

CONFIDENTIAL

اوتوريتي ماكنن بروني دارالسلام



REQUEST FOR QUOTATION (RFQ)

Provision of Cleaning Services and Grass Cutting for BDFA Kuala Belait Branch Office

(Quotation Reference: BDFA/Q/0012/2026)

Table of Contents

1. Introduction	3
1.1. Background.....	3
1.2. Purpose.....	3
1.3. Terms and Conditions.....	3
2. Eligibility Criteria	4
3. Statement of Requirements.....	5
4. Submission of RFQ	17
Annex A: Specifications and Compliance Sheet.....	18
Annex B: Commercial Proposal.....	22

1. Introduction

1.1. Background

- 1.1.1. The Brunei Darussalam Food Authority (**BDFA**) is an incorporated statutory body established on 1 January 2021. BDFA is responsible for ensuring food safety and quality in Brunei Darussalam, including regulating food importation, exportation, production, processing, transportation, and facilitating market access.

1.2. Purpose

- 1.2.1. **BDFA** invites qualified vendors to submit a quotation for the Provision of Cleaning Services and Grass Cutting for BDFA Kuala Belait Branch Office.
- 1.2.2. The contract shall be for an initial period of less than two (2) years, with the option for **BDFA** to renew annually, subject to satisfactory performance and mutual agreement.

1.3. Terms and Conditions

- 1.3.1. One (1) original copy of the proposal and clearly marked "**BDFA/Q/0012/2026 Provision of Cleaning Services and Grass Cutting for BDFA Kuala Belait Branch Office**" shall be submitted in tamper-proof sealed envelope by **5:00PM** (Brunei local time) on **Monday, 15th June 2026**; addressed to the following:

PROCUREMENT SECTION
Brunei Darussalam Food Authority
Flat B22, Simpang 32-37
Anggerek DesaTechnology Park,
Bandar Seri Begawan, BA3713,
Brunei Darussalam

- 1.3.2. Submitted quotation and all supplementary materials shall become the property of the **BDFA** and will not be returned.
- 1.3.3. **BDFA** shall not accept any responsibility for costs incurred in responding to this Request for Quotation (RFQ).
- 1.3.4. Submitting a response does not present a commitment on the part of **BDFA** to proceed further in this process or plan with any Respondent.
- 1.3.5. **BDFA** may at its discretion, enter into discussions or negotiations with any Respondent, request further information from the marketplace, or pursue other options.
- 1.3.6. All enquiries regarding this RFQ shall be directed to:
Email: procurement@bdfa.gov.bn

- 1.3.7. The RFQ does not constitute a commitment to offer of a Contract or prospective Contract.
- 1.3.8. All responses must be received on the date and time indicated on the RFQ. All late responses will be disqualified.
- 1.3.9. **BDFA** shall not be under any obligation to disclose any quotation or any particulars thereof to any prospective vendor and does not in any way undertake nor obliged to accept any quotation which is properly made and which conforms to the terms and conditions of submission. **BDFA** reserves the right to accept or reject such quotation as it may in its absolute discretion think fit.

2. Eligibility Criteria

- 2.1.** The Vendor shall have a functioning office located in Brunei Darussalam and be registered with the Registry of Companies and Business Names (ROCBN) in Brunei Darussalam.
- 2.2.** The Vendor shall have a minimum of 3 years' experience in delivering and implementing of cleaning services and grass cutting.

3. Statement of Requirements

3.1. Introduction

- 3.1.1 This document defines the cleaning services requirements for the Company's new office branch located in Kuala Belait (KB). The purpose of this requirement is to ensure that all office areas are maintained in a clean, hygienic, safe, and presentable condition that supports staff well-being, operational efficiency, and a professional corporate image.
- 3.1.2 The appointed cleaning service provider shall be responsible for delivering consistent and effective cleaning services in accordance with the scope, schedules, and standards outlined in this document. Cleaning services shall cover all designated office areas including workspaces, common areas, washrooms, pantry facilities, and any other areas within the office premises as specified by the Company.
- 3.1.3 All cleaning activities must be carried out in a manner that does not disrupt office operations and shall comply with the Company's Health, Safety and Environment (HSE) requirements, applicable regulations, and good industry practices. The cleaning service provider shall ensure that its personnel are properly trained, supervised, and equipped to perform their duties safely and professionally.
- 3.1.4 This cleaning services requirement shall form part of the contractual agreement between the Company and the cleaning service provider, and compliance with the stated requirements shall be subject to monitoring, inspection, and performance evaluation by the Company.

3.2. Scope of Cleaning Services

The Cleaning Contractor shall:

- Clean office floors daily by vacuuming, sweeping, or mopping as appropriate.
- Clean all workstations, desks, tables, and chairs (external surfaces only).
- Remove dust from cabinets, shelves, ledges, window sills, and fixtures.
- Clean meeting rooms, training rooms, and other office spaces.
- Carry out spot cleaning on walls, partitions, and doors as required.
- Clean internal glass partitions and office doors.
- Clean and disinfect toilet bowls, urinals, sinks, taps, mirrors, and partitions daily.

- Wash and disinfect toilet floors and walls using approved cleaning agents.
- The cleaning contractor shall supply and replenish toilet consumables including toilet paper, hand soap, and paper towels.
- Ensure toilets are free from stains, water marks, and unpleasant odours.
- Maintain washrooms in a clean, dry, and hygienic condition at all times.
- The Cleaning Contractor shall supply, monitor, and replenish all washroom consumables including, but not limited to, toilet paper, hand soap, and paper towels.
- All consumables provided shall be of acceptable commercial quality and sufficient quantity to meet daily usage demands. The Contractor shall ensure no shortage occurs during working hours (Refer to **3.17 Service Deployment Schedule**).
- Dispose general rubbish daily.
- Clean pantry floors, sinks, countertops, tables, and chairs daily.
- Wipe external surfaces of pantry appliances including microwave, refrigerator, and water dispenser.
- Dispose of food waste and general rubbish daily.
- Clean external surfaces of pantry cabinets and fixtures.
- Maintain pantry areas in a hygienic, pest-free, and odour-free condition.
- Collect and dispose of general waste and recyclable waste (if applicable) daily.
- Replace bin liners in all waste bins.
- Provide main disposal bin for waste collection points.
- Clean and disinfect waste bins on a regular basis.
- Ensure waste is disposed of at designated collection points.
- Prevent waste overflow and maintain cleanliness around bin areas.
- Clean reception and waiting areas daily.
- Clean corridors, walkways and staircases.

CONFIDENTIAL

- Dust and wipe furniture, fixtures, and fittings in common areas.
- Clean prayer room / surau.
- Ensure all common areas are safe, clean, and free from slip hazards.
- Carry out internal glass and mirror cleaning on a weekly basis.
- Perform high-level dusting for vents, light fittings, and high shelves on a monthly basis.
- Conduct deep cleaning of pantry and selected office areas as scheduled.
- Carry out carpet shampooing and upholstery cleaning quarterly or as required.
- Provide ad-hoc cleaning services after events, audits, or minor renovation works.
- Sweep and remove debris, leaves, litter, and foreign objects from all parking areas and driveways daily.
- Remove oil, grease, and other stains from paved surfaces as required.
- Empty outdoor trash bins and replace liners daily.
- Ensure parking spaces are free from hazards such as broken glass or sharp objects.
- Clean and maintain any benches, signage, or furniture located within parking or outdoor areas.
- Conduct periodic cleaning of walls, fences, and gates to maintain a professional appearance.
- Ensure walkways and pedestrian paths are safe and unobstructed.
- Clear leaves, sediment, and debris from drains, grates, and gutters weekly (or more frequently during rainy season).
- Inspect drainage areas to identify and report any damage, blockages, or safety hazards.
- Ensure drainage areas remain free-flowing and hygienic at all times.
- Coordinate with the Company or FM team for any maintenance beyond routine cleaning.

3.3. Scope of Coverage Area

- Common Area
- Pantry
- Office Rooms
- Filing / Storage Area
- Toilets / Washrooms
- Surau / Prayer Room
- Meeting Area (Level 1)
- Consultation Room
- Training Room
- Corridor
- Garage / Parking Area
- Outdoor Office Compound
- Outdoor Waste Collection Area
- Lobby / Reception Area
- Drainage

3.4. Cleaning Schedule & Frequency

The Company shall provide cleaning services according to the following schedule and frequency. All cleaning activities must be performed at the times and intervals specified to maintain cleanliness, hygiene, and a safe working environment. Adjustments to the schedule may be made with prior approval from the Company.

Area / Task	Frequency	Notes / Requirements
Office Floors (workspaces, corridors, common areas)	Daily	Sweeping, mopping, or vacuuming as applicable; spot cleaning as required
Workstations, Desks, Tables, Chairs (external surfaces)	Daily	Ensure surfaces are dust-free and presentable; no interference with office work
Cabinets, Shelves, Window Sills, Ledges	Daily	Dust removal and wiping of surfaces
Meeting Rooms & Training Rooms	Daily	Floors, tables, chairs, whiteboards, and glass panels cleaned
Internal Glass Panels & Office Doors	Weekly	Streak-free cleaning; remove fingerprints, smudges, and dust

Area / Task	Frequency	Notes / Requirements
Toilets & Washrooms	Daily (Twice am/pm)	Cleaning and disinfection of all fixtures, floors, walls, mirrors; replenishment of consumables
Pantry / Kitchen Areas	Daily	Floors, sinks, countertops, tables, chairs, and external appliance surfaces; proper waste disposal
Waste Collection & Disposal	Daily	Empty bins, replace liners, clean and disinfect bins; dispose at designated points
Reception & Waiting Areas	Daily	Floors, furniture, fixtures, and surfaces cleaned; maintain presentable condition
Prayer Room / Surau	Daily (or as required)	Cleaning with due care and respect
High-Level Dusting (vents, light fittings, high shelves)	Monthly	Ensure removal of dust accumulation
Deep Cleaning of Pantry & Selected Areas	Monthly	Includes intensive cleaning of hard-to-reach areas and surfaces
Carpet Shampooing & Upholstery Cleaning	Quarterly or as required	Ensure carpets and upholstered furniture remain clean and hygienic
Ad-Hoc Cleaning	As required	After events, renovations, audits, or spillages; immediate response required
Parking Areas and Driveway	Daily	Sweeping, litter removal, stain spot-cleaning; check for hazards
Outdoor Waste Collection Area	Daily	Empty and replace liners; clean bins as needed
Walkways / Pedestrian Paths	Daily	Ensure safe, unobstructed, and debris-free
Drainage & Gutters	Weekly (or more during heavy rain)	Remove leaves, sediment, debris; inspect for blockages
Walls, Fences, Gates (outdoor)	Monthly	Clean to maintain professional appearance
Ad-hoc Cleaning for Outdoor Spills / Litter	As required	Immediate response to maintain safety and presentation
Grass cutting and general outdoor maintenance	Monthly	All grass cutting waste/debris shall be properly collected and disposed of by the service provider after completion of work.

3.5. Additional Requirement

- i. Routine cleaning activities may be carried out throughout the working day, while activities that may cause disruption (e.g., deep cleaning, equipment use, or wet floor mopping) should preferably be performed before office hours, after office hours, or during low-occupancy periods.

- ii. The Cleaning Contractor shall **ensure proper signage** (wet floor signs, etc.) during cleaning to prevent accidents.
- iii. All cleaning frequencies are subject to **monitoring and inspection by the Company**.
- iv. Frequency may be increased during peak usage or adverse weather.

3.6. General Requirements

The Cleaning Contractor shall ensure that all cleaning activities are performed in a safe, effective, and professional manner. This includes providing sufficient manpower, appropriate supervision, and the proper use of cleaning materials and equipment. All activities must comply with the Company's Health, Safety, and Environment (HSE) policies, maintain security, and preserve confidentiality of office operations.

The Cleaning Contractor shall:

- **Manpower:** The Cleaning Contractor shall provide a minimum of two (2) cleaning personnel deployed on-site during the Company's working hours (Refer to **3.17 Service Deployment Schedule**).
- **Supervision:** Provide 1 supervisor to ensure all cleaning tasks, inspections, and ad-hoc requests are handled promptly.
- **Cleaning Materials & Equipment:** Provide all cleaning tools, machines, and approved chemicals; ensure chemicals are safe, labelled, and stored properly.
- **Health, Safety & Environment (HSE):** Ensure cleaners wear appropriate PPE, use wet floor signage and other safety measures, and avoid creating hazards for staff, visitors, or property.
- **Security & Confidentiality:** Ensure staff do not interfere with documents or IT equipment, and that cleaning preferably occurs outside office hours or during low-occupancy periods.
- All cleaning chemicals must have valid SDS/MSDS available upon request.

3.7. Personnel Uniform & Identification

- All cleaning personnel deployed by the Cleaning Contractor shall wear proper company uniform and visible identification badges at all times while working within BDFA premises.

- The uniform shall be clean, presentable, and appropriate for cleaning activities. Identification badges must clearly display the personnel’s name and company affiliation for security and identification purposes.
- BDFA reserves the right to deny access to any personnel who fail to comply with these requirements.

3.8. Service Level Agreement (SLA) & Performance Standards

The Cleaning Contractor shall provide cleaning services that consistently meet the expected hygiene, safety, and presentation standards of the office. Services will be monitored against agreed performance indicators, and timely response to issues is mandatory to maintain a high-quality working environment.

The Cleaning Contractor shall:

- Maintain office spaces, toilets, pantry, common areas, parking, and drainage visibly clean, odour-free, and hygienic at all times.
- Ensure that high-touch and high-usage areas are regularly disinfected in accordance with the schedule.
- Respond to ad-hoc issues, such as spillages or urgent cleaning requests, on the **same day**.
- Rectify any deficiencies within the agreed timeframe; repeated non-compliance may trigger penalties or contract review.

Response Time Requirement:

No	Issue / Request	Required Response Time
1	Spillage or slip hazard	Immediate response (within 30 minutes)
2	Washroom hygiene Issue	Within 1 hour
3	Consumables shortage (Toilet paper, soap, etc)	Within 2 hours
4	Ad-hoc cleaning request	Same working day
5	Urgent cleaning after events or incidents	Within 2 hours

- Failure to meet the required response times may be recorded as a service non-conformance and may affect the contractor’s performance evaluation.

3.9. Personnel Performance & Replacement

- The Cleaning Contractor shall ensure that all personnel deployed are competent, well-trained, and able to perform their duties to the required standards.
- The Company reserves the right to request the replacement of any cleaning personnel who demonstrate unsatisfactory performance, misconduct, or non-compliance with site requirements.
- The Contractor shall arrange for a suitable replacement within a reasonable timeframe, not exceeding 24 – 48 hours, to ensure continuity of service.

3.10. Consumables Management

The Cleaning Contractor shall be responsible for forecasting, stocking, and replenishing all cleaning and hygiene consumables required for the performance of services. No additional claims shall be made unless otherwise agreed in writing.

3.11. Inspection & Reporting

The Cleaning Contractor shall implement a structured inspection and reporting system to ensure compliance with the cleaning requirements. Regular monitoring, performance evaluation, and reporting are essential to maintain quality, identify areas for improvement, and address any hazards or operational issues promptly.

Daily, weekly and monthly schedule checklist shall be provided by the cleaning contractor.

Monthly cleaning inspections will be conducted by BDFA to verify compliance with the cleaning scope, service schedule, and service level requirements. Any deficiencies identified during inspection shall be rectified by the Cleaning Contractor within the agreed timeframe.

Performance shall be evaluated using a cleanliness scorecard (0-100%)

Score	Performance
90 – 100%	Excellent
80 – 89%	Acceptable
<80%	Corrective action required

The Cleaning Contractor shall:

- Complete daily, weekly and monthly checklists to record all cleaning activities, with verification by FM/Admin staff.
- Report any damage, hazards, shortages of cleaning supplies, or other operational issues immediately to the Company.

3.12. Roles & Responsibilities Matrix

Activity / Task	Responsibility – Brunei Darussalam Food Authority (BDFA)	Responsibility – Cleaning Contractor
Daily Cleaning (office, common areas)	Provide access & guidance	Perform cleaning as per scope
Toilets & Pantry Maintenance	Provide access to all relevant areas, ensure availability of utilities (water, electricity), and communicate any specific requirements, restrictions, or issues related to usage.	Supply, replenish, and manage all consumables (toilet paper, hand soap, paper towels, etc.) and perform daily cleaning
Waste collection	Provide waste points	Empty bins, replace liners, dispose properly
Parking & Outdoor Cleaning	Provide access & supervision	Sweep, remove debris, clean benches/signage
Drainage Cleaning	Report blockages	Clear debris, inspect drains, report issues
Ad-hoc Cleaning	Notify requirement	Provide immediate cleaning response
Safety & HSE Compliance	Set policies	Follow HSE rules, use PPE & signage

3.13. Optional / Value-Added Services

The Cleaning Contractor may request additional cleaning services beyond the regular scope to maintain hygiene, safety, and presentation standards or to respond to special circumstances. These services are intended to enhance workplace cleanliness, support operational needs, and ensure readiness for inspections, events, or emergencies.

The Cleaning Contractor shall:

- Coordinate pest control measures as required to maintain a safe and hygienic environment
- Provide emergency or standby cleaning services when urgent cleaning is needed outside the regular schedule
- Use eco-friendly cleaning solutions to minimize environmental impact
- Conduct deep cleaning before audits, inspections, or special events to ensure the premises are in optimal condition

3.14. Terms of Engagement / Contractual Conditions

The cleaning services shall be provided under defined contractual conditions to ensure clarity of responsibilities, accountability, and compliance. This section sets out the operational and legal framework for the engagement between the Company and the cleaning service provider.

BDFa reserves the right to extend or renew the contract upon expiry, subject to satisfactory performance and mutual agreement. Where BDFa renews its tenancy agreement or relocates to a different premises, the BDFa may, at its discretion, require the continuation of services at the same or a different site, or terminate the contract with appropriate notice, in accordance with the agreed terms.

The Cleaning Contractor shall:

- Adhere to the contract duration and notice periods for termination or modifications of services
- Cleaning personnel shall be deployed on-site during the Company's working hours (Refer to **3.17 Service Deployment Schedule**) to ensure continuous maintenance of cleanliness, immediate

response to spills or hygiene issues, and timely replenishment of consumables throughout the day.

- Ensure the contractor is liable for any damage caused during cleaning activities and maintains appropriate insurance coverage
- Comply with any additional Company policies or directives related to security, access, and operational procedures

3.15. Training & Competency Requirements

The cleaning service provider must ensure that all personnel are competent, trained, and capable of performing their duties safely and effectively. Proper training ensures consistency in quality, adherence to HSE standards, and professional conduct within the office premises.

The Cleaning Contractor shall:

- Ensure all cleaners are trained in safe handling of chemicals, use of cleaning equipment, HSE procedures, and confidentiality protocols.
- Ensure supervisors are trained in staff management, compliance monitoring, and reporting procedures.
- Conduct periodic refresher training to maintain competency and awareness of updated standards or procedures.

3.16. Environmental Considerations

Cleaning services shall be performed in a manner that supports environmental sustainability and minimizes negative impacts on the workplace and surrounding areas. Proper attention to environmental practices reflects the Company's commitment to responsible operations.

The Cleaning Contractor shall:

- Utilize eco-friendly, non-toxic, and biodegradable cleaning agents wherever possible
- Dispose of waste and recyclables properly, in accordance with local regulations and Company policies
- Minimize water and energy consumption during cleaning activities

- Promote sustainability practices among cleaning staff, including proper segregation of waste and safe handling of chemicals

3.17. Service Deployment Schedule

Day	Morning Session	Afternoon Session
Monday	8:00 am – 12:00 pm	1:00 pm – 5:00 pm
Tuesday	8:00 am – 12:00 pm	1:00 pm – 5:00 pm
Wednesday	8:00 am – 12:00 pm	1:00 pm – 5:00 pm
Thursday	8:00 am – 12:00 pm	1:00 pm – 5:00 pm
Friday	8:00 am – 12:00 pm	1:00 pm – 5:00 pm
Saturday	NA	NA
Sunday	NA	NA

Continuous cleaning presence ensures that washrooms, pantry areas, and high-traffic zones remain clean and well-maintained throughout the working day.

4. Submission of RFQ

4.1. Submission format

4.1.1. Respondents shall submit the RFQ in the following format:

4.1.1.1. Title Page

- a) The title page should indicate the title **“BDFA/Q/0012/2026 – PROVISION OF CLEANING SERVICES AND GRASS CUTTING FOR BDFA KUALA BELAIT BRANCH OFFICE”** respondent name, address, telephone and fax number, email address and contact person’s name.
- b) Table of Contents/Index.

4.1.1.2. Section 1: Corporate Experience

- a) Describe the type of company (e.g. Limited Companies) and provide copy of Business Registration Certificate.
- b) Provide Company Registration Form X or 16/17 (whichever applicable).
- c) Provide the owners, partners or shareholders names and copy of their identity card.
- d) Describe the company size.
- e) Provide a minimum of three (3) client references whom have subscribed to the proposed solution including name, address, telephone number, email address and the date of implementation.

4.1.1.3. Section 2: Corporate Capability and Declaration

- a) Describe capability (financial, experience and workload capacity) to undertake this project.
- b) Declare if there are any personnel in your company whom has direct relation to any of the BDFA's employee.

4.1.1.4. Section 3:

- a) Specifications and Compliance Sheets on Annex A.
- b) Commercial Proposal on Annex B.
- c) The validity of the proposal should not be less than 90 days.

4.1.1.5. Section 4:

- a) Other applicable attachments can be included and listed under Additional Information.

Annex A: Specifications and Compliance Sheet

Respondents are required to fill in the 'For Respondents to complete' section

Cleaning Services Compliance Table

Location: BDFA Kuala Belait Office

1. General Office Cleaning

Section	Cleaning Requirement Description	BDFA Requirement	Comply (Yes/No)
General Office Cleaning	Floor Cleaning	Floors shall be cleaned daily (sweeping, mopping, or vacuuming) and free from dust, stains, and debris	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Workstations & Furniture	Desks, tables, chairs (external surfaces) cleaned daily and dust-free	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Dust Removal	Cabinets, shelves, ledges, and fixtures free from dust	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Meeting Rooms	Meeting/training rooms cleaned daily and maintained presentable	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Glass & Doors	Internal glass panels and doors cleaned weekly; no smudges	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Toilets & Washrooms (Critical Area)

Section	Cleaning Requirement Description	BDFa Requirement	Comply (Yes/No)
Toilets & Washrooms	Cleaning & Disinfection	Toilets, sinks, mirrors cleaned and disinfected daily	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Floor & Wall Hygiene	Floors and walls disinfected; no stains or watermarks	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Odour Control	Washrooms free from unpleasant odour	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Consumables	Toilet paper, soap, paper towels always available (no shortage)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Overall Condition	Washroom clean, dry, and hygienic at all times	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Pantry / Kitchenette

Section	Cleaning Requirement Description	BDFa Requirement	Comply (Yes/No)
Pantry Area	Surface Cleaning	Sink, countertops, tables cleaned daily	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Appliances	External surfaces of appliances cleaned	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Waste Handling	Food waste disposed daily	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Hygiene	Pantry maintained hygienic, pest-free, odour-free	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Waste Management

Section	Cleaning Requirement Description	B DFA Requirement	Comply (Yes/No)
Waste Management	Waste Collection	Waste collected and disposed daily	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Bin Management	Bin liners replaced; bins cleaned & disinfected	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Disposal	Waste disposed at designated areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Cleanliness	No overflow; bin area clean	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. HSE & Safety Compliance

Section	Cleaning Requirement Description	B DFA Requirement	Comply (Yes/No)
HSE Compliance	PPE	Cleaners wear appropriate PPE at all times	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Signage	Wet floor signs used during cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Hazard Control	No slip/trip hazards created during cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Chemical Safety	Chemicals labelled and stored properly	<input type="checkbox"/> Yes <input type="checkbox"/> No
	SDS Availability	SDS/MSDS available upon request	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Cleaning Schedule & SLA

Section	Cleaning Requirement Description	BDFA Requirement	Comply (Yes/No)
SLA Compliance	Frequency	Cleaning performed as per required schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No
	High-touch Areas	Frequently touched surfaces disinfected	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spill Response	Spillages attended within 30 minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Washroom Issue	Issues resolved within 1 hour	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ad-hoc Requests	Completed within same working day	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Personnel & Administration

Section	Cleaning Requirement Description	BDFA Requirement	Comply (Yes/No)
Personnel	Uniform & ID	Cleaners in uniform with visible ID	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Manpower	Adequate manpower deployed	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Staff Replacement	In case of staff absence (e.g., sick leave), immediate replacement shall be provided to ensure no disruption of services	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Checklist	Daily/weekly checklist completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Reporting	Issues/hazards reported promptly	<input type="checkbox"/> Yes <input type="checkbox"/> No

Annex B: Commercial Proposal

Respondents are required to fill in the proposed service scope, manpower deployment, equipment, and cleaning materials, together with the unit rate and total price, as well as price validity, payment terms, service schedule, and other relevant terms and conditions.

The commercial proposal must bear the official stamp and signature.

B.1 Provision of Cleaning Services (inclusive of manpower, equipment, cleaning materials, supervision, and maintenance) up to 28 February 2028.

Description	Quantity	Proposed Service Scope / Deployment	Monthly Charge (BND)
Cleaning Services	1 lot	General Cleaning, Pantry & Office Cleaning	
Grass Cutting	1 lot	Grass Cutting	
Total Monthly Charge (BND)			
Total Annual Charge (BND)			

Price Validity (minimum 90 days):

Payment Terms:

Delivery Terms:

Other Terms and Conditions (if applicable):