

NEWASH FACILITY MANAGEMENT PTE LTD

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Your Trusted Service Provider

SALES QUOTATION

Attention: Mr Yee Meng Why	Quotation No.: NW-A2220-290621-TT
Company: MCST Plan No. 4253 (The Tampines Trilliant)	Quotation Date: 29-Jun-21
Contact No.: 6636 3995	Sales Person: Aaron Rylan
Fax: 6636 3827	Contact No.: 8139 4958
Email: bldgmt@trilliant.com.sg	Total Pages: 6
Address: 11 Tampines Central 7, #01-01 The Tampines Trilliant, Singapore 528769	

Dear Mr Yee Meng Why ,

QUOTATION TO PROVIDE TERM CONTRACT CLEANING SERVICES (24MONTHS)

We would like to extend our heartfelt thanks to MCST Plan No. 4253 (The Tampines Trilliant) for inviting Newash Facility Management Pte Ltd to quote for the services.

Further to your request, we are pleased to quote you the undermentioned for your perusal and kind consideration.

Details

Below are the detailed proposal, divided into different segments addressing all the cleaning needs required in the Tender Specifications

1. AREAS COVERED**2. MANPOWER ALLOCATION****3. SCOPE OF WORK****4. WORKING MATERIALS, EQUIPMENT, CHEMICALS & TOOL****5. 24 xMONTHLY CHARGES****6. TERMS OF PAYMENT****7. VALIDITY****8. RENEWAL****9. TERMINATION****10. DURATION OF CONTRACT**

1. AREAS COVERED

21 Tampines Central 7

(Project Size 900sqft • Number of Floors 24-38 • Number of Blocks 5 • Project Size 900sqft)

2. MANPOWER ALLOCATION

No.	Description	Working Hours	Days	Breaks
1	1x Supervisor + 12x Cleaners	0800hrs to 1700hrs (Mon-Fri) + 0800hrs to 1200hrs (Saturday)	5.5days	15 mins tea break (am & pm) plus 1 hour lunch break
2	1x Supervisor + 5x Cleaners	0800hrs to 1200hrs (Sunday+PH)	Sunday+PH	15 mins tea break (am)
3	1x Supervisor + 3x Cleaners (2nd Shift)	1200hrs to 1700hrs (Sat, Sun+PH)	Sat, Sun + PH	15 mins tea break (pm)

* All Materials, Tools & Equipment to be provided by Newash Facility Management Pte Ltd

3. SCOPE OF WORK

Area covered

21 Tampines Central 7-MCST Plan No. 4253 (The Tampines Trilliant)

APPENDIX C2 – SCHEDULE OF WORKS

1 LIFT LOBBY

(Daily)

- Sanitize all high touch surfaces twice using sanitizing agents approved by the relevant authorities
- Check and ensure that all the lift lobby are free from obstruction and debris at all times
- Clearing of spillages (if any)
- Empty and wipe clean all waste receptacles (2x)
- Sweep and mop clean all level floor tiles to ensure no stains
- Wipe clean all level wall tiles and level numbers to ensure no stains
- Wipe clean all level parapet
- Wipe clean all riser and staircase doors
- Wipe clean all metal gates and railings on level 1
- Wipe clean all mailbox and notice board at basement
- Wipe clean all intercom panel, access card reader and door release button

(Periodic)

- Wash clean all waste receptacles – weekly
- High dusting – weekly
- Sweep, mop and remove items found inside risers – monthly
- Scrubbing all level floor and wall tiles – quarterly
- Polishing basement, level 1 and top floor marble flooring – quarterly
- Wipe clean all riser piping & valves – quarterly
- Wipe clean all fire hose reel – quarterly
- Polish all stainless steel finishes (level number, hall button & panel) – quarterly

2 STAIRCASE, LANDINGS, LIFT

(Daily)

- Sanitize all high touch surfaces twice using sanitizing agents approved by the relevant authorities
- Wipe clean all staircase handrails
- Wipe clean all lift call panel inside lift car, lift doors and frames
- Wipe clean all interior lift car doors, lift call panel, handrail and steel surfaces
- Clean all lift door track to ensure its free of particles

(Periodic)

- Sweep and mop clean all staircase – weekly
- High dusting staircase – monthly
- Wipe clean all ventilation grills inside staircase – monthly
- Polish all stainless steel surfaces (lift door and frame, lift call panel and buttons, handrail, etc...) – quarterly

3 MANAGEMENT OFFICE

(Daily)

- Sanitize all high touch surfaces twice using sanitizing agents approved by the relevant authorities
- Mop floor tiles
- Empty all waste receptacles
- Wipe clean furniture and equipment

(Periodic)

- Wipe clean glass window panels – weekly
- Vacuum roller blinds – quarterly

- 4 **FUNCTION ROOM**
(Daily)
- Sanitize all high touch surfaces at least once using sanitizing agents approved by the relevant authorities
 - Wipe clean all glass panels up to 3m
 - Mop all floorings
 - Wipe clean all kitchen tops, sinks and appliances
 - Wipe clean and arrange neatly all tables and chairs
- (Periodic)
- Remove scotch tape, blue-tac, strings, etc... from walls (if any) – weekly
 - High dusting – weekly
 - Wipe clean all high level glass panels – monthly
- 5 **READING ROOM**
(Daily)
- Sanitize all furniture and high touch surfaces twice using sanitizing agents approved by the relevant authorities
 - Wipe clean all glass panels up to 3m
 - Vacuum carpet
 - Wipe clean and arrange neatly table and chairs
 - Clean bookshelf and arrange books neatly
- (Periodic)
- High dusting – weekly
 - Wipe clean all high level glass panels – monthly
 - Carpet shampooing – quarterly
- 6 **GYM**
(Daily)
- Sanitize all gym equipment and high touch surfaces twice using sanitizing agents approved by the relevant authorities
 - Wipe clean all mirrors (2x)
 - Wipe clean all glass panels up to 3m
 - Wipe clean all gym equipment (2x)
- (Periodic)
- High dusting – weekly
 - Wipe clean all high level glass panels – monthly
- 7 **BBQ Pits & GP**
(Daily)
- Sanitize all high touch surfaces at least once using sanitizing agents approved by the relevant authorities
 - Wipe clean the sink and stove area to ensure its free of grease
 - Clean grease strainer compartment
 - Clean BBQ grills
 - Wipe clean and arrange neatly all tables and chairs
- (Periodic)
- Thoroughly degrease the BBQ stove and all grills – weekly
 - Wipe clean all fans, lightings and pit structure – monthly
 - Check the roof and remove littering if any – monthly
 - High pressure wash all parasols and glass canopy – quarterly
- 8 **TENNIS COURT**
(Periodic)
- Clear all drain to ensure no choke – daily
 - High pressure wash flooring – quarterly
- 9 **OUTDOOR FITNESS AREA, PLAYGROUND, PLAY AREA**
(Daily)
- Sanitize all equipment surfaces twice using sanitizing agents approved by the relevant authorities
 - Wipe clean all equipment
- (Periodic)
- High pressure wash all EPDM flooring – quarterly
- 10 **PAVILIONS**
(Daily)
- Wipe clean and sanitize all furniture twice using sanitizing agents approved by the relevant authorities
- (Periodic)
- High dusting – monthly
 - Wipe clean all fans – monthly
- 11 **UPHOLSTERY**
(Periodic)
- Shampooing of all sofa and daybed upholstery – monthly

- 12 TOILETS AND SHOWER ROOMS
(Daily)
- Mop and wash floors, seats and walls (2x)
 - Empty and clean all waste receptacles (2x)
 - Wash and disinfect all toilet pans and urinals (2x)
 - Wipe clean all basins, tiled walls, glass doors and cubical partitions
 - Wipe dry all mirrors (2x)
 - Replenish toilet rolls, liquid hand-soap
- (Periodic)
- Wash all waste receptacles – weekly
 - Thoroughly clean all sanitary wares and fittings – monthly
 - High dusting and wipe clean windows and ventilation grills – monthly
 - De-scaling of toilet and shower rooms – monthly
- 13 GUARDHOUSE
(Daily)
- Wipe clean and sanitize all furniture twice using sanitizing agents approved by the relevant authorities
 - Empty all waste receptacles
 - Mop flooring
 - Wipe clean all window and glass panels, equipment and table top
 - Wipe clean blind spot mirror
- (Periodic)
- High dusting – monthly
 - High pressure wash glass canopy and retractable awning – quarterly
- 14 BASEMENT CARPARK
(Daily)
- Sweep and dispose all littering
 - Check and remove littering at all floor trap if any
 - Spot clean oil stains (if any)
 - Clearing of spillage (if any)
- (Periodic)
- Wipe clean blind spot mirror – weekly
 - Wipe clean ramp wall – weekly
 - High dusting (including all light fixtures) – quarterly
 - Wipe clean all fire extinguisher cabinets and fire hose reel – quarterly
 - High pressure wash carpark flooring and all drains – quarterly
- 15 PUMP ROOMS
(Periodic)
- Wash / mop floor – monthly
 - Wipe clean all metal fence, gates, pumps, control panel, piping & fittings – quarterly
- 16 CONSUMER SWITCH ROOM & MDF ROOM
(Periodic)
- Sweep and mop floor – half-yearly
 - High dusting and wipe clean ventilation grills – half-yearly
- 17 BIN CENTRE & BIN CHUTES
(Daily)
- Dispose and clear all waste from bin chutes to bin centre
 - Wash all bin chute floor and wall tiles
 - Wash bin centre floor after collection
- (Periodic)
- Thorough wash all bulk bins – weekly
- 18 ROOF TOP
(Periodic)
- Check all roof top to ensure no chokage at gully trap – monthly
 - Remove all plants and/or littering (if any) – monthly
- 19 COMPOUND
(Daily)
- Mop all tiled flooring and surfaces
 - Wipe clean all vending machines
 - Sweep clean all footpaths and turf area
- (Periodic)
- Wipe clean all light box signage – weekly

APPENDIX C3 – SCHEDULE OF LIQUIDATED DAMAGES

S/N	NATURE OF IRREGULARITY	Liquidated Damages per occurrence
1	a) Shortage of Supervisor	\$200.00 / day
	b) Supervisor reporting late for more than 15 minutes	\$100.00
	c) Supervisor caught sleeping during working hours	\$100.00
	d) Supervisor found doing no work or missing from workplace	\$200.00
	e) Supervisor found gambling, drinking alcohol, fighting or behave in an unruly manner	\$200.00
2	a) Shortage of Cleaner	\$100.00 / cleaner
	b) Cleaner reporting late for more than 15 minutes	\$50.00 / cleaner
	c) Cleaning caught sleeping during working hours	\$50.00 / cleaner
	d) Cleaner found doing no work or missing from workplace	\$100.00 / cleaner
	e) Cleaner found gambling, drinking alcohol, fighting or behave in an unruly manner	\$100.00 / cleaner
3	Failure to meet the required performance level	\$50.00
4	Failure to replenish liquid sanitizer dispenser, soap dispenser and toilet roll	\$50.00
5	Failure to provide equipment in working order	\$100.00 per equipment per day
6	Failure to carry out instructions directed by the MCST or its appointed agent	\$50.00 per instruction per day

4. WORKING MATERIALS, EQUIPMENT, CHEMICALS & TOOLS

Equipments	Tools & Supplies	Chemicals
Vacuum Cleaner	Black Trash Bags	Toilet Bowl Cleaner
Cobweb Duster	Mult-purpose Cloth	Pine Disinfectant
Battery Operated Cart	Fan Broom and Pan	Multi-purpose
Hi-Jet Machine	Mop & Wringer	Cif
Janitorial cart	Lambwool & squeeze	Glass Cleaner
Inos-Single disc scrubber	Tools	Bleach
	Pails	Detergent
		3M Stainless steel polish

Hygiene Services

Sanitary Bins (Servicing twice monthly) rental

Automatic Air-freshener (monthly servicing)

Normal Jumbo Roll (16roll per carton)

Hand Soap

Floor mat for lobby

5. 24x MONTHLY CHARGES

	Qty	Monthly	Total
1) To provide term contract cleaning services as per manpower allocation	24mth	\$25,240.00	\$605,760.00
2) Newash will provide materials, hygiene services equipment, chemicals and tools	24mth	\$2,740.00	\$65,760.00
3) Newash Facility Management Pte Ltd will be liable for employee's benefit under Ministry of Manpower (MOM) rules and regulations.	-	-	-
4) Newash will provide insurance for all employees (workmen compensation and public liability)	-	-	-

TOTAL AMOUNT	\$671,520.00
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GST 7%	\$47,006.40
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TOTAL AMOUNT	\$718,526.40
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Breakdown:

Tampines Trilliant

S/N	Days	Timing	Manpower	Quantity	Rate	Total
1	Mon-Fri	8am-5pm	Supervisor	1	1550	1550
		8am-5pm	Cleaner	12	1450	17400
2	Saturday	8am-12pm	Supervisor	1	200	200
		8am-12pm	Cleaner	12	130	1560
3	Sun + PH	8am-12pm	Supervisor	1	340	340
		8am-12pm	Cleaner	5	280	1400
4	(2nd shift) Saturday	12pm-5pm	Supervisor	1	340	340
		12pm-5pm	Cleaner	3	300	900
5	(2nd shift) Sun+PH	12pm-5pm	Supervisor	1	425	425
		12pm-5pm	Cleaner	3	375	1125
6	Machine:					
			Hijet	1		
			Single disc floor scrubber	1		
			Carpet shampoo	1		
			Battery operated cart	1		
			Housekeeping trolley	10	2100	2100
7	Chemical & Toiletries:					
			Jumbo toilet rolls			
			Handsoap	Lump sum		
			Air Fresheners and Sanitary Bins			
			Floor mat for each floor lobby			
			Trash bag, Plastic Liners, Chemicals for cleaning	Lump sum		
8			Back up mobile team	1lot		
9			Overhead & Administration	1lot		
					Total	27980

6. TERMS OF PAYMENT

Thirty (30) days payment terms

7. VALIDITY

Three (03) months from date of quotation

8. RENEWAL

This contract is subjected to renewal

9. TERMINATION

By either party upon two (02) calendar months written notice

10. DURATION OF CONTRACT

24 months

We hope the above proposal meets your requirement. We look forward to be of you service to your esteem organization, assuring you of our best attention and services at all times.

Please do not hesitate to contact me at 8139 4958 if you have anything to clarify.

Yours faithfully

**NEWASH FACILITY
MANAGEMENT PTE LTD**



Aaron Rylan
General Manager

I hereby accept the above quotation

**MCST PLAN NO. 4253 (The Tampines
Trilliant)**

Signature and Company's Stamp

Name:

Date: