

BIL/ No	KETERANGAN BARANG DAN PERKHIDMATAN/ <i>Description of Items and Services</i>	BANYAK/ <i>Quantity</i>	HARGA SEUNIT/ <i>Price Per Unit</i>	JUMLAH/ <i>Total</i>
	TWO (2) YEARS TERM CONTRACT FOR CLEANING SERVICES AND DRAINAGE CLEARING AT BENGKEL JABATAN UKUR KAMPONG BURONG LEPAS. NEGARA BRUNEI DARUSSALAM.	-		
1	<u>PRELIMINARY</u> Advance costs to meet the proper execution of the works contemplated by the contractor in relation to the Scope of Works: -	-		
1.1	Contractor's all-in risk insurance policies	L.S		
2	<u>CLEANING WORKS FOR THE FOLLOWING AREAS:</u>  a) Administration room b) Meeting room c) Boundary stone making room d) Mechanic room e) Driver's room f) Calibration room g) Multipurpose Hall h) Hallway Stores i) Garage Area j) Toilets k) All the store room	1 Lot		
2.1	<u>Scope of works for all area above: -</u>  <ul style="list-style-type: none"> <li>• Collect garbage from all the garbage baskets provided and dispose of the garbage/garbage house provided by the Department.</li> <li>• Change the plastic waste basket if necessary</li> <li>• Wiping chairs, tables and book / file shelves in the room</li> <li>• Clean and wipe the glass windows and doors.</li> <li>• Sweeping and mopping the entire Tiled floor</li> <li>• Wipe all the furniture in the room.</li> <li>• Wipe all the ceilings, lamp and fan in the room.</li> <li>• Wipe all the storage rack/shelves in the room/area.</li> <li>• Sweeping / Clean drains from blockages the entire drain line.</li> <li>• Perform on spot cleaning.</li> </ul>	Note		

	<p><b><u>Extra for Toilets</u></b></p> <ul style="list-style-type: none"> <li>• Carry out the entire wash of the toilet</li> <li>• Picking up trash from the trash basket, floor trap, sink, the water tank and other places in the toilet where trash found.</li> <li>• Scrubbing and wiping the hand wash basin.</li> <li>• Scrubbing and wiping the toilet bowl, wiping the toilet bowl water, wall and toilet door.</li> <li>• Scrubbing and mopping the toilet floor.</li> <li>• Wiping the mirror, JRT dispenser and hand soap dispenser.</li> <li>• Adding jumbo roll tissue. Hand soap and deodorant block, when it is found that the goods have been used up.</li> <li>• Spray toilet perfume.</li> </ul> <p><b>Frequency 2 times daily/As instructed</b></p>			
3	<p><b><u>WORKING TIME</u></b></p> <p>The Contractor will supply <b>2 full-time workers</b> to carry out these cleaning works in time designated cleaning service.</p> <p>Cleaning service hours of operation: 7.45 am - 4.30 pm. Monday to Thursday and Saturday</p> <p>*Notes The Contractor shall provide Printed Work Schedule to be Signed by survey officers in charge daily.</p>	Note		
4	<p><b><u>CLEANING EQUIPMENT AND MATERIALS.</u></b></p> <p>The Contractor will provide sufficient equipment and cleaning agents.</p> <p>Deodorant block fragrances will be provided in all toilets.</p> <p>Liquid perfumes will be supplied for spraying in the toilet and also for mixed with MP to wipe desks and office equipment as well mop the tile floor.</p> <p>Complete Safety PPE required for the work.</p>	Note		

5	<p><b>WASTE DISPOSAL</b></p> <p>All disposal that have been gathered need to be daily transfer to the designated garbage site.</p>	Note		
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Only companies registered with ABCI are allowed to enter this quotation. <b>Please attach related and valid certificate.</b></li> <li>• Vendor are advised to visit the site on the <b>25<sup>th</sup> June 2026 9.30 am</b> with survey officers in charge in order to determine the extent of work/difficulties of the work as any claim for extra shall not be entertained due to lack of knowledge of site condition.</li> <li>• Terms and Condition will be written in Agreement once Vendors been awarded.</li> </ul>				
<p><b>JUMLAH / Total</b></p>				
<p><b>JUMLAH DALAM PERKATAAN / Total Amount in Words</b></p>				
<p><b>TEMPOH PENYIAPAN PERKHIDMATAN / PEMBEKALAN / PENGHANTARAN</b> <i>Duration of Service/ Supply / Delivery</i></p>				
<p><b>SAHLAKU SEBUTHARGA / Price Validity</b></p>				

**Nota / Note: Untuk Kegunaan Pejabat Sahaja / For Official Use Only:**

<p><b>Nombor Siri Sebutharga:</b></p> <p style="text-align: center;">_____ / _____</p>	<p><b>Sebut harga dibuka oleh:</b></p> <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> </ol> <p><b>Tarikh:</b> _____</p>
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Makluman kepada Pengurus Syarikat: -