

BIL	Quotation Reference	Description	Advertisement Date	Closing Date (Not Later Than 2.00PM)	Quotation Fee	Requesting Department	FOCAL PERSON
1	(53) IKLAN-QTN/UPP.HRIPAS/2022/OPERASI	<p><b>THE PROVISION OF HOUSEKEEPING (CLEANING, GROUND MAINTENANCE, LAUNDRY, DISPOSAL OF DOMESTIC &amp; CLINICAL WASTE COLLECTION) AND WATCHMAN SERVICES FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG KIARONG, MUKIM GADONG BE1318 FOR A PERIOD OF ONE (1) YEAR</b></p> <p>PLACE OF SUBMISSION:            QUOTATION BOX (GROUND FLOOR)            MINISTRY OF HEALTH COMMONWEALTH DRIVE            BANDAR SERI BEGAWAN, BB 3910            NEGARA BRUNEI DARUSSALAM</p>	01/11/2022	19/11/2022	\$5.00	BAHAGIAN OPERASI, HOSPITAL RAJA ISTERI PENGIRAN ANAK SALEHA.	ABDUL AZIZ BIN HJ SHAMSUDDIN  TEL: 2242424 EXT 7420

# **SECTION 2**

## **SPECIFICATIONS**



## SECTION 2

### SPECIFICATIONS

**INVITATION TO TENDER FOR THE PROVISION OF HOUSEKEEPING (CLEANING, GROUND MAINTENANCE, LAUNDRY, DISPOSAL OF DOMESTIC & CLINICAL WASTE COLLECTION) AND WATCHMAN SERVICES FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG KIARONG, MUKIM GADONG BE1318 FOR A PERIOD OF ONE (01) YEAR**

#### **1. GENERAL**

- 1.1. Tenderers are sought from suitably qualified Housekeeping (Cleaning, Ground Maintenance, Laundry and Disposal of Waste Collection) and Watchman contractors who wish to be considered for the provision of **Housekeeping (Cleaning, Ground Maintenance, Laundry and Disposal of Domestic & Clinical Waste Collection) and Watchman services** (hereinafter 'the Services') at **Circumcision Unit, No.11 Spg 253-54-6 Kg Kiarong, Mukim Gadong BE1318** (hereinafter 'the Services') of Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital (hereinafter 'the Hospital').
- 1.2. The Circumcision Unit Kg Kiarong of Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital comprises of **one (1) bungalow only** and offers circumcision Services for all categories of age –Adolescent & Adult
- 1.3. The duration of the provision of the Services is for **ONE (01) year**.
- 1.4. The successful contractor is required to submit proposed Standard Operation Procedures (SOPs) which must be applicable to the Unit and confirms with the requirements of the Unit.

#### **2. SCOPE OF WORK**

- 2.1 The Contractor shall provide services such as:
  - 2.1.1 **Cleaning Services**
  - 2.1.2 **Ground Maintenance & Landscaping Services**
  - 2.1.3 **Watchmen**
  - 2.1.4 **Laundry Services (onsite)**
  - 2.1.5 **Disposal of Domestic & Clinical Waste Collection**
- 2.2 The Contractor shall provide the Services to the Circumcision Unit for a period of one (01) year including the surrounding area and compound as set out in **Schedule A**.

2.3 The Contractor shall provide enough manpower to do the services required:

No.	Services	Manpower (Minimum)	Working Hours	Frequency
1	Housekeeping (Cleaning/Laundry/ Gardener)	1 (on-site)	07.00-17.00	Monday-Thursday & Saturday
2	Watchman	1 (on-site)	17.00-07.00	Everyday
			7.00 – 17.00	Friday, Sunday & Public Holiday

*The Contractor shall provide one (01) Supervisor but no required to be onsite fulltime. Only when required.*

2.4 Joint inspection by the Centre's representatives and contractor representative (Contract Manager) shall be conducted from time to time to ensure that these standards are met. Joint inspection will be conducted by mean of site evaluation form for quality of work which implicate contractors' payment for each month. Those evaluation form will be share between the hospital's personnel with the contractor supervisor.

## 2.5 Cleaning Services

The Contractor shall have the expertise on providing various type of cleaning such as General Cleaning, Deep Cleaning, Terminal Cleaning etc. The Contractor is expected to meet or exceed the quality standard required as stated in **Schedule B**. The cleaning services include supply of adequate equipment and tools necessary to run the operation. The Contractor shall be able to supply, replace and top-up of consumables as listed in Schedule C (List of Equipment / tools / consumables).

2.5.1 The AREAs to be cleaned covers three main components which will encompass the cleaning services:

- **Building**
- **Fixtures**
- **General environment**

### 2.5.1.1 **Building**

#### 2.5.1.1.1 **External features, fire exits and stairwells**

Includes: landings, ramps, stairwells, fire exits, steps, entrances/exits, porches, patios, balconies, eaves and external light fittings.

#### **Required standard**

- Landings, ramps, stairwells, fire exits, steps, entrances, porches, patios, balconies, eaves, external light fittings are free of dust, grit, dirt, leaves, cobwebs, rubbish, cigarette butts and bird excreta.
- Handrails are clean and free of stains.

#### 2.5.1.1.2 **Walls, skirtings and ceilings**

Includes: interior partitions, registers (interior and exterior) light switches, ceiling support beams and trusses.

##### **Required standard**

- Internal and external walls and ceilings are free of dust, grit, lint, soil, film and cobwebs.
- Walls and ceilings are free of marks caused by furniture, equipment or staff.
- Light switches are free of fingerprints, scuffs and any other marks.
- Light covers and diffusers are free of dust, grit, lint and cobwebs.
- Polished surfaces are of a uniform lustre.

#### 2.5.1.1.3 **Windows**

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

##### **Required standard**

- External and internal surfaces of glass are clear of all streaks, spots and marks, including fingerprints and smudges.
- Window frames, tracks and ledges are clear and free of dust, grit, marks and spots.

#### 2.5.1.1.4 **Doors (including wooden doors and glass doors)**

Includes: doorknobs, handles and door guides, relief grilles and door plates, door tracks and jambs.

##### **Required standard**

- Internal and external doors and doorframes are free of dust, grit, lint, soil, film, fingerprints cobwebs, scuffs and any other marks.
- 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, scuffs and any other marks.
- Door tracks and door jambs are free of grit and other debris.
- Polished surfaces are of a uniform lustre.

#### 2.5.1.1.5 **Hard floors**

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

#### 2.5.1.1.6 **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 or in traffic areas.
- The floor is free of 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.
- Polished or buffed floors are of a uniform lustre.
- Appropriate signage and precautions are taken regarding pedestrian safety of newly cleaned or wet floors.

2.5.1.1.7 **Soft floors**  
Includes: carpets and carpet tiles

2.5.1.1.8 **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.

2.5.1.1.9 **Ducts, grills and vents**

Includes: exterior surface of duct outlets, air vents and grills, registers, 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.
- All ventilation outlets are kept clear and uncluttered following cleaning.

*[Note: Cleaning and maintenance of filters of air conditioners etc must be undertaken in accordance with the manufacturers' requirements or otherwise determined by the Department.]*

2.5.1.2 **Fixtures**

2.5.1.2.1 **Electrical fixtures and fittings**

Includes: medical equipment, computer equipment, refrigerators, microwaves, dryers, TVs and associated fittings, light fittings, telephones, drinking fountains, vending machines, exhaust fans, light switches and insect killing devices.

**Required standard**

- Electrical fixtures and appliances are free of grease, dirt, dust, encrustations, marks, stains and cobwebs.
- Electrical fixtures and appliances are kept free from signs of use or non-use.
- Hygiene standards are satisfied where the fixture or appliance is used in food preparation.
- Motor vents etc. are clean and free of dust and lint.
- Drinking fountains are clean and free of stains and mineral build-up.
- Insect killing devices are free of dead insects and are clean and functional.

2.5.1.2.2 **Furnishings and fixtures**

Includes: bed, couch, chairs, sofas, stools, tables, cupboards, lockers, trolleys, benches, shelves and storage racks, waste/rubbish bins, plants, fire extinguishers, fire alarms, curtains, 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 cervices) 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, lint and signs of use or non-use.
- Equipment is free of tapes/plastic, etc, 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.
- Internal plants are free of dust and litter.
- 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 Department.]*

#### 2.5.1.2.3 **Toilets and bathroom fixtures**

Includes: Toilets, Ablution room, Sterile room, Laundry room, urinals, sinks, showers, baths, wash basin areas, taps, tap handles, sluices, bath mats, shower curtains and shower/bath rails.

#### 2.5.1.2.4 **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, mould, 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.
- Sanitary disposal units are clean and functional.
- Consumable items are in sufficient supply.

#### 2.5.1.3 **General Environment**

##### 2.5.1.3.1 **General tidiness**

###### **Required standard**

- The area appears tidy and uncluttered.
- Floor space is clear, only occupied by furniture and fittings designed to sit on the floor.
- Furniture is maintained in a fashion which allows for cleaning.
- Fire access and exit doors are left clear and unhindered.

##### 2.5.1.3.2 **Odor control**

###### 2.5.1.3.3 **Required standard**

- The area smells fresh.
- There is no odor which is distasteful or unpleasant.
- Room deodorizers are clean and functional.
- Supply of Air Perfumes to enhance freshness and cleanliness to surrounding in the bungalow.



## 2.6 Ground Maintenance Services (Landscaping)

The services include supply of adequate equipment and tools necessary to run the operation, as listed in **Schedule C**.

### 2.6.1 **Grass Cutting**

The term 'Grass Cutting' shall be deemed to include the following:

- a) Trimming of grass and shrubs off all kinds
  - b) Removal of all cut grass and shrubs away from walkaway, building corridors and road pavement.
- 2.6.1.1 Grass cutting shall be done **twice (2) a month** at fifteen (15) days interval and/or THREE times maximum depending on grass height and weather. Works shall be done in every month from first month till to end of the month until end of the contract period along the stated road or as instructed by Hospital Management within the period of this contract.
- 2.6.1.2 Grass shall be cut using suitable grass cutting machines approved by the Hospital Management manned by a skilled operator.
- 2.6.1.3 Where the area is not accessible to grass cutting as between building, around posts, guardrails, kerbs, sumps, etc grass shall be cut manually by use of shears or other appropriate equipment or weed killer if necessary.
- 2.6.1.4 Grass cutting shall include cutting of grass over the entire perimeter inclusive of near building, landscape or garden area, near river, near pedestrian walkway, road shoulder, parking areas, slope of grass lined drains, medians, around posts, guardrails, kerbs, sumps, slip roads, all other areas deemed required within road corridor, 2 meters from the bungalow's gate etc, and as instructed by Hospital Management.
- 2.6.1.5 The working area shall be cordoned off with safety cones and other safety barriers as instructed.
- 2.6.1.6 Immediately after grass cutting has been completed, all items of cut grass, debris and rubbish shall be picked up, placed in plastic bags which shall then tie to prevent spillage. These bags shall be dumped at the contractor's dumping area on the day of collection.
- ### 2.6.2 **Plant Maintenance**
- 2.6.2.1 All dead, dying or broken branches shall be removed from trees and shrubs by the contractor. Trees and shrubs shall not be pruned to create unnatural shape or form unless stated in the planting specification at project implementation, as in the case of formally clipped hedges. Otherwise, all planting shall be pruned to enhance natural forms and for the health of the plants.
- 2.6.2.2 Planting shall be maintained by pruning, cultivating, watering, fertilizing, mulching, restoring planting saucers, adjusting and repairing tree-stabilisation devices, resetting to proper grades or vertical position, and performing other operations as required to establish healthy, viable plant material.
- 2.6.2.3 Soil subsidence that may occur because of settling or other processes shall be filled in as necessary with amend soil equal to the original planting soil. Mulch materials damaged or lost in areas of subsidence shall be replaced.

- 2.6.2.4 Turf shall be maintained and established by watering, fertilizing, weeding, mowing, trimming, replanting, mowing, trimming, replanting, and performing other operations as required to sustain it in a healthy, viable condition. Rolls, re-grade, replant bare or eroded areas and re-mulch to produce uniformly smooth turf. Provide materials an installation the same as those used in the original installation.
- 2.6.2.5 Treatments shall be applied as required to keep plant materials, planted areas, and soils free of pests and pathogens or disease. Use integrated pest management practices whenever possible to minimize the use of pesticides and reduce hazards. Treatments include physical controls such as hosing off foliage, mechanical controls, such as traps, and biological control agents.
- 2.6.2.6 Tree and shrubs shall be replaced in kind when they reach the end of their life span or if deemed by a certified arborist to be terminally unhealthy or a safety hazard.
- 2.6.2.7 In the event of emergency or disaster, The Contractor may require to additional clearing and cutting of any fallen trees or near fall which possibly endangering the public without any additional expenses as directed by Hospital Management either within or beyond working hours.
- 2.6.3 Fertilizing**
- 2.6.3.1 All flowering shrubs shall be fed around with a compatible fertilizer **twice (2) a month** at fifteen (15) days interval and/or **THREE** times maximum depending on types of flowers. Contractor shall notify Hospital Management before the application of fertilizer.
- 2.6.3.2 Any variances in the above-mentioned fertilizer schedule will be at the determination of the landscape contractor in conjunction with the Hospital Management.
- 2.6.3.3 The Contractor shall fertilize all types of flowers in Circumcision Unit area including the potted flowers regularly. All pots should be kept clean from algae, and any unwanted organisms.
- 2.6.4 Pesticides or Chemical Application**
- 2.6.4.1 Contractor is hereby granted permission to use such approved pesticides and chemicals as found necessary and advantageous. All chemicals shall be applied by a licensed and approved pesticides applicator. Contractor assumes all liability for damage and/or injury for use of these products or equipment. Owner shall be notified prior to applications and advised of any danger associated with the use of these products.
- 2.6.4.2 Herbicide spray shall be used to prevent growth in paved areas or areas where vegetated growth is not permitted.
- 2.6.4.3 Contractor shall strictly adhere to chemical manufacturer's application, usage, and clean-up directions. Contractor shall take all precautions necessary to eliminate chemical misuse, personal property damage and/or damage to wildlife.
- 2.6.4.4 Contractor shall satisfy and comply with any and all regulatory agencies in the handling, application, disposal, and storage of all chemicals and/or hazardous chemicals.
- 2.6.4.5 Contractor shall notify Hospital Management in the event of any unusual circumstances with regards to plant determination, wildlife death (mammal, fowl, fish) or other abnormal occurrences.

2.6.4.6 Contractor shall be responsible for any damages incurred by the improper use, storage, or application of all chemicals or substances used on the premises.

2.6.4.7 Trees, shrubs, flowers, or turf that are damaged or killed due to contractors' operations, chemicals, or negligence shall be replaced at no expense to the Hospital Management.

2.6.4.8 Sprinkles or structures, whether related to physical building or not, that are damaged due to contractors' operations must be repaired or replaced by the contractor promptly at no expense to the Hospital Management.

## 2.6.5 Rubbish Collection

2.6.5.1 The rubbish collection shall be done in **DAILY BASIS** as part of housekeeping.

2.6.5.2 The term 'Rubbish Collection' shall be deemed to include the following: (Tin cans, Papers, Plastic bags, Bottles, Woods, Reinforcement, Boxes, Rubber, Car Parts, All other foreign objects)

2.6.5.3 For the rubbish collector should pick the rubbish manually and placed in plastic bags or suitable approved bags which shall then tie to prevent spillage. These bags shall be dumped at the contractor's own dumping area on the day of collection.

2.6.5.4 Rubbish Collection shall include rubbish over the entire road reserve inclusive of road shoulder, side table, cut and fill slope, slope of grass lined drains, medians, around posts, guardrails, kerbs, sumps, slip roads, all other areas deemed required within road corridor etc. and as instructed by Hospital Management.

## 2.6.6 Sweeping and Cleaning of road

2.6.6.1 The sweeping and cleaning of road shall be done in **DAILY BASIS** as part of housekeeping.

2.6.6.2 The term 'SWEEPING AND CLEANING shall be deemed to include the following:

2.6.6.2.1 Sweeping and cleaning of all kinds of liter such as paper, dead leaves, bottles, tin cans, plastic, boxes, shoes, woods and all other foreign objects. The contractor shall use the heavy-duty blower to clean debris on the road.

2.6.6.2.2 Include also dust, pebbles, crusher run, paint, fallen concrete, soil and all other construction materials.

2.6.6.2.3 Removal of dead animals such as cats, dogs, monkeys or any animals of the same size, cows, buffalo's or any animals of the same size.

2.6.6.3 Sweeping and cleaning litter, debris and dead animals along road, road reserve and centre medians.

2.6.6.4 Dumping of debris and animal carcasses to contractor's own approved dumping ground.

2.6.6.5 The contractor shall take all means of safety precautions before, during and after the work, as specified in general specification.

2.6.6.6 The contractor shall be held liable for negligence for any damages caused, as specified in the general specification.

## 2.6.7 Weeding

- 2.6.7.1 Weeding shall be defined as to uproot or removed of any vegetation growth along median area (turfed and paved medians) concrete Krebs, footpath, expansion joints, edge of the road pavement, weep holes, scupper drain, crappers on bridge abutment, parapet, guardrails posts or as instructed by Hospital Management.
- 2.6.7.2 Litters along Centre medians are also to be removed and stone pebbles along the median island.  
*\*The term ' Litter' or debris shall include materials found discarded within the centre medians and footpaths.*
- 2.6.7.3 Weeding shall be done once a month or daily in a month depend to the site conditions along the mentioned road or as instructed by the Hospital Management.
- 2.6.7.4 Weeding along concrete kerbs and edge of the pavement shall be measure 150mm from the kerbs and road edge or as instructed by the Hospital Management.
- 2.6.7.5 Stacking up weeded debris on road shoulder, paved area or carriageway is STRICTLY PROHIBITED. No unattended debris shall be left at the end of working day.
- 2.6.7.6 The contractor shall collect the weeded debris in a plastic bag. The plastic bag shall then be tied to prevent spillage and dispose to contractor's own dumping area.
- 2.6.7.7 The contractor shall take all means of safety precautions before, during and after the work, as specified in general specification.
- 2.6.7.8 The contractor shall be held liable for negligence for any damages caused, as specified in the general specification.

## 2.6.8 Drainage

- 2.6.8.1 The contractor shall supply adequate labor, tools and plants, for the desilting of all drainage. Desilting shall be carried out manually or using machines.
- 2.6.8.2 Removal of all mud, earth, silt, sand, stone, rubbish, refuse, debris, vegetation, tree branches, soil waste materials and similar other materials within the drainage and brought from upstream or downstream.
- 2.6.8.3 All desilted materials collected in the desilting and cleaning works shall be lifted out of the drainage and loaded immediately in to water tight tippers and carted away to an authorized dumping ground or as directed by Hospital Management.
- 2.6.8.4 Stacking up of silt/rubbish along roadside, side-table, footpaths and drainage reserves is STRICTLY PROHIBITED.
- 2.6.8.5 The desilting works sites shall be maintained in a clean and tidy condition during the progress of the work, failing which appropriate action will be taken to clean the worksite and all costs incurred there will be deducted from monies due or to become due to the contractor.

2.6.8.6 The contractor is liable to any damaged to existing structure or any services such as water pipes, cables, etc. due to their works.

2.6.8.7 The contractor is to ensure that the desilting and cleaning of all drainages to be done every month along the road, building, walkway. If there is frequent desilting of the drainage due to slope failure or heavy rain, the contractor has to response immediately to clear all the debris or soil materials from the drainage.

*\*The drainage is defined as follows: Roadside Concrete Drain or Earth drain, Centre Median Drains, Scupper Drain and Catch Pit, Slope Concrete Drains, Various Type of Culverts, R.C Sumps, Slotted Drain and M.S Grating Drain, PVC kerb Opening*

## 2.7 Watchman Services

2.7.1 The contractor shall provide watchman services at the Bungalow of Circumcision Unit and surrounding during **night time 5pm until 7am every day**. The Contractor shall provide **uniform and tool for the watchman such as torch light, baton, mobile phone for safety & security purposes.**+

2.7.2 The watchman to do round the clock checking to prevent from any trespassing by unauthorized person. In case of any incident such as theft, robbery, fight, fire, accident at the bungalow or any untoward incident detrimental to safety & security of assets of the Circumcision Unit, it is the responsibility of watchman to inform and report to Circumcision Unit' manager or RIPAS Hospital Management to further action.

2.7.3 The watchman is responsible to take care of all assets at the bungalow. No items are allowed to be taken in and out without proper instruction or documentation issued by the Circumcision Unit's Manager or RIPASH Hospital Management. Any missing or damage of assets shall be reported to the manager or the management.

2.7.4 The watchman on patrol duty should take care of all the lights, water taps, valves, water hydrants etc. installed over the Bungalow. (No wastage & misuse)

2.7.5 The watchman should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire- fighting material available on the spot.

## 2.8 Laundry Services

2.8.1 The Contractor shall do laundry services during the working hour. The Linen that needed to be cleaned per day at Circumcision Unit is approximately 10kg per day.

2.8.2 The Contractor shall provide **minimum 1 Washer machine (Load 18kg Minimum) & 1 Dryer Machine (Load 12kg Minimum)** at laundry room at the bungalow, as stated in **Schedule C**. The contractor also needs to do routine maintenance on the machines and immediately replacement if the machines are breakdown.

2.8.3 The Contractor Shall provide equipment such as **laundry trolley and cabinet trolley** and all the consumables needed for the operation of laundry service that are mention in **Schedule C**.

## 2.9 Disposal of Domestic and Clinical Waste Collection

2.9.1 Carry out Domestic Waste & Clinical Waste Collection and Disposal Services **5 days a week** from the following premises: -

Management by RIPAS Hospital			
No	Location	Time Of Collection	No. of Days Per Week
1.1	Circumcision Unit (1 Bungalow Unit) No. 11, Spg 253-54-6, Kg Kiarong, Mukim Gadong BE1318	5.00pm – 6.00 pm	5 days a week

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

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

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

2.9.3 Leave all waste receptacles clean and tidy to the satisfaction of the officer-in-charge of each of the Collection Points.

2.9.4 Clean all waste spillage arising or occurring during **collection** or **transportation** immediately.

2.9.5 Ensure that the Collection Points and the designated route are free from waste spillage.

2.9.6 **Collect** the Domestic 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.

- 2.9.7 Collect the **Clinical Waste** from the collection point and transport it to the Incinerator company at the Contractor's own cost for incineration. (The Clinical waste produced by the Circumcision Unit is approximately 1kg /day)
- 2.9.8 The Contractor should **install odor control unit** in the General Waste Area, Rubbish Truck Parking and Dirty Unloading Area to absorb and bio-degrade odorous compounds in the air.
- 2.9.9 If the Contractor fails or unable to carry out the Disposal of Waste Collection within the time specified, the Government shall entitle, without prejudice to and addition to any of its other rights and remedies under this agreement, to claim from the Contractor by the of liquidated damages for collection missed or delayed, as sum of \$50.00 for each missed or delayed at Circumcision Unit.

### 3 WARRANTY

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

### 4 CONTRACT PRICE AND PAYMENT

- 4.1 The Contractor shall submit a breakdown of the contract price.
- 4.2 The Centre reserves the right to reduce (during renovation) or extend the contract price to the new area according to rate set out in the Contract Price.
- 4.3 The Contractor shall submit the invoice of the previous month **on the first week of next month**. All claims shall be addressed to:

**CHIEF EXECUTIVE OFFICER SP GRADE**  
**Administration Section**  
**4th Floor Women and Children Block**  
**Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**  
**Negara Brunei Darussalam**

*Telephone no: 2242424 EXT 7425*

*Fax no: 2242690*

- 4.4 Payment will be made within forty-five (45) days after submission of the invoice and other related documents.

4.5 Payment claims will be verified based on the checklist forms submitted by the Contractor and the monthly reports received from the head of Unit for three (3) consecutive months.

4.5.1 Written warnings will be sent to the Contractor if the quality of work is proven to be unsatisfactory. The Hospital management is entitled to make deductions with regards to the amount payable to the Contractor. The deductions will be based on the following categories:

NON-COMPLIANCE (monthly grade)	PAYMENT DUE (monthly charges)	PAYMENT DUE AFTER 3 <sup>rd</sup> WARNING (cumulative)	REMARKS
91 – 100 %	100%	-	<ul style="list-style-type: none"> <li>If unable to comply with the agreed date and time, then will proceed to second stage, which is to deduct 20% of the overall monthly charges. Nonetheless, the Contractor should still proceed with the earlier agreement.</li> </ul>
81 – 90 %	90%	90%	<ul style="list-style-type: none"> <li>Failure to comply with the agreed date and time for the second time, then will proceed to third stage that is to deduct 10% of the overall monthly charges. Nonetheless, the Contractor should still proceed with the earlier agreement.</li> </ul>
71 – 80 %	80 %	80 %	<ul style="list-style-type: none"> <li>Hospital Management will send a written warning letter</li> <li>Contractor should still comply to the said agreement from both parties (Government and Contractor) as of date and time</li> </ul>
61 – 70 %	70 %	70 %	<ul style="list-style-type: none"> <li>Even though contractor already rectified within the specified date and time (of the first and second non-compliances), 30% deduction of the overall monthly charges will still apply based on the evaluation report.</li> </ul>
51 – 60 %	60 %	60 %	<ul style="list-style-type: none"> <li>Even though contractor already rectified within the specified date and time (of the first and second non-compliances), 40% deduction of the overall monthly charges will still apply based on the evaluation report.</li> </ul>
41 – 50 %	50 %	50 %	<ul style="list-style-type: none"> <li>Automatically deduct 50% of the overall monthly charges</li> </ul>
0 < 40 %	0 %	0 %	<ul style="list-style-type: none"> <li>Automatically no payment will be given for monthly charges</li> </ul>



## 5 CONDITION OF PREMISES

- 5.1 The Contractor is required to inspect the Unit 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 Unit to the Contractor's personnel for the purpose of providing the services.
- 6.2 Prior approval shall be sought from the Unit to conduct the services to be carried out after office hours.
- 6.3 For this purpose, the Contractor shall be responsible for collecting and returning any keys promptly to the Manager office / Hospital management.
- 6.4 The Contractor shall inform any replacement of its personnel to the Hospital management.

## 7 WORKING HOURS

- 7.1 The Contractor shall provide the services for the Unit:-

CATEGORIES	WORKING HOURS	FREQUENCY
Cleaner / Laundry /Gardener	07.00-17.00	Monday-Thursday & Saturday
Watchman	17.00-07.00	Everyday
	7.00 – 17.00	Friday, Sunday & Public Holiday

- 7.2 The Contractor shall ensure all his personnel comply with the working days and hours set out by the Unit.
- 7.2.1 The Circumcision Unit reserves the right to amend the working hours without prior notice to the Contractor.
- 7.2.2 The Contractor shall ensure that his personnel are present at their designated work areas during such working hours.

- 7.2.3 Immediate steps shall be taken by the Contractor to provide temporary replacement/relief to make up the full strength of the personnel required to provide the Services to the satisfaction of the Unit.
- 7.2.4 Replacement must be made not later than two (2) hours before commencement of the shift with approval from the Circumcision Unit's manager / Hospital management. Failure to provide such replacements will result in the imposition of a penalty on the contractor according to the following scale:

POSITION	SCALE
Contract Manager	\$50.00 per contract manager/shift
Supervisor	\$25.00 per supervisor/shift
Worker	\$15.00 per worker/shift

- 7.2.5 Weekly duty rosters for deploying the number of workers shall be submitted by the Contractor to the Hospital management for approval. Any changes made to the roster must be immediately notified to the Circumcision Unit's manager / Hospital management.
- 7.2.6 The Contractor is also required to make allowance for any additional expenses which may be incurred due to the work which his employees may be required by the Unit outside the working hours.
- 7.2.7 The Contractor 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 Contractor shall provide and employ an adequate number of qualified workers to perform the Services **as stated in Clause 2.3 Scope of Work.**
- 8.2 The Contractor shall be given one month to recruit and train his staff to ensure that the Unit's requirements and standards are met. Training of the Contractor's staff to commence immediately upon recruitment.
- 8.3 A list of workers shall be submitted on a monthly basis to the Hospital management for monitoring and security purposes.

### 8.3.1 *CONTRACT MANAGER AND SUPERVISORS*

- 8.3.1.1 The Contractor shall appoint a Contract Manager with the approval from the Hospital management. The Contract Manager shall work exclusively for the Contractor and stationed full time at the Centre.

- 8.3.1.2 The Contract Manager must be able to make decisions on behalf of the Contractor.
- 8.3.1.3 Approval for replacement of the Contract Manager must be sought in the event s/he falls ill (on medical leave) or is due to go on leave.
- 8.3.1.4 The Contractor shall provide experienced and competent language-speaking supervisors and be deployed exclusively for the provision of the Services.
- 8.3.1.5 The Contractor shall submit the CVs, basic duties and responsibilities of the Contract Manager and Supervisor.

### **8.3.2 MEDICAL SCREENING**

- 8.3.2.1 The Contractor 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.
- 8.3.2.2 It is preferable that the Contractor not appoint personnel with any disability for the provision of the Services.

### **8.3.3 REMOVAL OF PERSONNEL**

- 8.3.3.1 The Hospital management reserves the right to remove or replace any of workers employed by the Contractor from the Centre's premises, who has misbehaved or is incompetent or negligent in the performance of his/her duties.

### **8.3.4 WAGES AND WELFARE**

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

### **8.3.5 EMPLOYMENT OF ILLEGAL WORKERS**

- 8.3.5.1 The Contractor undertakes that he will not employ, and will ensure that all of its sub-contractors will not employ, any illegal foreign workers.

8.3.5.2 The Contractor will ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.

### 8.3.6 **UNIFORM**

8.3.6.1 The Contractor must ensure that all his personnel are neatly and properly attired in uniforms.

8.3.6.2 Uniforms are to be provided by the Contractor at his own cost. Design, colour and materials of the uniform must also be approved by the Hospital management.

## 9 **TRAINING AND DEVELOPMENT**

9.1 The Contractor is to provide basic cleaning training for his personnel in accordance with the Unit's requirements before assigning them to the provision of the Services.

9.2 The Contractor shall provide on-the-job training and orientation, at its own expense, to all his personnel as follows:

<i>All cleaners</i>	=	<i>minimum 2 weeks</i>
<i>Supervisors</i>	=	<i>3 weeks</i>

9.3 The training shall be conducted by the Contractor at the Centre's premises.

9.4 The Contractor shall employ a qualified trainer to train all personnel on basic hospital cleaning.

9.5 The Contractor shall also provide and maintain at its own cost all training equipment and manuals necessary for this purpose.

9.6 The Hospital management reserves the right to send any of the Contractor's personnel for retraining if deemed incompetent by the Hospital management.

9.7 The Contractor shall bear the expenses incurred to retrain or replace his personnel during the retraining period.

## 10 **SAFETY AND HYGIENE**

10.1 The Contractor 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 Unit's premises of his own staff and personnel, the staff and property of the Unit and the general public.

- 10.2 Proper signboards and barriers shall be erected and maintained during the progress of the Services which may endanger the safety of the Unit'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.
- 10.3 The Contractor shall comply with all instructions, policies and regulations as may be issued by the Unit from time to time in relation to safety and hygiene in the provision of the Services.

#### 11 EQUIPMENT AND CHEMICALS TO BE USED

- 11.1 The Contractor is responsible to procure and provide at its own expenses of all necessary equipment, tools and materials, as listed out in **Schedule C**, for the efficient provision of the Services.
- 11.2 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 2** of this Invitation to Tender.
- 11.3 The Contractor shall ensure that an adequate supply of consumables shall be provided in the toilets and other specified areas in the Unit. The Contractor is also required to submit a list indicating the brand/quality and quantity of products/materials he intends to provide including the Manufacturer Safety Data Sheet (MSDS) in the format set out in **Section 2** of this Invitation to Tender. All equipment, tools and materials must be approved by the Hospital management prior to use for the provision of the Services.
- 11.4 The Contractor 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.
- 11.5 The Contractor is responsible for the safe storage of the equipment, tools and materials at its own expenses.
- 11.6 The Contractor shall use only certified electrical appliances and circuit breakers.
- 11.7 All chemicals used in the provision of the Services must meet the following standards:
- 11.7.1 A neutral detergent is recommended for general cleaning of the Unit;
  - 11.7.2 Disinfectant for Laboratories (first floor), Manufacturing Areas (ground floor) and Pre-packing Areas (ground floor) – BS.EN1276:1997 requirements against HIV, Hepatitis and other bacteria;

- 11.7.3 Toilet cleaners – BS.EN13967:2001 requirements. pH level must be appropriate to the drainage pipe system of the Unit;
- 11.7.4 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;
- 11.7.5 Strippers be specifically used for vinyl floor surfaces and hard floor surfaces to prevent staining or discolouration of the floor polishes;
- 11.7.6 Floor polishes must be emulsion polish suitable for vinyl and hard floor surfaces;
- 11.7.7 Stainless steel cleaners must be suitable for all metals or chrome fitting with an acceptable pH level to prevent corrosion to steel fitting.
- 11.7.8 The standards required for the provisions in the toilet requisites are as follows:
  - 11.7.8.1 Paper towels – pulp, 2 ply or hand towel;
  - 11.7.8.2 Toilet roll – pulp 2 ply;
  - 11.7.8.3 Liquid soap – neutral (pH 7).

11.8 The Contractor shall provide polythene bags or any other similar approved containers for the collection and deposit of rubbish. All rubbish collected shall be brought to the bin centre collection twice a day.

## 12 WATER AND ELECTRICITY

- 12.1 The Unit shall provide all water and electricity required for the provision of the Services.
- 12.2 The Contractor 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.

## 13 MAINTENANCE AND REPAIR WORKS

- 13.1 The Contractor shall call directly to the Circumcision Unit's manager / Hospital management to report any fault detected during the housekeeping process.
- 13.2 The Contractor shall report any damage (due to negligence of the workers) of any cleaning element of Unit's property immediately to the Hospital management and also the Contract Manager.

13.3 Cost of repair/replacement of any damage to the equipment or property belonging to the Centre caused by the Contractor's personnel shall be borne by the Contractor.

#### 14 OFFICE AND STORE

14.1 The Unit shall provide the Contractor space for storage of all equipment, machinery, tools and consumable items to be used in the provision of the Services.

14.2

14.3 Should the Contractor wish to set up a temporary store, prior written approval from the Hospital management must be obtained.

#### 15 SECURITY ARRANGEMENT

15.1 The Contractor's personnel shall immediately leave the Centre's premises if requested by the Unit or any of its staff.

15.2 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.

15.3 The Contractor shall at its own expenses provide, for all his personnel, identification passes as specified by the Hospital management. Any damaged pass shall be replaced by the Contractor at its own cost.

15.4 Any lost or damaged passes must be reported immediately to the Hospital management and upon approval from the Hospital management, replace such lost/stolen pass at the Contractor's own costs.

15.5 The Contractor shall ensure that his personnel do not, at any time, enter into areas which are not part of the Unit's premises except as directed by the Circumcision Unit's manager / Hospital management.

15.6 For security purposes, the Contractor will provide the Hospital management with the following particulars of his workers at least one (1) month before the commencement of the Services:

15.6.1 Name

15.6.2 Address

15.6.3 Identity Card Number / Passport Number

15.6.4 Gender

15.6.5 Citizenship

15.6.6 Expiry date of work pass (for foreign workers)

## **16 REGULATIONS, LICENCES AND PERMITS**

- 16.1 The Contractor is responsible to procure and maintain all necessary licences, permits and approvals, and shall at all times comply with all legal and regulatory requirements applicable to the provision of the Services.
- 16.2 In the event of any change in legal or regulatory requirements during the contract period, the Contractor shall promptly and at its own expense take any necessary action for complying with the same.
- 16.3 The Contractor 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.

## **17 CHECKLIST AND INSPECTIONS**

- 17.1 The Contractor is required to record daily and periodic cleaning works in a format acceptable to the Centre. These checklist forms will be used as a basis for performance evaluation.
- 17.2 The Supervisor must ensure that these checklist forms are duly completed and signed by the officers-in-charge of the Unit 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.
- 17.3 The checklist forms shall be graded by the Unit's Manager / In-Charge.
- 17.4 The Contractor will also carry out joint inspection with the Unit on an agreed schedule in addition to the monthly housekeeping and performance evaluation meetings. Records of such meeting are to be provided to the Unit.

## **18 DOCUMENTS TO BE SUBMITTED**

- 18.1 The following documents shall be submitted, and labeled accordingly, together with the documents listed out in **Section 3** of this Invitation To Tender:
- 18.1.1 Proposed Standard Operation Procedures
  - 18.1.2 CVs of Contract Manager and Supervisors
  - 18.1.3 Security Plan
  - 18.1.4 List of Equipment
  - 18.1.5 List of Chemicals



**SCHEDULES**

**SCHEDULE A: AREAS TO BE CLEANED**

**SCHEDULE B: QUALITY STANDARDS**

**SCHEDULE C: LIST OF EQUIPMENT, TOOLS AND SUPPLIES TO BE PROVIDED BY CONTRACTOR**

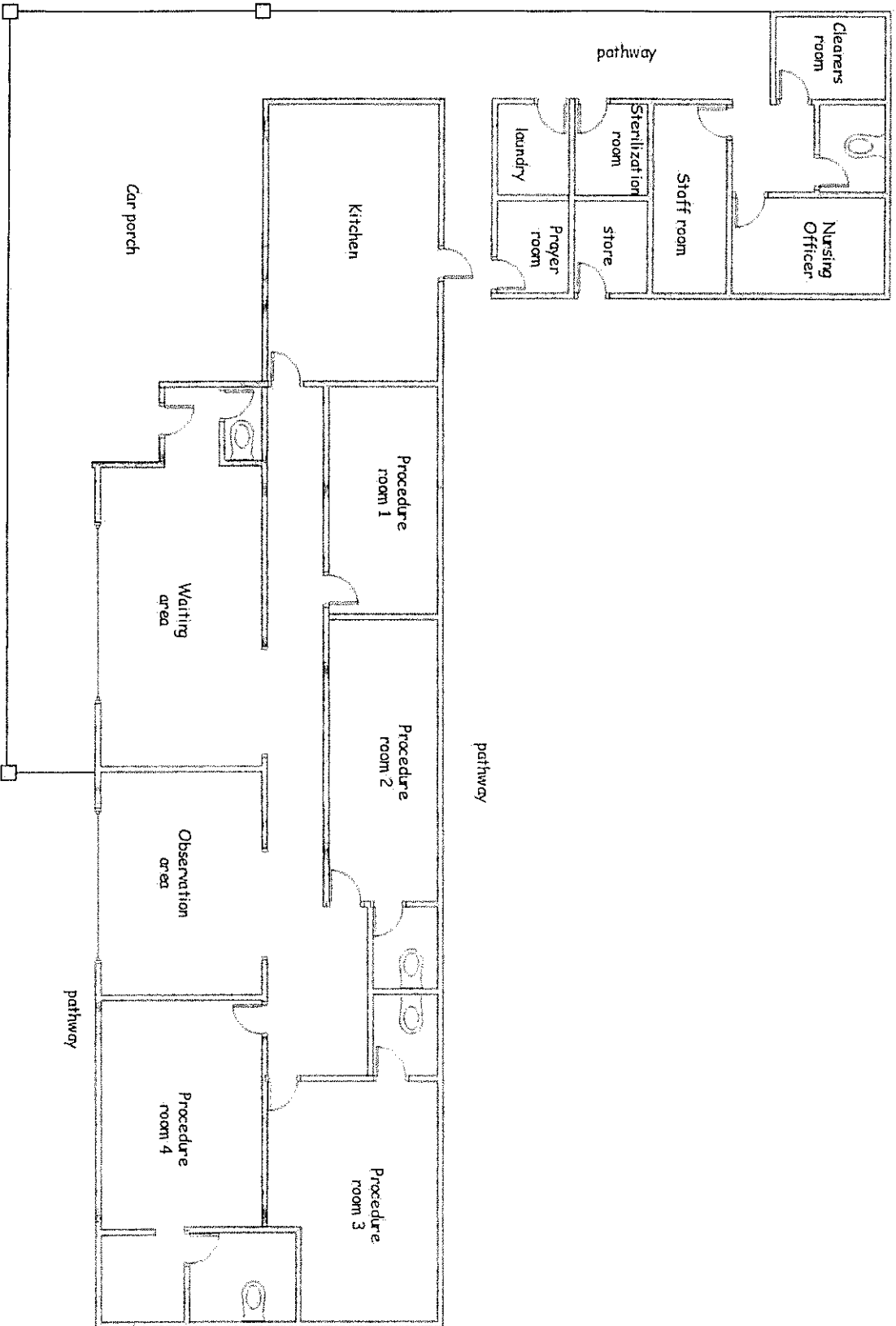
**SCHEDULE D: CHECKLIST FORMS**

## SCHEDULE A

### AREAS TO BE CLEANED

1.	The Circumcision Services	One (1) Bungalow  1. Main entrance and other entrances 2. Procedure Rooms 3. Prayer Room/ablution area 4. Offices, closets, pantries, public waiting areas, work stations, 5. Sterilization room 6. Laundry Room 7. Toilets 8. Corridors, hall ways, 9. Store rooms within building 10. External store rooms outside building 11. Security posts 12. Car park areas 13. Loading/Unloading areas 14. Drains, gutters 15. Area outside gate (1 metre)
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CIRCUMCISION UNIT LAYOUT



## SCHEDULE B

### GENERAL GUIDELINES TO CLEANING

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

- (a) The flooring, columns, partition and glass panels of all common areas shall be cleaned, sealed and, where necessary, polished.
- (b) All scrubbing shall be done with a heavy-duty scrubbing machine.
- (c) 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 Department. The mops must be washed at 70°C, to prevent cross-infection.
- (d) Burnishing of floors shall be done with a high-speed burnishing machine.
- (e) All receptacles, such as dustbins and waste paper baskets must be emptied whenever they are full, and at least once a day. All receptacles shall be thoroughly washed at least once a week.
- (f) Waste matter from sanitary towel receptacles shall be collected as soon as the receptacles are full, and at least once daily, and all sanitary towel receptacles shall be cleaned and disinfected immediately after emptying. The Contractor shall provide waste containers for the collection of litter at locations requested by the Department from time to time. These containers shall be transported on suitable trolleys mounted on rubber castors, which are also to be provided by the Contractor.
- (g) No waste containers of any description are to be dragged along the floors.
- (h) All refuse collected from the waste receptacles shall be taken to the designated big garbage trolleys at the Department for subsequent disposal. The Contractor is responsible for providing the big garbage trolleys, arranging daily rubbish collection and subsequent disposal/transportation of collected refuse from the Department's premises away to an appropriate rubbish centre.
- (i) The Contractor is responsible for drawing and collecting both clean and soiled window blinds from any areas as and when instructed by the Department in order to clean the window blinds.
- (j) For areas which require a higher standard of hygiene, the Contractor shall ensure that all personnel are appropriately attired, and where required by the Department, shall put on sterilized overalls and appropriate footwear provided by the Department.
- (k) Debris and dry leaves shall be swept and removed from the rooftops of all buildings, as well as any fencing.
- (l) All chokes to basins, sinks, water closets, squatting pans, bidets, floor traps, gulley traps and silt traps are to be cleared immediately upon discovery or notification, and as directed by the Clinic.
- (m) All lamp fittings, globe fittings, fluorescent fittings, fans, ventilation outlets and electric clocks are to be kept clean and free from dust and cobwebs.
- (n) All plants within the buildings of the Clinic must be regularly watered. The leaves of such plants shall be regularly wiped to remove dust, and any litter in the pots shall be removed. Grass-cutting services and watering the plants within the Department's compounds must be done regularly.
- (o) Drainages must be cleared from any clogged.
- (p) Windows, glass panels and accessible claddings are to be cleaned generally.

## SCHEDULE C

### LIST OF EQUIPMENT, TOOLS 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:-

<b>Machines</b>		<b>Quantity</b>
1	Burnishing machine	1
2	Carpet shampooing machine	1
3	Vacuum cleaners	
	a) Wet Vacuum Machine	1
	b) Dry Vacuum Machine	2
4	Polishing machine	1
5	Scrubbing machine	1
6	Grass cutter	2
7	Pruning machine	1
8	Trimmer machine	1
9	Water jet pressure	2
10	Washing machine (Load capacity: 12kg - 20kg)	1
11	Dryer machine (Load capacity: 8kg -15kg)	1
<b>Chemical (according to infection control standard requirement)</b>		
1	Floor polish	Adequate when used
2	Floor sealer	Adequate when used
3	Floor stripper	Adequate when used
4	Carpet shampoo	Adequate when used
5	Carpet pre-treatment	Adequate when used
6	Furniture polish/cleaner	Adequate when used
7	Toilet cleaner/	Adequate when used
8	Buffing liquid	Adequate when used
9	Disinfectants	Adequate when used
10	Deodorant	Adequate when used
11	Clorox	Adequate when used
12	Glass/mirror cleaner	Adequate when used
13	Detergent (with Disinfectant)	Adequate when used
14	Softener	Adequate when used
15	Bleach	Adequate when used
<b>Gardening tools</b>		
1	Scoop	Adequate when used
2	Hoe	Adequate when used
3	Wheelbarrows	Adequate when used
4	Choppers	Adequate when used
5	Garden fork	Adequate when used
6	Spade	Adequate when used
<b>Other equipment</b>		
1	Brooms	Adequate when used
2	Sanitary Bins	8
3	Garbage trolleys	Adequate when used
4	Dustpans	Adequate when used
5	Janitor cart	Adequate when used
6	Mops (dry and wet)	Adequate when used
7	Ladders	Adequate when used
8	Pails for mops	Adequate when used
9	Big garbage trolleys (Green)	2
10	Big Garbage Trolley (Yellow)	2
11	Garbage Bins (30L)	20
12	Bio Hazard Bin (30L) yellow	10
<b>Other consumables</b>		
1	Toilet paper / rolls	Adequate when used
2	Hand soap	Adequate when used
3	Dustbin liners	Adequate when used
4	Air perfume	Adequate when used
5	Grabage Bag (Black)	Adequate when used
6	Yellow Plastic Bag (Biohazard)	Adequate when used

**SCHEDULE D**  
**CHECKLIST FORMS**

**THE PROVISION OF HOUSEKEEPING (CLEANING, GROUND MAINTENANCE, LAUNDRY, DISPOSAL OF DOMESTIC & CLINICAL WASTE COLLECTION) AND WATCHMAN SERVICES FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG KIARONG, MUKIM GADONG BE1318 FOR A PERIOD OF ONE (01) YEAR**

FORM A - CLEANING SERVICES

LOCATION \_\_\_\_\_  
 SECTION \_\_\_\_\_  
 MONTH \_\_\_\_\_  
 OFFICER IN CHARGE \_\_\_\_\_

No	Description of work	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	Mark	Comments
1	Sweep and mopping of floor and staircases and burnishing of floor																											
2	Vacuum and spot clean carpet.																											
3	Dusting of windows and frames and window blinds/curtains; spot cleaning of glass panels and frames; and cleaning handrails.																											
4	Damp dusting/wiping and disinfect furniture, counters, fittings, labels, equipment worktop, cupboards and public telephones and damp-wiped televisions, fire extinguishers and fire hose reel cabinets.																											
5	Cleaning of toilets and supply of toilets and supply toilet paper, deodorant and scented tablets to urinals.																											
6	Sweeping and mopping of drive-in porch, foyer and covered area.																											
7	Sweeping building apron and drains; driveway and compound drain.																											
8	Sweep of car park.																											
9	Collect and removal of rubbish.																											
10	Collect and removal of clinical waste																											
11	Bed making and "jemur bantal"																											

PLEASE INDICATE THE MARKS AS FOLLOWS :

1. NOT SATISFACTORY

2. GOOD

3.VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

Note : Mark (\*) will be filled by Hospital Management / Officer In-Charge.

**THE PROVISION OF HOUSEKEEPING (CLEANING, GROUND MAINTENANCE, LAUNDRY, DISPOSAL OF DOMESTIC & CLINICAL WASTE COLLECTION) AND WATCHMAN SERVICES FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG KIARONG, MUKIM GADONG BE1318 FOR A PERIOD OF ONE (01) YEAR**

FORM B - Ground Maintenance (landscaping)

LOCATION \_\_\_\_\_  
 SECTION \_\_\_\_\_  
 MONTH \_\_\_\_\_  
 OFFICER IN CHARGE \_\_\_\_\_

No	Description of work	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	Mark	Comments
1	Grass Cutting (once every 15 days)																											
2	Trimming, Shaping and edging flowers & plants.																											
3	Blowing dead leaves, branches, parasite or grass.																											
4	Cutting off unwanted tree branches and plant (pruning).																											
5	Irrigation and Watering																											
6	Fertilizer Application and Replenish Soil.																											
7	Insect Killer / Spraying / Pesticides Control.																											
8	Litter & Rubbish Clearing e.g Tins, Papers, Plastics etc.																											
9	Cleaning of walkway, Road, Drainage using water jet																											
11	Replacing / Planting new plants																											

PLEASE INDICATE THE MARKS AS FOLLOWS :

1. NOT SATISFACTORY

2. GOOD

3. VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

Note : Mark (\*) will be filled by Hospital Management / Officer In-Charge.



**THE PROVISION OF HOUSEKEEPING (CLEANING, GROUND MAINTENANCE, LAUNDRY, DISPOSAL OF DOMESTIC & CLINICAL WASTE COLLECTION) AND WATCHMAN SERVICES FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG KIARONG, MUKIM GADONG BE1318 FOR A PERIOD OF ONE (01) YEAR**

FORM C - Laundry Services

LOCATION \_\_\_\_\_  
 SECTION \_\_\_\_\_  
 MONTH \_\_\_\_\_  
 OFFICER IN CHARGE \_\_\_\_\_

No	List of Linens to be cleaned	Amount of Linen Clean/ day (pcs)																				Mark	Comments			
		M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S					
1	Drape																									
2	Hole Towel																									
3	Pillow																									
4	Blanket																									
5	Bedsheet																									
6	Curtain / Cubicle Curtain																									
7																										
8																										
9																										
11																										

PLEASE INDICATE THE MARKS AS FOLLOWS :

1. NOT SATISFACTORY

2. GOOD

3.VERY GOOD

0-WORKING NOT CARRIED OUT

N-NOT APPLICABLE

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

Note : Mark (\*) will be filled by Hospital Management / Officer In-Charge.

**THE PROVISION OF HOUSEKEEPING (CLEANING, GROUND MAINTENANCE, LAUNDRY,  
DISPOSAL OF DOMESTIC & CLINICAL WASTE COLLECTION) AND WATCHMAN SERVICES  
FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG KIARONG, MUKIM GADONG BE1318  
FOR A PERIOD OF ONE (01) YEAR**

FORM D - Watchman Service

LOCATION \_\_\_\_\_  
SECTION \_\_\_\_\_  
MONTH \_\_\_\_\_  
OFFICER IN CHARGE \_\_\_\_\_

No.	Date	Time in	Time out	Sign
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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14				
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25				
26				
27				
28				
30				
31				

Checked by:

Name:

\_\_\_\_\_

Designation:

\_\_\_\_\_

Note : Mark (\*) will be filled by Hospital Management / Officer In-Charge.

**THE PROVISION OF HOUSEKEEPING (CLEANING, GROUND MAINTENANCE, LAUNDRY,  
DISPOSAL OF DOMESTIC & CLINICAL WASTE COLLECTION) AND WATCHMAN SERVICES  
FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG KIARONG, MUKIM GADONG BE1318  
FOR A PERIOD OF ONE (01) YEAR**

FORM D - Domestic & Clinical Waste Collection

LOCATION \_\_\_\_\_  
SECTION \_\_\_\_\_  
MONTH \_\_\_\_\_  
OFFICER IN CHARGE \_\_\_\_\_

No	Date / day	Type of Waste (Domestic / Clinical)	Weight	Time	Checked by
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					
31					

Signature: .....

Date: .....

Note: Mark (\*) will be filled by Hospital Management / Officer In-Charge.

# **SECTION 3**

**FORMS TO BE USED**

# Section 3

## FORM TO BE USED

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**SCHEDULE A**  
**TENDER FORM**

To :

TENDER REFERENCE NO: \_\_\_\_\_

**INVITATION TO TENDER FOR THE PROVISION OF HOUSEKEEPING  
(CLEANING, GROUND MAINTENANCE, LAUNDRY, DISPOSAL OF  
DOMESTIC & CLINICAL WASTE COLLECTION) AND WATCHMAN  
SERVICES FOR THE CIRCUMCISION UNIT, NO.11 SPG 253-54-6 KG  
KIARONG, MUKIM GADONG BE1318 FOR A PERIOD OF ONE (01) YEAR**

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

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

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

No	Description	Price/Month	Total Price/ Month
1	Services provided at Circumcision Unit for:-  A. Housekeeping Services: I. Cleaning service II. Ground maintenance service III. Laundry service		
	B. Watchman service		
	C. Disposal of waste Collection: I. Domestic waste II. Clinical waste		
3	Total charges for one (01) year		
4	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 (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:

*Provision of Houskeeping (Cleaning, Ground Maintenance, Laundry), Disposal of Waste Collection (Domestic & Clinical) dan Watchman 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
<b>Contractor</b>				
		Not Applicable	Not Applicable	Not Applicable
<b>Sub-contractor(s)</b>				

## **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**

Tenderers shall complete and submit the Declaration form below.

**DECLARATION FORM**

TENDER REFERENCE : \_\_\_\_\_

TENDER TITLE : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
That I, ..... The owner / one of the  
Owners of ..... Company which  
Participates in the above mentioned tender, hereby declare that I or any member of my  
family do not have any interest in other companies competing for the same tender.

\_\_\_\_\_  
**Signature & Company Stamp**

## DECLARATION

Tenderers shall complete and submit the Declaration form below.

### PENAKUAN PENENDER TENDERER'S DECLARATION

Rujukan Tawaran <i>Tender Reference</i>	
Tajuk Tawaran <i>Tender Title</i>	
Kementerian / Jabatan <i>Ministry / Department</i>	

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)  
*I/We (Fill in all the proprietor/shareholders' name below)*

Bil. No.	Nama Name	Nombor Kad Pengenalan Brunei / Passpot Antarabangsa <i>Brunei Identity Card / International Passport Number</i>	Warna Colour	Tandatangan Signature
1				
2				
3				
4				
5				

Beralamat / *Address*

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Membuat **PENAKUAN** seperti berikut / *make the following DECLARATION:*

- 1 Saya / Kami yang bernama di atas,  
*I/We as the name stated above,*  
'adalah pemilik berdaftar sebuah Firma yang bernama.  
*A registered proprietor of*

---

(Isikan nama firma / *fill in the firm's name*)

Dengan alamat perniagaan di,  
*With its place of business at*

---

---

(atau / or)

"adalah pemegang saham dalam sebuah Syarikat yang bernama  
*A shareholder in a Company,*

---

Dengan alamat berdaftar di / *having its registered address at*

---

---

Yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;  
*Which has submitted a Tender Proposal in the above mentioned project;*

2. "Saya / Kami tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain;  
(sila lihat nota 3 dan 4 di bawah dan potong jika tidak berkenaan).  
*I/We do not own any other firm(s) / Company(ies); (see notes 3 and 4 below and delete where appropriate).*

3. "Saya/Kami adalah juga pemilik / pemegang saham dalam senarai Firma (Firma-Firma) /  
Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran I  
*I/We also the proprietor / shareholder in the list of firm(s) / Company(ies) described at Annex I.*

DAN saya/ kami selanjutnya membuat PENGAKUAN bahawa sepanjang pengetahuan saya/kami, Firma (Firma-Firma)/Syarikat (Syarikat-Syarikat) saya/kami yang dinyatakan dalam Lampiran I ini, tidak mengemukakan Tawaran untuk projek yang disebutkan di atas.  
*AND I/We further DECLARE that to the best of my/our knowledge, none of my/our other firm(s)/Company(ies) set out in Annex I, have submitted a Tender Proposal for this project.*

4. Saya/Kami juga membuat PENGAKUAN selanjutnya :  
*I/We also hereby DECLARE:*

a. Bahawa sepanjang pengetahuan saya/kami, isteri/suami saya/kami atau Firma (Firma-Firma) Syarikat-Syarikat) kepunyaan isteri/suami saya/kami, tidak menghadapkan Tawaran untuk projek yang disebutkan diatas;  
*that to the best of my/our knowledge, neither my/our spouse or his/her firm(s)/Company(ies) have submitted a Tender Proposal for the above mentioned project; and*

b. Bahawa saya/kami tidak berpakat sulit dengan Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan di atas;  
*that I/We have not colluded with any other firm(s)/Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.*

5. Saya/kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, kami akan melakukan kesalahan yang boleh didakwa dibawah Kanun Hukuman Jenayah Bab 182 yang disertakan di LAMPIRAN I.  
*I/We fully aware that if I/We gave any information which is false, I/We committing an offence for which I/We liable to prosecution under the Penal Code. I/We also aware of Section 182 of the Penal Code reproduced below in Annex I.*

6. Saya/Kami juga difahamkan bahawa Firma/Syarikat saya/kami tidak akan dipertimbangkan bagi mengikuti Tawaran projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.

*I/We also understand that my/our firm/Company will be disqualified for this tender in the event any information given herein is found to be false.*

7. Saya/Kami memberi kuasa kepada \_\_\_\_\_ untuk menandatangani surat pengakuan ini sebagai pihak saya/kami sendiri dan sebagai wakil saya/kami untuk mengikatkan saya/kami dan Penender kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan ini.

*I/We hereby authorize \_\_\_\_\_ to sign this Tenderer's Declaration on my/our behalf and also on behalf of the Tenderer to bind ourselves and the Tenderer to the matters set out in this declaration.*

Pada hari ini \_\_\_\_\_ haribulan \_\_\_\_\_, 20 \_\_\_\_\_

*Dated this day \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_*

\_\_\_\_\_  
(Nama dan Tandatangan)

*(Name and Signature)*

^(Pemilik Syarikat / CEO / Pengarah)

*(The Owner of Co / CEO / Director)*

(Cop Syarikat)

*(Company Stamp)*

^Masukkan di sini jika orang yang membuat pengakuan adalah milik atau adalah seorang pemilik berdaftar Syarikat atau Nama Perniagaan.

*Fill in here if an Owner of a Business Name*

^Masukkan di sini jika orang yang membuat pengakuan adalah pemegang saham dalam sebuah Syarikat (Sdn. Bhd)

*Fill in here if a shareholder in a Company (Sdn. Bhd)*

^Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain.

*If you DO NOT own other firms/Companies, please delete paragraph 3.*

^Potong perenggan 2 jika orang yang membuat pengakuan adalah pemilik atau pemegang saham dalam Firma-Firma / Syarikat-Syarikat lain.

*If you the Owner or Shareholder of other firms/Companies, please delete paragraph 2.*

^Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.

*Must be signed by the Owner of Co or CEO or Director.*

*Pengakuan Penender*

*Tenderer's Declaration*

**LAMPIRAN 1**

**ANNEX 1**

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Firma (Firma-Firma) yang saya/kami menjadi pemiliknya seperti berikut:

*Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Firm(s) which I/We the proprietor of:*

No	Nama / Name	Firma / Firm
1		
2		
3		
4		
5		
6		
7		
8		

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Syarikat (Syarikat-Syarikat Sendirian Berhad) yang saya/kami menjadi pemiliknya seperti berikut :

*Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Company(ies) which I/We a shareholder of:*

No	Nama / Name	Syarikat / Company
1		
2		
3		
4		
5		
6		
7		
8		

Bab 182 Kanun Hukuman Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam)

*Sections 182 of the Penal Code (Cap 22 of the Laws of Brunei)*

182. Barang siapa memberi kepada seseorang pegawai awam apa-apa maklumat yang diketahui atau dipercayai sebagai palsu, dengan maksud menyebabkan, atau dengan mengetahui bahawa kemungkinan akan menyebabkan pegawai awam tersebut :-

*Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant :-*

(a) Melakukan atau meninggalkan apa-apa perkara yang pegawai awam itu seharusnya tidak melakukan atau tidak meninggalkan sekiranya keadaan yang sebenar, berkenaan dengan hal yang dimaklumkan itu, telah diketahui; atau

*To do or omit anything which such public servant ought not do or omit if the true state of facts respecting which such information is given were known by him; or*

(b) Menggunakan kuasanya yang sah disisi undang-undang yang mendatangkan kecederaan atau gangguan kepada seseorang.

*To use the lawful power of such public officer to the injury or annoyance of any person.*

Akan menerima hukuman penjara sehingga 6 bulan atau didenda sebanyak \$4,000.00 atau dengan kedua-duanya.

*Shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.*



NO.	COMPANY NAME	OWNERSHIP	I.C NO. & ADDRESS

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**LISTS OF COMPANY OWNERSHIP**

## SCHEDULE G

### LIST OF EQUIPMENT

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

NO	LIST OF EQUIPMENT AND MACHINERY	QUANTITY	BRAND
1.	Burnishing machine		
2.	Carpet shampooing machine		
3.	Vacuum cleaners		
	a) Wet Vacuum Machine		
	b) Dry Vacuum Machine		
4	Polishing machine		
5	Scrubbing machine		
6	Grass cutter		
7	Pruning machine		
8	Trimmer machine		
9	Water jet pressure		
10	Washing machine (Load capacity: 12kg – 20kg)		
11	Dryer machine (Load capacity: 8kg -15kg)		
12	Burnishing machine		
13	Carpet shampooing machine		
14	Vacuum cleaners		
15	a) Wet Vacuum Machine		
16	b) Dry Vacuum Machine		
17	Polishing machine		
18	Scrubbing machine		

## SCHEDULE H

### LIST OF CHEMICALS, TOOLS & CONSUMABLES

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

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		
17.	Dustbin Liners		
18.	Detergent (+ Disinfectant)		
19.	Softener		
20.	Bleach		
21.	Brooms		
22.	Sanitary Bins		
23.	Garbage trolleys		
24.	Dustpans		
25.	Janitor cart		
26.	Mops (dry and wet)		
27.	Ladders		

28.	Pails for mops		
29.	Big garbage trolleys (Green)		
30.	Big Garbage Trolley (Yellow)		
31.	Garbage Bins (30L)		
32.	Bio Hazard Bin (30L) yellow		
33.	Scoop		
34.	Hoe		
35.	Wheelbarrows		
36.	Choppers		
37.	Garden fork		
38.	Spade		
39.	Toilet paper / rolls		
40.	Hand soap		
41.	Dustbin liners		
42.	Air perfume		
43.	Garbage Bag (Black)		
44.	Yellow Plastic Bag (Biohazard)		