



PROPOSAL QUOTATION

The Tampines Trilliant
MCST 3657
11 Tampines Central 7
#01-01
Singapore 528769

Quote Ref: EP/077/21
Date: 12 July 2021

Savills Property Management Pte Ltd
Attention: Mr Yee Meng Why
Tel: 6636 3995
Email: bldgmgt@trilliant.com.sg

Dear Sir,

PROPOSAL QUOTATION OF CLEANING SERVICES AT THE TAMPINES TRILLIANT

Thank you for granting us an opportunity to submit our proposal for the above project. It is our pleasure to be of service to your esteemed organization.

We hereby would like to submit our price at a total sum of **S\$28,579.00** per month (exclusive of GST) for a period of (2) two-years contract.

WORKING DAYS	WORKING HOURS	MANPOWER
Mondays to Fridays	0800hrs – 1700hrs	01 Supervisor 12 Cleaners
Saturdays	0800hrs – 1200hrs	01 Supervisor 12 Cleaners
	1200hrs – 1700hrs	01 Supervisor 05 Cleaners
Sundays & Public Holidays	0800hrs – 1200hrs	01 Supervisor 05 Cleaners
	1200hrs – 1700hrs	01 Supervisor 05 Cleaners

- Termination by either parties would be 1 month in written notice
- Validity is 30 days dated of quotation
- Inclusive of – **Labour, Materials, Chemicals, Toiletries and Equipment**



- Inclusive of – **Provision of Hand Sanitizer Dispenser & Chemical**
- Inclusive of – **iMop XL stationed onsite**



Our Value-Added Services

- Inclusive of – **Twice a Year of Anti-Microbial Coating on all Common Areas High Touch Surfaces**

With our experience, we are confident to deliver only the best of our professional and dedicated services to your establishment. Our company is constantly improving and adhering to all MOM guidelines, including being **Biz Safe STAR certified**, **ISO certified**, received **NEA Clean Mark Silver** accreditation and sending our staff to attend **WSQ Training Courses**.

We sincerely hope that the above price will meet with a favorable response from your Management.

I can be reached at **9323 7979** should you require further clarification of the quotation.

We look forward to a successful working relationship with your company.

Thank You.



A handwritten signature in black ink, appearing to be 'Eileen Por', is written below the logo.

Yours Sincerely,

Eileen Por
Asst Manager, Business Development



APPENDIX C1 – AREA OF COVERAGE

The coverage area under this contract includes the following:

1. Common lift lobby (12 blocks of 16/17 including basement)
2. Staircase, landings and lift (12 blocks of 16/17 including basement)
3. Management Office x 01
4. Function Rooms x 07
5. Reading Room x 01
6. Gym x 01
7. BBQ Pits x 08 & Gourmet Pavilion x 01
8. Tennis Court x 01
9. Outdoor fitness area, playground, play area
10. Pavilions x 02
11. Sofa Rest Area at Pickup Point
12. Toilets, Shower Rooms and Sauna Room
13. Guardhouse
14. Basement carpark (1 Level)
15. Pump Rooms x 4
16. Consumer switch room and MDF room
17. Bin Centre & 24 Bin Chutes
18. Roof Top
19. Compound

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APPENDIX C2 – SCHEDULE OF WORKS

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

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

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

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(Periodic)

Wipe clean glass window panels – weekly

Vacuum roller blinds – quarterly

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

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

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

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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

TENNIS COURT

Clear all drain to ensure no choke – daily

High pressure wash flooring – quarterly

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

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

UPHOLSTERY

(Periodic)

Shampooing of all sofa and daybed upholstery – monthly

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

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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

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

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

PUMP ROOMS

(Periodic)

Wash / mop floor – monthly
Wipe clean all metal fence, gates, pumps, control panel, piping & fittings – quarterly

CONSUMER SWITCH ROOM & MDF ROOM

(Periodic)

Sweep and mop floor – half-yearly
High dusting and wipe clean ventilation grills – half-yearly

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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

ROOF TOP

(Periodic)

Check all roof top to ensure no chokage at gully trap – monthly

Remove all plants and/or littering (if any) – monthly

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

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