

TENDER REFERENCE NO.: KK/66/2026/UPP(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF DOMESTIC WASTE COLLECTION AND
DISPOSAL SERVICE FOR WOMEN AND CHILDREN BLOCK
OF RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS)
HOSPITAL FOR A PERIOD OF THREE (3) YEARS**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON Tuesday, 02nd June 2026

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)

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SECTION 2
SPECIFICATIONS

TENDER REFERENCE NO.: KK/66/2026/UPP(TC)

THE PROVISION OF DOMESTIC WASTE COLLECTION AND DISPOSAL SERVICE FOR WOMEN AND CHILDREN BLOCK OF RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF THREE (3) YEARS

1. General

1. Carry out Domestic Waste Collection and Disposal Services twice daily from the following premises:

No.	Location	Time of Collection	No. of Days Per Week
1.1	Women & Children Block – Basement 1	5.00am – 6.00am 3.00pm – 4.00pm	7 days a week

(Hereinafter collectively referred to as “the Collection Points” and individually as “the Collection Point”)

2. The duration of the provision of Services is for three (3) years.
3. The proposed building modifications must be submitted to the Chief Executive Officer of the respective hospitals/facilities for permission before its implementation. And the Contractor shall finance towards the cost of supplying, installing, commissioning and maintenance of any related equipment/furniture/ including directional signage.

2. Job Scope

1. Clean all waste receptacles (include the store, loading and unloading area), any excess refuse in and around the waste receptacles as follows:

Location	Monthly	Weekly	Daily
<ul style="list-style-type: none"> ▪ General Waste Store ▪ Rubbish Truck Parking ▪ Dirty Unloading Area 	<ul style="list-style-type: none"> ▪ Spray High Pressure Water Jet ▪ Scrubbing ▪ Sweeping ▪ High Dusting 	<ul style="list-style-type: none"> ▪ Disinfected Floor Area ▪ Sweeping ▪ Spot Clean ▪ Wash & Clean rubbish bins after each used 	<ul style="list-style-type: none"> ▪ Clean container every weekend

2. Leave all waste receptacles clean and tidy to the satisfaction of the officer-in-charge of each of the Collection Points.
3. Clean all waste spillage arising or occurring during collection or transportation immediately.
4. Ensure that the Collection Points and the designated route are free from waste spillage.
5. Weight (Kg) and record the General waste at the collection point before collected and transport out of Raja Isteri Pengiran Anak Saleha Hospital Area.
6. Collect the waste from the Collection Points and transport it to the Municipal Dumping Ground located at Sungai Paku for disposal or any designated approved government dumping ground within the state of Negara Brunei Darussalam.
7. The Contractor should install odor control unit in the General Waste Area, Rubbish Truck Parking and Dirty Unloading Area to absorb and bio-degrades odorous compounds in the air.

3. Designated Route

Use the designated route as described by the Management of RIPAS Hospital for waste collection from/to stated Collection Points in Appendix A.

4. Vehicle

1. Collect and transport the Waste from the Collection Points using vehicles specially designated for such purposes. Such vehicles shall be thoroughly cleaned after each cycle of use when spillage has occurred.
2. The vehicles used must be in good condition and clean in operation in order to prevent any delayed.
3. Submit the list of vehicles proposed for use in the performance of this Agreement within (10) days of signing the Agreement to the Hospital Administrator stating: -
 - a. the registration numbers
 - b. load carrying capacities by weight and volume
 - c. Any subsequent changes to the list shall be notified to the Hospital Administrator in advance.
 - d. Substitute vehicles to be used in case of breakdown shall also be made known to the Ministry of Health in advance.
 - e. Ensure that drivers of all such vehicles and any assistants to such drivers are properly trained to carry out their duties in a safe and professional manner and be able to manage any possible emergency situation.
 - f. Provide such drivers and assistants with protective clothing appropriate for the tasks assigned to them.

5. Equipment

1. Supply and maintain waste receptacle at the Main Collection Points as follows:
 - a. **Eight (8)** unit bins with wheels roll-top lid – 550 liter

Capacity	Specification
550 liter	Lid : Two handles for easy opening : Pedal for easy opening of the bin Bins : Heavy duty, puncture proof, leak proof and top lid Wheels : Heavy duty, independent, auto-dirigible with metal rim and solid rubber casing for silent rolling of the bin : Bear simple foot brake on the two front wheels for easy immobilization of the bin : Rotation locking system of the two rear wheels (route guides) for direction control and for easy handling of the bin during the transfer

6. Transportation

1. Refuse Compactor Truck are required to collect domestic waste at the set location in 1.1
2. The Maximum height of the Refuse Compactor Truck **should not exceed 3 mtr.**
3. Any spillage or rubbish fall behind during collection and transportation within the Hospital compound must immediately clean and recollected.

7. Cleaning Schedule

Every location of disposal should be clean according to cleaning schedule specified in Form B.

8. Quality Services

1. Ensures that the Services provided under the Agreement are of high quality and conform to the Specifications outlined in Section 2 of the Invitation to Tender.
2. Institute strict procedures for the prevention of cross-infection.

9. Pest Control

The Contractor should provide means of Pest Control at Collection Point (include the store, loading and unloading area). Pest refers from rodent to insects.

10. Personnel

1. The Contractor shall provide and employ an adequate number of employees as follows:

Employees Per Shift	Working Hours
1	08.00am – 08.00pm 08.00pm – 08.00am

- a. The Hospital reserves the right to amend the working hours without prior notice to the Contractor.
- b. The Contractor shall ensure that his personnel are present at their designated work areas during such working hours or as needed by the Hospital Administrator
- c. Immediate steps shall be taken by the Contractor to provide temporary replacement/relief to make up the personnel required to provide the Services to the satisfaction of the Hospital.
- d. A list of workers shall be submitted to the Hospital Administrator for monitoring and security purposes.
- e. The Hospital Administrator reserves the right to remove or replace any of workers employed by the Contractor from the Hospital premises, who in the opinion of the Hospital Administrator has misbehaved or is incompetent or negligent in the performance of his/her duties.
- f. The Contractor 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.
- g. The Contractor shall take out, at its own expense, with an insurance approved in writing by the Hospital Administrator a policy or policies each specifically endorsed to provide indemnity to the Contractor and to the Hospital against any liabilities arising out of claims by personnel for payment of compensation under the Workmen's Compensation Act (Cap 74 of the Laws of Brunei).
- h. The Contractor undertakes to the Hospital Administrator that he will not employ, and will ensure that all of its sub-contractors will not employ, any illegal foreign workers.
- i. The Contractor will ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.

11. Security Passes and Uniform

1. The contractor shall at its own expense, issue security passes to the cleaner's employees. For admission into the site, such passes must be worn by the cleaner's employees in the conspicuous manner so as to be easily identified by the Hospital's security personnel. Such passes must be worn in such manner all times while performing the services on site. Any lost or damaged passes must be reported immediately to the Hospital Administrator and upon approval from the Hospital Administrator, replace such lost/stolen pass at the cleaner's own costs.

2. The cleaner shall ensure that all its employees are properly attired in clean and neat uniforms and apparel which shall be provided by the cleaner at its own cost. Such uniforms must be pre-approved by the Hospital Administrator.

12. Security Arrangement

1. The Contractor's personnel shall immediately leave the Hospital premises if requested by the Hospital or any of its staff.
2. The Contractor 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.
3. The Contractor shall ensure that his personnel do not, at any time, enter into areas which are not part of the Hospital premises except as directed by the Hospital.
4. For security purposes, the Contractor will provide the Hospital Administrator with the following particulars of his workers at least one (1) month before the commencement of the Services:
 - a. Name
 - b. Address
 - c. Identity Card Number / Passport Number
 - d. Gender
 - e. Citizenship
 - f. Expiry date of work pass (for foreign workers)

13. Communications

The Contractor shall ensure that the personnel are equipped with appropriate telecommunication devices (e.g. walkie-talkie, wireless phone) so that they are easily contacted to each other, Contract Manager and by the Assistant Domestic.

14. Notification

1. Ensure that any matters concerned the above services are to be communicated directly to the relevant Management (Management of RIPAS Hospital depending on the affected locations including pricing, claims/payment and collection schedule).
2. The Contractor shall notify the Hospital Administrator within 24 hours of any disruption in the schedule of collection.
3. The Contractor shall inform the Hospital Administrator within 24 hours of finding any clinical waste or bio-hazardous waste (normally contained in yellow plastic bags or containers labeled bio-hazardous) in any of the Collection Points.

15. Standard of Procedure (SOP)

1. Hand Washing
 - a. Hands washing can minimize micro-organisms on the hands when there is contact with blood, body fluids, secretions and excretions
 - b. Personnel should wash their hands using soap and water:
 - i. After handling, collection and transporting domestic waste
 - ii. Immediately after removing gloves
2. Use of Personal Protective Equipment (PPE)
 - a. The use of PPE provides a physical barrier between the microorganism and the personnel/user
 - b. PPE prevents the eyes, hands, clothing and shoes from contaminations of microorganism as well contact of blood or body fluid that may contain infectious agents
 - c. PPE includes:

- i. Thick long gloves (rubber) – should be of sufficient thickness to minimize sharp injuries
 - ii. Mask
 - iii. Protective eye wear
 - iv. Plastic apron – must be of single use and fluid repellent
 - v. Boots (rubber)
- 3. Collecting, Handling and Transporting
 - a. All personnel should wear PPE when collecting and transporting domestic waste
 - b. All personnel need to be aware they are at risk from sharps and other instruments
 - c. Wheeled trolleys should not have any sharp edges that could damage waste bags during loading and unloading
 - d. Trolleys should be covered during transport from the storage area to the municipal dumping area
 - e. Trolleys should be cleaned and disinfected daily with appropriate disinfectant (chlorine releasing agent – Clorox 1:10)
- 4. Prevention from sharps injuries
 - a. Personnel must use thick gloves (rubber) for the task of handling all domestic waste
 - b. Personnel must use suitable tools e.g., tongs to pick up needles or visible sharp objects
- 5. Management of needle stick injury
 - a. Immediately stop what you are doing and attend the injury
 - b. Encourage bleeding by squeezing
 - c. Do not suck
 - d. Wash well under running water
 - e. Dry and apply water proof dressing
 - f. Inform supervisor
 - g. Contact infection control nurse
 - h. Fill in 'the notification incident form'
 - i. Tetanus toxoid (to be given at A&E Department)
 - j. Refer to Occupational Health Division

Note. If accident happens after office hours, attend the Accident & Emergency Department for management and see infection control nurse the following day.

- 6. Environmental Cleaning
 - a. Cleaning shall be done daily with soap and water
 - b. Pour prepared solution of Clorox 1:10 dilution (1 part of Clorox to 9 parts of water mixture) onto spill e.g. blood & body fluids and leave for 5 minutes)
 - c. Wash hands with soap and water after removing glove

16. Evaluation and Performance

- 1. The Contractor is required to record daily collection works in a format acceptable to the Centre. These checklist forms (Appendix A) will be used as a basis for performance evaluation and to be verified and signed by security on duty on a daily basis.
- 2. The Contractor must ensure that these checklist forms are duly completed and signed by the officers-in-charge at the respective waste collection point after completion of the all services required at the end of every week. These forms shall be submitted on the first day of the following week in which they are completed and signed.
- 3. The checklist forms shall be submitted to Monitoring Unit, Operation Division, RIPAS Hospital for final score.
- 4. The inspection shall be done in random areas of different categories, according to the scheduling. The scheduling will be prepared by the Hospital Management. All evaluation scores will be recorded by monitoring Unit, Operation Division, RIPAS Hospital.

5. In order to gauge the performance and the quality of the cleaning services provided by Contractors, the Hospital Management will be closely monitoring performance using Key Performance Indicator (KPI) which will be based as follow;

No.	KPI Item	Measurement	Weight	Tools/Forms
1	Waste Collection and Cleaning Schedule Compliance	Number of collections completed on schedule	70%	Waste Collection Log Sheet Cleaning Checklist
2	Cleanliness of Collection Points and Bins	Inspection score by hospital monitoring unit	20%	Monthly Inspection Checklist
3	Waste Spillage Control	Number of spillage incidents not cleaned immediately	10%	Incident / Spillage Report

6. The overall score the KPI evaluation and performance shall be used for the purpose of ascertaining the payment. The Government shall be entitled to make deductions on the overall monthly charges based on overall performance score as following categories:

Overall KPI Performance (%)	Payment (%)	Description
90% - 100%	100%	Full payment – All KPIs met or exceeded.
80% - 89%	95%	Slight reduction – Minor shortfall in one or more KPIs.
75% - 79%	90%	Moderate reduction – Several KPIs below target.
60% - 74%	80%	Major reduction – Many KPIs not met, impacting service quality.
Below 60%	60% or below	Severe reduction – Failure to meet minimum service standards; penalized may apply.

17. Authorised Representative

- For the purpose of the provision of Services, the Hospital will be represented by the Housekeeping Manager, who will be the authorized Hospital representative.
- All communication and notices shall be directed to the attention of:

Head of Operation
Raja Isteri Pengiran Anak Saleha Hospital,
Bandar Seri Begawan BA1710
Negara Brunei Darussalam
Tel: 2242424 Ext 7428
Fax: 2242690 (CEO Office)

18. Claims

- The Contractor shall submit the invoice of the previous month on the first week of each month. All claims shall be addressed to:

Chief Executive Officer
Raja Isteri Pengiran Anak Saleha Hospital
Bandar Seri Begawan
Negara Brunei Darussalam

2. All relevant supporting documents (checklist Form A, B, C, D and E) shall be attached together when submitting the claims. Refer to Appendix B.
3. The Hospital are entitled to make deductions based on overall performance starting with the deduction by way of liquidated damages for each collection missed or delayed as follow;

Deduction	Collection Point
B\$175.00	Waste Disposal Storage Area Women and Children Centre B1

4. The deduction will then be carried over to overall performance score as mentioned in **clause 16. (5)**. If the overall performance is below satisfactory within a specified period of time be it of the same or different matter, The Government shall send a written warning to the Contractor to regulatory measures, to remedy the failure along with penalties and deduction of payment.
5. If the average monthly performance of 70 % below is repetitive (more than 3 time continuously), failure to comply within the Contract or license obligations shall lead to suspension or termination of the Contract as may be decided by the Government.

19. Right to Appoint Other Vendors

1. The Hospital reserves the right to engage other vendors to provide the services if the Contractor fails to perform in full compliance with the contract.
2. All expenses incurred shall be recoverable in full from the Contractor by the Hospital.

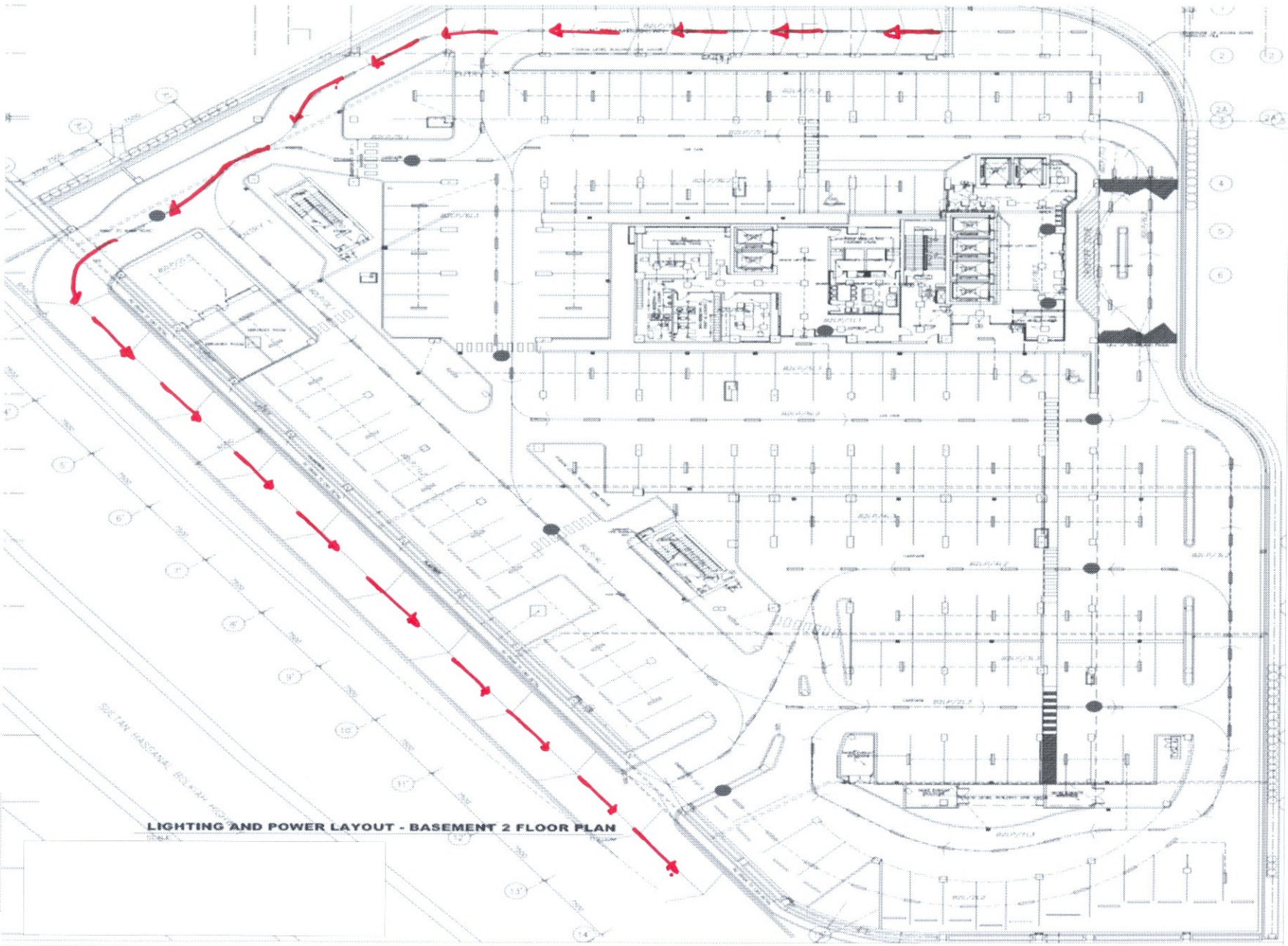
20. Exit Clause

The Government reserves the absolute right to terminate the Contract at any time, without assigning any reason, by given written notice. No compensation shall be payable except for services satisfactory rendered up to the termination date.

21. Termination Clause

1. The Government reserves the right to terminate the Contract due to:
 - a. Persistent non-performance or repeated non-compliance;
 - b. Illegal activities, safety violations or misuse of vehicles;
 - c. Failure to comply with Ministry of Health procedures, rules and contractual obligations;
 - d. Failure to provide required manpower or replacement vehicles;
 - e. Any ground deemed significant by Ministry of Health in the interest of safety, service continuity or public health.
 - f. Withdrawal, suspension, revocation or invalidation of any license, permit, approval or authorization issued by any government authority to the Contractor, and/or failure of the Contractor to promptly notify or take necessary action to reinstate or replace such license, permit, approval or authorization where such circumstance affects or may affect the performance of the Contractor's obligations under this contract.

LOCATION OF WASTE STORAGE AND ROUTING AT BASEMENT 2



LOCATION OF WASTE STORAGE AND ROUTING AT BASEMENT 1

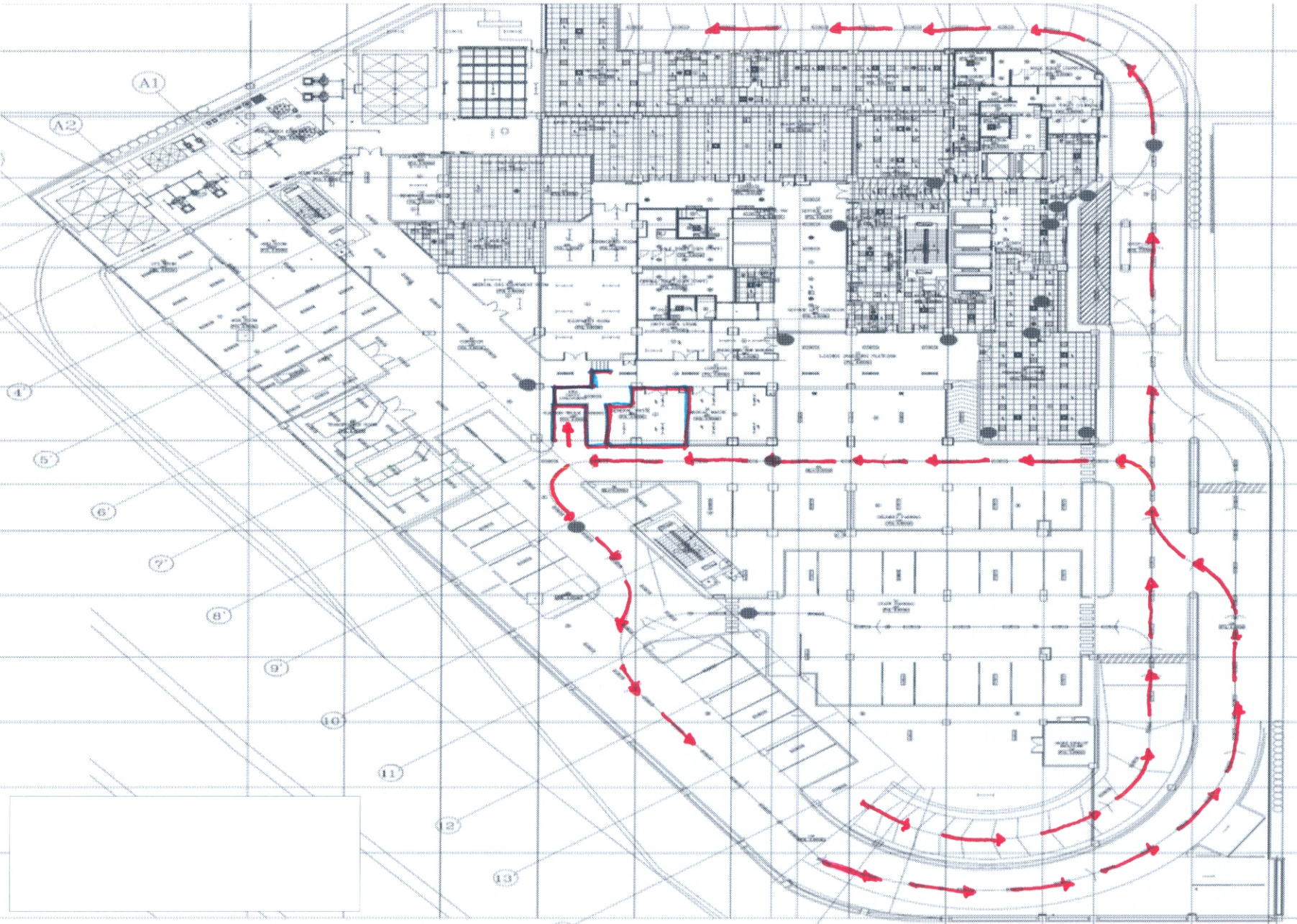


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SECTION 3

FORMS TO BE USED

SCHEDULE 1 – TENDER FORM

TENDER REFERENCE NO.: KK/66/2026/UPP(TC)

THE PROVISION OF DOMESTIC WASTE COLLECTION AND DISPOSAL SERVICE FOR WOMEN AND CHILDREN BLOCK OF RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF THREE (3) YEARS

TENDER OF (Name of tenderer) _____

Company/Business Registration No. _____

Tender Closing Date: _____

NO.	DESCRIPTION	AMOUNT								
1. a	<p>Carry out Domestic Waste Collection and Disposal Services twice daily from the following premises:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No.</th> <th style="text-align: center;">Location</th> <th style="text-align: center;">Time of Collection</th> <th style="text-align: center;">No. of Days Per Week</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.1</td> <td>Women & Children Block – Basement 1</td> <td>5.00am – 6.00am 3.00pm – 4.00pm</td> <td style="text-align: center;">7 days a week</td> </tr> </tbody> </table>	No.	Location	Time of Collection	No. of Days Per Week	1.1	Women & Children Block – Basement 1	5.00am – 6.00am 3.00pm – 4.00pm	7 days a week	
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1.1	Women & Children Block – Basement 1	5.00am – 6.00am 3.00pm – 4.00pm	7 days a week							
b	<p>Supply and maintain waste receptacle at the Main Collection Points as follows:</p> <p style="margin-left: 20px;">a. Eight (8) unit bins with wheels roll-top lid – 550 liter</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Capacity</th> <th style="text-align: center;">Specification</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">550 liter</td> <td> <p>Lid : Two handles for easy opening : Pedal for easy opening of the bin</p> <p>Bins : Heavy duty, puncture proof, leak proof and top lid</p> <p>Wheels : Heavy duty, independent, auto-dirigible with metal rim and solid rubber casing for silent rolling of the bin : Bear simple foot brake on the two front wheels for easy immobilization of the bin : Rotation locking system of the two rear wheels (route guides) for direction control and for easy handling of the bin during the transfer</p> </td> </tr> </tbody> </table>	Capacity	Specification	550 liter	<p>Lid : Two handles for easy opening : Pedal for easy opening of the bin</p> <p>Bins : Heavy duty, puncture proof, leak proof and top lid</p> <p>Wheels : Heavy duty, independent, auto-dirigible with metal rim and solid rubber casing for silent rolling of the bin : Bear simple foot brake on the two front wheels for easy immobilization of the bin : Rotation locking system of the two rear wheels (route guides) for direction control and for easy handling of the bin during the transfer</p>					
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c	<p>The Contractor shall provide and employ an adequate number of employees as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Employees Per Shift</th> <th style="text-align: center;">Working Hours</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>08.00am – 08.00pm 08.00pm – 08.00am</td> </tr> </tbody> </table>	Employees Per Shift	Working Hours	1	08.00am – 08.00pm 08.00pm – 08.00am					
Employees Per Shift	Working Hours									
1	08.00am – 08.00pm 08.00pm – 08.00am									

NO.	DESCRIPTION	AMOUNT
2	Total Daily Contract Amount	
3	Total Annual Contract Amount (x 365)	
4	Total Overall Contract Amount for 3 years (x 3) (Carried to Tender Form)	

Note.

The Contractor shall ensure that any matters concerned the above services are to be communicated directly to the relevant Management including pricing, claims/payment and collection schedule.

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) CALENDER 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 .

Signature of authorised officer of Tenderer

Name:

Designation:

Tenderer's official stamp:

SCHEDULE 2 – INFORMATION SUMMARY

2. 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 Domestic Waste Collection and Disposal Service.
 - d. Other information which is considered relevant

SCHEDULE 3 – 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 4 – 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 5 – REFERENCES

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

Table 5.1 - References of Previous Customer

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.

SCHEDULE 6 – DECLARATION

6.1 Tenderers shall complete and submit the Declaration form below.

**PENGAKUAN PENENDER
*TENDERER'S DECLARATION***

WOMEN & CHILDREN BLOCK
RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL
Daily Attendance Collection

FORM A

Waste Disposal

No.	Date	Weight (Kg)	Day	Time	Sign
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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Checked by:

Name: _____

Designation: _____