

UNIVERSITI TEKNOLOGI BRUNEI

TARIKH TUTUP / CLOSING DATE:
27 OGOS 2019 (2.00 PETANG)

BIL. SEBUTHARGA / QUOTATION NO.:
UTB/QTN/2019-2020/07/EST

TARIKH / DATE: **07 OGOS 2019**

NOTA*
SILA HANTAR SEBUTHARGA TERUS KEPADA:
PEJABAT KEWANGAN
1F.34 TINGKAT 1 BLOK F
UNIVERSITI TEKNOLOGI BRUNEI
LEBUHRAYA TUNGKU
GADONG BE1410
NEGARA BRUNEI DARUSSALAM

QUOTATION TITLE / TAJUK SEBUTHARGA :

**MINOR CONTRACT FOR JANITORIAL AND HOUSEKEEPING SERVICES AT UNIVERSITI
TEKNOLOGI BRUNEI,
NEGARA BRUNEI DARUSSALAM**

Nama (penender) : _____

Tandatangan : _____

Tarikh : _____

COP SYARIKAT



QUOTATION TITLE / TAJUK SEBUTHARGA:
MINOR CONTRACT FOR JANITORIAL AND HOUSEKEEPING SERVICES AT UNIVERSITI TEKNOLOGI
BRUNEI, NEGARA BRUNEI DARUSSALAM

QUOTATION REFERENCE NO. / BILANGAN SEBUTHARGA:
UTB / QTN / 2019-2020 / 07 / EST

1. CONTRACT DURATION

The duration of the contract shall be for a period of six (6) months OR until the Cumulative **Contract Value reaches B\$49,999.99** (whichever comes first).

2. GENERAL

- a. Materials to be used shall be of the best quality approved by the S.O. Workmanship shall be equal to the best is prevailing trade practices. The Contractor shall ensure that all materials are stored properly to prevent deterioration and any handling or transporting of the materials shall be done with care to prevent damage.
- b. Materials, which fail to comply with requirements of the specifications, will be rejected and shall be removed from site forthwith. No claim will be entertained if there is any delay arising thereof.

3. SCOPE OF WORK

The scope of work include but not limited to provision of all labour, materials, tools, machineries, equipment, cleaning detergents / chemical etc. for cleaning/housekeeping at Universiti Teknologi Brunei (UTB) campus' assets as specified below.

The minimum number of workers shall be **FIFTEEN (15)** and **ONE (1)** full-time Supervisor per working day, i.e. total of staff **SIXTEEN (16)**.

*****SUCCESSFUL BIDDERS MUST PROVIDE SUFFICIENT NUMBERS OF FEMALE CLEANERS FOR CLEANING PURPOSES AT TOILETS / FEMALE PRAYER ROOMS / REST ROOM.***

a. PHASE 1 AND PHASE 2

- | | |
|---|--|
| • Academics and Administration, Block A and Block F | • Research Centre, Pearl Building, Block G |
| • Mechanical Engineering Laboratory, Block B | • Civil Engineering Laboratory, Block C |
| • Electrical Engineering Laboratory, Block D | • School of Design |

b. PHASE 3

- | | |
|------------------------------------|--|
| • Administration Block | • Dining Hall and Student Centre (Canteen) |
| • Civil Engineering Block A | • Library and Lecture Hall |
| • Civil Engineering Block B | • Surau |
| • Petro-Chemical Engineering Block | • Multi-Purpose Hall |

c. Common Areas such as;

- | | |
|--------------------------------|--|
| • Walkways | • Fire escape stairs |
| • Corridors | • Lecture and Tutorial Rooms |
| • Foyers | • Offices |
| • Stairs | • Laboratories and Workshops |
| • Reception Areas | • Loading and Unloading Areas |
| • Conference and Meeting Rooms | • Pantries |
| • Common Rooms | • Prayer Rooms |
| • Toilets and Washrooms | • Sport Courts Area (Netball & Futsal) |
| • Drop-off Zone | • External Compound and Parking Areas |
| • Store room 1, 2 and 3 | • Perimeter Apron |

4. WORKING HOURS:

- a. Monday to Saturday : **7.00 am to 4.30 pm**
Lunch break : **11.30 am to 1.00 pm**

b. No work shall be done on Sunday or any public holiday.

5. WORK PROGRAMME, MONTHLY REPORT AND ATTENDANCE SLIP

- a. The comprehensive completion **work programmed and report** certified by the employer must be submitted **MONTHLY** as a requirement for progress payment.
- b. **DAILY Attendance Slip** (N.B. to be provided by the supervisor) of the Contractor's cleaning staff is required to be submitted to the S.O for checking perusal.
- c. **DAILY Toilets Checklist Activities with Supply of Tissues Forms** to be filled up accordingly upon after finish cleaning the toilets.(Standard Checklist Form to be provided by the Contractors and pasted on all UTB's Toilets)

6. CONTRACTORS STAFF

- a. The Contractor shall provide and employ skilled or semi-skilled workmen in numbers thereof as numerated in section to ensure the proper and efficient execution of the works. Such workmen employed shall be in possession of the necessary work permits to allow them to work in Brunei Darussalam.
- b. The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the building or compound or any site, any person employed by the Contractor, who in the opinion of the Employer has misbehaved himself, or is incompetent or negligent in the performance of Employer to be undesirable. Any person so removed from the works shall be replaced as soon as practicable by a competent substitute approved by the Employer.
- c. In the event of shortage of cleaning staff due to absenteeism / medical or annual leave, the Contractor shall take immediate steps to provide temporary replacement(s) to comply with the specifications as specified in Section "B" and such replacement(s) must be presented before the Employer's representative (not later than three (3) hours after the commencement of any shift). For failure to provide such replacement(s) the Contractor shall be liable to pay liquidated damages in the scale shown hereunder:-

Failure to provide

Amount of Damages Payable

- | | |
|---------------|-----------------------------|
| 1. Supervisor | \$50 per supervisor per day |
| 2. Cleaners | \$30 per cleaner per day |

The amount of damages shall be deducted from the Contractor's bill for the current month, but not without prior notice to the Contractor.

- a. However, the employer may waive such amount of damages payable if the Employer is satisfied that the Contractor can give satisfactory reasons for staff shortage.
- b. The contractor shall before the commencement of the contract provide the employer's representative with a list showing the names and other particulars of the cleaning staff employed for the contract.

7. UNIFORM / WORK ATTIRE

The contractor shall be required to provide the cleaning staff the uniform acceptable to the Employer. Each uniform provided should be distinct in color from the other workers employed by other organizations at the complex.

8. SAFETY ARRANGEMENTS

- a. The Contractor shall at all times observe and comply with all prevailing laws and regulations relating to safety now and thereafter in force and shall bear all costs in connection with the compliance of same.
- b. The Contractor shall be responsible to take all safety precautions to eliminate danger to his / her workmen, the general public and property of others.
- c. Proper warning signboards and barriers are to be erected and maintained during the progress of work which may be endangering the safety of the staff working there or others. The warning signboards and barriers shall be sufficiently large to attract attention and shall include words such as "Danger", "Keep out" etc. as appropriate.

9. IRREGULARITIES COMMITTED

- a. Should the Contractor be found to have committed any irregularities such as omitting cleansing materials, using inferior materials or workmanship or creating nuisance in the buildings to the inconvenience of the Employer or the public or other act at which are likely to bring the Estate Management Unit, UTB into disrepute, the Employer reserves the right to charge the contractor liquidated damages in the sum not exceeding \$ 2,000/- per occasion. Thereafter, the regular work shall be made good to the satisfaction of the Employer at the Contractor's expense.
- b. For any minor breach of the conditions of the contract, the following action shall be taken:
 - Issue verbal warning on first day of offence.
 - Issue a warning letter if offence is repeated for second time within a month or when no action has been taken to correct the irregularities.
 - Issue a final warning if offence is repeated for a third time in a month or when contractor fails to correct the irregularities within the given time, before liquidated damages are imposed.

10. CLEANING EQUIPMENT AND MATERIALS

- a. The Contractor shall supply all necessary equipment machine, instruments, tools and materials for the efficient execution of the works including floor-burnishing machine, carpet shampooing machines, power sweepers, vacuum cleaners, suction machines, clean air vacuum and grass cutter. The Contractor must be in possession of high scaffoldings, ladder or if necessary crane to carry out cleaning of the curtain wall, roof & cladding, internal and external. The Contractor shall also provide wicker baskets lined with polythene, trolleys with rubber castor for the transportation of wicker baskets, barriers, mops, brushes, methylated spirit, cloths, chamois, leather dusters, soaping powder, toilet cleaners, mirror cleaners, emulsion polish for floor, furniture and partitions, floor sealers, disinfectants, deodorants blocks and other materials all approved from design, type, made and brand as may be directed by the Employer / S.O. The following list indicates plant and materials that may be approved for use in the execution of the works.

				STATED BRAND
10.1.1	Sealer for tiled floors	:	PREMIUM SHIELD (KLENCO)	_____
10.1.2	Emulsion floor polish	:	HIGH-SPEEDCOATING (KLENCO)	_____
10.1.3	Wax-strip	:	ACTION 150 (KLENCO)	_____
10.1.4	Furniture polish	:	SHINE-ON POLISH (KLENCO)	_____
10.1.5	Liquid wax polish	:	SUPERCOATING (KLENCO)	_____
10.1.6	Carpet shampoo	:	ACTION 170 (KLENCO)	_____
10.1.7	Detergent / disinfectant	:	POWER SANLENE (KLENCO)	_____
10.1.8	Mirror cleanser	:	POWER VIEW (KLENCO)	_____
10.1.9	Scrubber / varnishing (min 1,000 rpm speed)	:	SORMA PT-200 ULTRA-SPPED MACHINE	_____
10.1.10	Vacuum cleaner and suction machine	:	SORMA WET & DRY VACUUM CLEANER	_____
10.1.11	Clean Air Vacuum	:	MINUTEMEN	_____
10.1.12	Deep steam carpet cleaning machine	:	SORMA TGH 30-SHS STEAM CARPET EXTRACTION	_____
10.1.13	Sweeper	:	POWER SWEEPER 3640	_____
10.1.14	High Power Jet Pressure	:	BOSCH	_____
10.1.15	Deodorizer	:	POWER SCENT TABLETS /POWER FLORAL (KLENCO)	_____
10.1.16	Toilet Paper	:	ANY BRAND	_____
10.1.17	Perfume Hand Soap	:	ANY BRAND	_____
10.1.18	Backpack blower	:	ANY BRAND	_____

- b.** The above brand of products is indicative of the quality of products to be used and the contractor shall be required to state the brand of products which he / she intends to use.
- c.** The Employer shall have the absolute discretion to determine the quantum of adequacy for toilet requisites.

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**Company's stamp &
initial**

MONTHLY SCOPE OF WORKS

Items	Description	Rate	Amount
1.0	<u>PRELIMINARIES</u>		
1.1	Allow to sum for preliminaries for the proper execution of work.	Lump-sum	B\$
1.2	Allow to sum for necessary insurances (Workmen Compensation and Public Liability) as required throughout duration of contract period.	Lump-sum	B\$
TOTAL (1.0 Preliminaries) =			B\$
Items	Description	Interval	Amount
2.0	<u>MONTHLY SCOPE OF WORKS</u>		
2.1	Vacuuming of carpet areas include not limited to: <ul style="list-style-type: none"> • Chancellery corridor • Conference rooms • Lecture Theatres • Library • <i>Surau</i> • Offices • Other Areas (Will be Informed by S.O.) 	As required	B\$
2.2	Floor Tiles / Timber Laminated or Vinyl Rubber Flooring		B\$
	Moping and Sweeping	Daily	
2.3	Toilet / Pantries / Ablution		B\$
	Clean Sanitary Fitting & Washbasin (Two (2) times a day)	Daily	
	Top-up liquid soap, deodorizer and toilet tissues	As required	
2.4	Wipe Clean (Internal & External Glass Window)	Weekly	B\$
2.5	Empty/Wipe/Wash all Dustbin - including replenish of bin plastic	Daily	B\$
2.6	Handrails – Wipe clean	Once a Week	B\$
2.7	Car parks - Litter Pick-up and Sweeping	Once a Week	B\$
2.8	External Compound		B\$
	Cleaning / Desilting of Drains	Monthly	
	Clearing of rubbish to UTB dumping site	Daily	
	Watering Indoor Plants	Twice a week	
TOTAL (2.0 Monthly Scope of Works) =			B\$

GRAND TOTAL = items 1.0 +(items 2.0 X 6)	B\$
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