS (medication) Room

Surrounding Area

- This area include the, the grass (inside/outside the balcony), the drains, the garden, the roof and all surrounding building.

SCHEDULE B

GENERAL GUIDELINES TO CLEANING

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

General Cleaning Services:

- All rooms and surrounding areas, daily and routine cleaning
- All washrooms /sinks and replenish supplies on a regular basis
- All supply carts stored in unit, shelves and frames
- All refrigerators and appliances
- Shelves, ledges and vents
- Vending machines surfaces and tops
- All areas in the building, including Main Lobbies, corridors and stairs and entrance mats
- All exterior glass on every level and windows, including screens
- Window coverings, blinds and exchange cubicle, security grilles and window.
- Provide comprehensive floor care program (shampoo carpet floor/ scrub/ polish/ topcoat/ strip/ finish):
 - ✓ All scrubbing shall be done with a heavy-duty scrubbing machine
 - ✓ Burnishing of floors shall be done with a high-speed burnishing machine
- Move furnishing and equipment from rooms when performing project cleaning
- Mops and buckets, including materials and equipment used for toilet cleaning shall be segregated and shall not be used to clean other parts of the Health Centre. The mops must be color-coded and washed using clinical grade detergent (for disinfection and to prevent cross-infection).
- Spills body fluids/water/general fluids, and may include chemical spill according to Health Centre/Clinic protocol.
- Clean entrance mats (if available)
- Clean car parks (both public and staff car parks), roads and drains within and surrounding the Health Centre

Clinical Waste Management Services

- Collect Clinical Waste from all rooms using waste trolley (**used only to transport clinical waste**).
- To change the clinical plastic waste provided by the Store for every collection.
- No waste plastics or containers of any description are to be dragged along the floors.
- The waste collection should be transported to the Clinical Waste Collection Area.
- Provide gloves, masks, aprons and visors for handling of waste.

Domestic Waste Management Services

- Collect waste from all rooms
- The waste collection should be transported to the Waste Collection Area.
- No waste plastics or containers of any description are to be dragged along the floors.
- Provide appropriate polythene bags for non-clinical waste bins.
- Provide gloves, masks, plastic aprons and visors for handling of waste.
- Exchange/empty small plastic waste daily.
- To follow SOP provided by Health Office (will be given before commencement of the contract).

Facilities Management

- Move heavy furniture or equipment (if required).
- Report all facility conditions that affect the cleaning operation, such as hazard, defect or anything that is detrimental to the environment.

Landscaping Services

- Cleaning of all areas outside ground floor, first floor and second floor.
- Cleaning of drains.

A. REQUIREMENTS AND STANDARDS FOR THE FUNCTIONAL AREAS

This part covers four main components which will encompass the cleaning services:

- I. Building
- II. Fixtures
- III. Equipments
- IV. General environment

I. BUILDING

1) External features, fire exits and stairways

Includes: landings, ramps, stairways, fire exits, steps, entrances/exits, porches, corridors, pavements, gutters and external light fittings.

Required standard

- All these area shall be free of dust, grit, dirt, leaves, cobwebs, rubbish, cigarette butts and animals' feces.
- Handrails are clean, sanitize and free of stains.

2) Walls, skirting and ceilings

Includes: interior partitions, light switches (interior and exterior), window/door frames, ceiling support beams.

Required standard

- Internal and external walls and ceilings are free of dust, grit, soil and cobwebs.
- Walls and ceilings are free of marks caused by furniture, equipment or staff.
- Light switches are free of fingerprints and any other marks.
- Light covers and diffusers are free of dust, grit and cobwebs.
- Polished surfaces should properly clean.

3) Windows

Includes: internal and external surfaces of all windows, double paned windows with venetian blinds, window ledges, all internal and external glass and mirrors.

Required standard

- All windows shall be clear of all spots and marks, including fingerprints and smudges.
- Window frames and ledges are clear and free of dust, grit, marks and spots.

4) Doors

Includes: doorknobs, handles, door closer, door labels, relief grilles, door tracks and jambs.

Required standard

- Door frames are free of dust, grit, soil, film, fingerprints and cobwebs.
- Doors and doorframes are free of marks caused by furniture, equipment or staff.
- Air vents, relief grilles and other ventilation outlets are kept unblocked and free of dust, grit, soil, film, cobwebs and any other marks.
- Door tracks and door jambs are free of grit and other debris.

5) Hard floors

Includes: vinyl, tiles, concrete, wood and linoleum.

Required standard

- The floor is free of dust, grit, litter, marks and spots, water or other liquids.
- The floor is free of polish or other build-up at the edges and corners in busy areas.
- Inaccessible areas (edges, corners, around furniture and at pivot points) are free of dust, grit and spots.
- Polished or buffed floors are of a uniform lustre.
- Appropriate signage and precautions are put up for pedestrian safety at newly cleaned or wet floors.

- 6) **Soft floors**
Includes: carpets and carpet tiles

Required standard

- The floor is free of dust, grit, litter, marks and spots, water or other liquids.
- The floor is free of stains, spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.
- Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots.

- 7) **Ducts, grills and vents**
Includes: exterior surface of duct outlets, air vents and grills, air conditioners, relief grilles, exhaust fans, extraction fans and other ventilation outlets.

Required standard

- All ventilation outlets are kept unblocked and free of dust, grit, soil, film and cobwebs.
[Note: Cleaning and maintenance of filters of air conditioners etc must be undertaken in accordance with the manufacturers' requirements or otherwise determined by the Health Centre.]

II. EQUIPMENT & FIXTURES

- 1) **Electrical fixtures and fittings**
Includes: computer equipment, air purifier, hepa filter, refrigerators, microwaves, dryers, TVs and associated fittings, light fittings, telephones, water dispenser/filter, vending machines, exhaust fans, light switches, rehabilitation equipments, washing machine & dryer and insect killing devices.

Required standard

- Electrical fixtures and appliances are free of grease, dirt, dust, marks, stains and cobwebs.
- Motor vents etc. are clean and free of dust and lint.
- Insect killing devices are free of dead insects and are clean and functional.

- 2) **Furnishings and fixtures**
Includes: chairs, sofas, stools, beds, wheelchairs, tables, cupboards, wardrobes, lockers, trolleys, benches, shelves and storage racks, waste/rubbish bins, plants, fire extinguishers, fire alarms, curtains, curtain rails, blinds and drapes.

Required standard

- Hard surface furniture is free of spots, soil, film, dust, fingerprints and spillages.
- Soft furniture is free from stains, soil, film and dust.
- Furniture legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs.
- Inaccessible areas (edges, corners, folds and crevices) are free of dust, grit, lint and spots.
- All high surfaces are free from dust and cobwebs.
- Curtains, blinds and drapes are free from stains, dust, cobwebs and lint.
- Equipment is free of tapes and plastic which may compromise cleaning.
- Furniture has no odour that is distasteful or unpleasant.
- Shelves, benchtops, cupboards and wardrobes/lockers are clean inside and out and free of dust and litter or stains.
- Waste/rubbish bins or containers are clean inside and out, free of stains and mechanically intact.
- Fire extinguishers and fire alarms are free of dust, grit, dirt and cobwebs.
[Note: Furniture should not be repaired using tapes etc. that may compromise cleaning. Damaged furniture should be reported to the Health Centre management.]

- 3) **Toilets and bathroom fixtures**
Includes: toilets, urinals, sinks, showers, baths, wash basin areas, taps, tap handles, bed pans, sluices, bath mats, call button, shower curtains and shower/bath rails.

Required standard

- Porcelain and plastic surfaces are free from smudges, smears, body fats, soap build-up and mineral deposits.
- Metal surfaces, shower screens and mirrors are free from streaks, soil, smudges, soap build-up and oxide deposits.
- Wall tiles and wall fixtures (including soap dispensers and towel holders) are free of dust, grit, smudges/streaks, mold, soap build-up and mineral deposits.
- Shower curtains and bath mats are free from stains, smudges, smears, odours, mould and body fats.
- Plumbing fixtures are free of smudges, dust, soap build-up and mineral deposits.
- Bathroom fixtures are free from odours that are distasteful or unpleasant.
- Waste/rubbish bins or containers are clean inside and out, free of stains and mechanically intact.
- Consumable items are in **sufficient supply**.

III. ENVIRONMENT**1) General tidiness****Required standard**

- The area is tidied and must be uncluttered.
- Floor space is clear, only occupied by furniture and fittings designated for that area.
- Fire access and exit doors are clear and unhindered.

2) Odour control**Required standard**

- The area must smell fresh.
- There is no unpleasant odour.
- Room deodorizers are clean and functional.

SCHEDULE D

CLEANING SCHEDULE AND FREQUENCY

NO.	SCHEDULE AND FREQUENCY								
	GENERAL AREAS	FLOOR	WALL	WINDOW / DOOR	CEILING	FURNITURES FIXTURES & EQUIPMENTS	DOOR KNOB / HANDLE	EMPTY & CLEANING WASTE BIN	CARPET/VINYL CLEANING
A.	1. CORRIDOR/HALLWAY	Daily	2x weekly	Daily	2x weekly	1x Weekly	3x Daily	2x Daily	
	▪ METAL RAILING	-	Daily	-	-	-	-	-	
	▪ GLASS PANELS	-	Inside: Daily Outside: 2x Weekly	Inside: Daily Outside: 2x Weekly	1x monthly	1x weekly	-	-	
	2. ALL STAIR CASE	2x Daily	2x weekly	Daily	2x weekly	-	Daily	-	
	3. TOILET (PUBLIC) Note: Include replenishing of toiletries	At least 4x Daily	Daily	Daily	2x weekly	Daily	At least 4x Daily	4x Daily	
	4. OFFICES								
	a. ADMINISTRATION	Daily	Weekly	Daily	Weekly	2x weekly	Daily	2x Daily	
	b. CONFERENCE ROOM	Daily	Weekly	Daily	Weekly	2x weekly	Daily	2x Daily	Vacuum –Weekly Shampoo - Monthly
	c. TOILET Note: Include replenishing of toiletries	2x Daily	Daily	Weekly	Weekly	Daily	At least 2x Daily	2x Daily	
	d. KITCHEN/ PANTRY	2x Daily	Daily	Daily	Weekly	Daily	At least 2x Daily	2x Daily	
	5. ALL STORES	1x weekly	1x weekly	1x weekly	1x weekly	1x weekly	Daily	Daily	
	6. PRAYER ROOM	Daily	2x weekly	Daily	1x weekly	1x weekly	2x Daily	2x Daily	Vacuum –Weekly Shampoo - Monthly
	a. ABLUTION ROOM	Daily	Daily	Daily	1x weekly	1x weekly	Daily	x	

NO.	SCHEDULE AND FREQUENCY								
	5. PAVEMENT (FOOT-PATH TO ATTACHED BUILDING)	2x Daily	Daily	Daily	1x monthly	-	Daily	Daily	
	6. LOBBIES	2x Daily	Daily	Daily	Weekly	Daily	At least 2x Daily	2x Daily	
	7. COUNTER / RECEPTIONIST	Daily	Weekly	Daily	Weekly	Daily	Daily	2x Daily	
	8. DRIVEWAY/PORCH	Daily	-	-	Monthly	-	-	-	
	9. OPEN DRAINS	Daily	-	-	-	-	-	-	
A.	GENERAL AREAS	FLOOR	WALL	WINDOW / DOOR	CEILING	FURNITURES FIXTURES & EQUIPMENTS	DOOR KNOB / HANDLE	EMPTY & CLEANING WASTE BIN	CARPET/VINYL CLEANING
	10. ROOFTOP	1x monthly	1x monthly	-	-	-	Monthly	-	
	11. FIRE EXTINGUISHER & FIRE HOSE REEL CABINETS	1x weekly	1x weekly	1x weekly	1x weekly	1x weekly		-	
	12. DOMESTIC WASTE STORAGE	Daily	Daily	Daily	1x weekly	Every after collection	Daily	-	

Cleaning may include:

FLOOR	WALL	WINDOW / DOOR	CEILING	CARPET & VINYL
Sweep High Dust Vacuum Dust and Mop Spot cleaning Sanitising Disinfect	Wash & Scrub Spot cleaning Dusting Disinfect	Damp Wipe Polishing Spot cleaning Wash & Scrub Disinfect	High rise cleaning Dusting	Polishing Shampoo Carpet Vacuum

SCHEDULE E
WORKING HOURS

Day:	Morning Session:	Afternoon Session:
Monday	7.00 am – 12.00 pm	1.00 pm – 4.30 pm
Tuesday	7.00 am – 12.00 pm	1.00 pm – 4.30 pm
Wednesday	7.00 am – 12.00 pm	1.00 pm – 4.30 pm
Thursday	7.00 am – 12.00 pm	1.00 pm – 4.30 pm
Friday	7.00 am – 12.00 pm	NA
Saturday	7.00 am – 12.00 pm	1.00 pm – 4.30 pm
Sunday	NA	NA

Areas Inside Building : Office Hours only OR if required any time

Areas Outside Building : Office hours OR Friday/Sunday/Public Holidays, as when required)

SCHEDULE F

ALLOCATION OF PERSONNEL

The Contractor shall specify number of skilled or semi-skilled workers that will be provided.

General Workers (Cleaner)	No. Required
Male	1
Female	1

* One of the cleaners must be assigned as the supervisor

SCHEDULE G

LIST OF EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR

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

NO.	MACHINES	QUANTITY
1	Burnishing machine	1
2	Carpet shampooing machine	1
3	Vacuum cleaners	
	▪ Wet Vacuum Machine	1
	▪ Dry Vacuum Machine	1
4	Polishing machine	1
5	Scrubbing machine	1
6	Water jet	1
	Chemical	
1	Floor polish	} Adequate when used
2	Toilet cleaner	
3	Disinfectants	
4	Deodorant	
5	Clorox	
	Other equipment	
1	Brooms	} Adequate when used
2	Dustbins	
3	Garbage trolleys	
4	Dustpans	

SCHEDULE H**CHECKLIST FORMS****DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES
MINISTRY OF HEALTH****FORM E – TWICE MONTHLY**

LOCATION _____
SECTION _____
MONTH _____
OFFICER IN CHARGE _____

NO.	DESCRIPTION OF WORK	DATE	COMMENTS
1.	Grass cutting at compound area and 3 metre outside from gate. Includes removal of cut grass for disposal.		
2.	Pruning of plants, collect and remove for disposal all cut branches.		
3.	Removal and disposal of all weeds and rubbish collected.		
4.	General cleaning of drainages and sewer (with water jet).		
5.	Dusting and vacuum curtain.		
	TOTAL	/15	

PLEASE INDICATE THE MARKS AS FOLLOWS:

0 NOT DONE	1 NOT SATISFACTORY	2 GOOD	3 VERY GOOD	N NOT APPLICABLE
-----------------------------	-------------------------------------	-------------------------	------------------------------	-----------------------------------

Signature : _____**Date :** _____*Note :**Mark (*) will be filled by Officer In-Charge.*

**DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES
MINISTRY OF HEALTH**

FORM D – MONTHLY

LOCATION _____
SECTION _____
MONTH _____
OFFICER IN CHARGE _____

NO.	DESCRIPTION OF WORK	DATE	COMMENTS
1.	General cleaning, scrubbing and sealing of floor (Tiled & Vinyl Floor) and staircases.		
2.	Polishing of vinyl & tile flooring and staircases.		
3.	Shampooing of carpet.		
4.	General cleaning of all external glass panels including frames.		
5.	General cleaning of rooftop including cutting off small plant that grows on gutters.		
	TOTAL	/15	

PLEASE INDICATE THE MARKS AS FOLLOWS:

0 NOT DONE	1 NOT SATISFACTORY	2 GOOD	3 VERY GOOD	N NOT APPLICABLE
-----------------------------	-------------------------------------	-------------------------	------------------------------	-----------------------------------

Signature : _____

Date : _____

Note :

Mark () will be filled by Officer In-Charge.*

**DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES
MINISTRY OF HEALTH**

FORM C – TWICE WEEKLY

LOCATION _____
SECTION _____
MONTH _____
OFFICER IN CHARGE _____

NO.	DESCRIPTION OF WORK	WEEK 1 (FRIDAY)	WEEK 3 (FRIDAY)	COMMENTS
1.	General cleaning of Domestic Waste Storage – scrubbing of floor and walls and clean windows; and cleaning of waste bins, fixtures and fittings.			
2.	General cleaning of Clinical Waste Storage – scrubbing of floor and walls and clean windows; and cleaning of waste bins, fixtures and fittings.			
3.	Vacuum Carpet			
	TOTAL	/9	/9	

PLEASE INDICATE THE MARKS AS FOLLOWS:

0 NOT DONE	1 NOT SATISFACTORY	2 GOOD	3 VERY GOOD	N NOT APPLICABLE
-----------------------------	-------------------------------------	-------------------------	------------------------------	-----------------------------------

Signature : _____

Date : _____

Note :

Mark () will be filled by Officer In-Charge.*

**DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES
MINISTRY OF HEALTH**

FORM B – WEEKLY

LOCATION _____
SECTION _____
MONTH _____
OFFICER IN CHARGE _____

NO.	DESCRIPTION OF WORK	DATE – 1 ST WEEK	DATE – 2 ND WEEK	DATE – 3 RD WEEK	DATE – 4 TH WEEK	COMMENTS
1.	Spot cleaning/dusting and removal of cobwebs and insect debris from walls, columns and ceiling;					
2.	General cleaning of toilets – scrubbing of floor; wash-down and scrub walls and clean windows; and scrubbing of fixtures and fittings.					
3.	Cleaning walls, ceiling, air-conditioner supply and return air-grilles and light fittings, covers / diffusers.					
	TOTAL	/9	/9	/9	/9	

PLEASE INDICATE THE MARKS AS FOLLOWS:

0 NOT DONE	1 NOT SATISFACTORY	2 GOOD	3 VERY GOOD	N NOT APPLICABLE
-----------------------------	-------------------------------------	-------------------------	------------------------------	-----------------------------------

Signature : _____

Date : _____

Note :

Mark () will be filled by Officer In-Charge.*

**DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES
MINISTRY OF HEALTH**

FORM A – DAILY

LOCATION _____
SECTION _____
MONTH _____
OFFICER IN CHARGE _____

NO.	DESCRIPTION OF WORK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Comments
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
1.	Sweep and mopping of floor.	/3	/3	/3	X	/3	/3	/3	/3	/3	/3	X	/3	/3	/3	/3	/3	/3	X	/3	/3	/3	/3	/3	/3	X	/3	/3	/3	/3	/3	
2.	Sweep and mopping of staircases and cleaning handrails.																															
3.	General cleaning of all internal glass panels, frames and security grilles.																															
4.	Wiping door knob/handles, furniture, counters, fittings, labels, equipment worktop, cupboards, telephones.																															
5.	Dusting of windows and frames and window blinds/curtains; spot cleaning of glass panels and frames.																															
6.	Wiping and disinfect fire extinguishers and fire hose reel cabinets.																															

NO.	DESCRIPTION OF WORK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Comments
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
7.	Cleaning of toilets and ensure all the fittings, fixtures and floor shall be dry after cleaning.																															
8.	Replenish of toilet rolls and hand soap for all toilets.																															
9.	Sweeping and mopping drive-in porch, foyer and covered area.																															
10.	General cleaning of pavement, driveway and car parking areas.																															
11.	Cleaning of building apron and drains; driveway and compound drain.																															
12.	Collect and removal of waste.																															
	TOTAL																															

PLEASE INDICATE THE MARKS AS FOLLOWS:

0 NOT DONE	1 NOT SATISFACTORY	2 GOOD	3 VERY GOOD	N NOT APPLICABLE
-----------------------------	-------------------------------------	-------------------------	------------------------------	-----------------------------------

Signature : _____

Date : _____

Note :

Mark () will be filled by Officer In-Charge.*

**DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES
MINISTRY OF HEALTH**

MONTHLY CLEANING PLAN TEMPLATE

NO.	DATE	LOCATION	DESCRIPTION OF WORK	COMMENTS BY HEALTH CENTRE MANAGEMENT
1.	First Week Date:			
2.	Second Week Date:			
3.	Third Week Date:			
4.	Forth Week Date:			

***Planned cleaning shall be done every Friday.*

***This template shall be submitted every first week of the month attached to Invoice/Work Order/Performance Checklist Form.*

Prepared by: _____

Date: _____

SCHEDULE I

LIST OF CONSUMABLES TO BE PROVIDED BY CONTRACTOR

All consumables to be used in the cleaning services shall be provided by the Contractor such as:-

NO	DESCRIPTION	QUANTITY
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.	Perfume Spray	
11.	Deodorant Block	
12.	Liquid Hand Soap	
13.	Toilet Bowl Cleaner	
14.	Toilet Disinfectant	
15.	Toilet Paper	
16.	Glass/Mirror Cleaner	
17.	Toilet Tissue Roll	

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**
9. **SCHEDULE I – OPERATIONAL COST**
10. **SCHEDULE J – CLEANING EXPERIENCES IN HOSPITAL/CLINICAL SETTINGS**

SCHEDULE A

TENDER FORM

To:

TENDER REFERENCE NO.: KK/200/2025/JPKAS(TC)

THE PROVISION OF CLEANING SERVICES FOR NATIONAL TUBERCULOSIS CENTRE, FOR A PERIOD OF THREE (3) YEARS

TENDER OF (name of tenderer)

Company/Business Registration No.: _____

Tender Closing Date: _____

NO.	DESCRIPTION	PRICE (B\$)
Monthly charges for cleaning services for: National Tuberculosis Centre		
1	Monthly Charges For Cleaning Services	
2	Total Monthly Charges	
3	Total Charges For Three (3) Years	

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 **SIX (6) 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 20 .

Tenderer's official stamp:

Signature of authorised officer of Tenderer

Name:

Designation:

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 in cleaning clinical/hospital setting (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 F
DECLARATION

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. **(FAILURE TO FILL THE OFFER DETAIL SHALL BE IDENTIFIED AS NON-COMPLIED TO THE OFFER)**

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.
(FAILURE TO FILL THE OFFER DETAIL SHALL BE IDENTIFIED AS NON-COMPLIED TO THE OFFER)

NO.	DESCRIPTION	BRAND	COUNTRY OF ORIGIN
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		

SCHEDULE I

OPERATIONAL COSTS

9.1 Tenderers are required to fill in information required below which are intended to be used for the services.

(FAILURE TO FILL IN REQUIRED DETAILS SHALL BE IDENTIFIED AS NON-COMPLIED TO THE OFFER)

a) Monthly Salaries

DETAILS	NO. OR PERSONNEL OFFERED [A]	MONTHLY SALARY [B]	TOTAL MONTHLY SALARY [A X B]
Cleaners	2		

b) List of equipment and machineries

NO.	EQUIPMENT AND MACHINERIES	TOTAL OFFERED	BRAND	PRICE PER UNIT	TOTAL PRICE
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				
TOTAL PRICE FOR MACHINERIES AND EQUIPMENT					

c) CHEMICALS AND TOILETRIES

NO.	DETAILS	BRAND	MONTHLY USAGE ESTIMATION (A)	PRICE PER UNIT (B)	TOTAL (A x 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				
TOTAL PRICE FOR CHEMICALS AND TOILETRIES					

d) SUMMARY FOR OPERATIONAL COSTS

ESTIMATED OPERATIONAL COSTS THE PROVISION OF CLEANING AND GRASS CUTTING SERVICES FOR BELAIT HEALTH OFFICE FOR A PERIOD OF THREE (3) YEARS	
KETERANGAN	ANGGARAN SEBULAN
1. Salaries	
2. Machineries and Equipment	
3. Chemicals and Toiletries	
MONTHLY OPERATIONAL COSTS	

SCHEDULE J

CURRENT AND PREVIOUS EXPERIENCES IN CLEANING CLINICAL/HOSPITAL SETTING

NO.	TENDER REFERENCE	PROJECT	START DATE	END DATE
1				
2				
3				
4				
5				
6				
7				
8				

TENDERER'S DECLARATION

I acknowledge that failure to provide complete information or to fill in the required details as listed under Section 3 (Schedule A – J) will result in **non-compliance with the offer**

(Nama dan Tandatangan)

(Name and Signature)

^(Pemilik Syarikat / CEO / Pengarah)

(The Owner of Co / CEO / Director)

(Cop Syarikat)

(Company Stamp)