



**CALLING OF QUOTATIONS  
SPECIFICATIONS**

**Quotation No** : **STB/Q/2024/24**  
**Description** : **Cleaning Services for Sabah Tourism Board For The Period - 01 January 2025 to 31 December 2027 (Three offices Located in Jalan Gaya)**

<b>5<sup>th</sup> &amp; 10<sup>th</sup> Floor, Wisma Fook Loi</b>	
Total Area	: 3,588 sqft per floor (fully occupied)
Job scope	: One week (3) times cleaning of all interior and exterior surfaces of the office.
	One week (3) times cleaning / vacuuming of floors (carpeted/uncarpeted), windows, doors, counters, tables, door knobs found within the premise.
	Ensure litters/garbage are disposed 3 times a week to the designated garbage area for the building.
	Weekly cleaning of glass partitions/ doors within the office (to ensure dirt/dust free on the glass or in the corners of glass)
	Weekly cleaning of office equipment such as telephones, desks, cabinets and other fittings found within the office.
	Ensure all areas to be dry after cleaning.
	Cleaning of any spillage / dirt that may occur in the office area.
<b>3<sup>rd</sup> Floor, Wisma Perkasa</b>	
Total Area	: 4,500 sqft.(fully occupied)
Job Scope	: One week (3) times cleaning of all interior and exterior surfaces of the premise.
	One week (3) times cleaning / vacuuming of floors (carpeted/uncarpeted), windows, doors, counters, tables, door knobs, including the cleaning of toilets, pantry and wash basins located in the premise.
	One week (3) times sweeping / vacuum of busy areas (corridors/meeting rooms/lift area), including disposal of litters/garbage to the designated garbage area.
	Weekly cleaning of glass partitions/doors (to ensure dirt/dust free on the glass or in the corners of glass)

		Weekly cleaning of office equipment such as telephones, desks, cabinets and other fittings found within the office.
		Ensure all areas to be dry after cleaning.
		Cleaning of any spillage / dirt that may occur in the office area.
Remarks (For All of the Locations)	:	<p>(1) The contract fee charged shall include all costs and expenses for cleaning of all occupied offices, stores, passages, corridors, lobbies, garbage collecting, meeting rooms, common staff areas etc – surfaces of the wall, partitions, both sides of doors, windows, including frames, ceiling, furniture, telephones, office equipments, fire extinguisher, fire hose reel, cabinet and all fittings (signboard, switches, light diffusers, pantry sink, etc).</p> <p>(2) The contractor shall provide skilled and efficient number of cleaners to ensure proper execution of works. Number of cleaners to carry out the required tasks is at least four (4) cleaners per session, with no additional costs charged for any extra manpower to complete the tasks.</p> <p>(3) The contractor shall take all reasonable precautions to ensure that all persons employed are efficient, sober and honest.</p> <p>(4) In the event of shortage of cleaning staff due to absenteeism, medical or annual leave, the Contractor shall take immediate steps to provide temporary replacements to make up to the full complement.</p> <p>(5) Should the contractor be found to have committed any irregularities such as omitting the use of cleaning materials, delaying or omitting any approved operational frequency of any cleaning works, or any others services provided by Contractor, which is deemed unsatisfactory, STB reserves the right to suspend the services provided by the Contractor immediately.</p>

**Requirements:**

- 1) ***Only Electricity and water usage will be provided by Sabah Tourism Board. All contractors are to provide the necessary manpower tools, equipments, machineries, cleaning supplies and materials to carry out the services according to the detailed work specification as mentioned.***
- 2) ***The contractor shall provide sufficient manpower to ensure satisfactory completion of cleaning works.***

***Terms of Payment: Within 14 days upon the receipt of invoice, on a monthly basis.***

***A joint inspection can be performed upon request***