



汶莱中华中学

Chung Hwa Middle School

No.1, Jalan Berangan, Bandar Seri Begawan, BS8211, Negara Brunei Darussalam.

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Ruj. Kami/Our Ref.: RFT/2026/001

Ruj. Tuan/Your Ref.:

INVITATION TO TENDER

SUPPLY OF JANITORIAL CLEANING SERVICES AT CHUNG HWA MIDDLE SCHOOL, B.S.B. (2-YEAR CONTRACT)

(SPECIFICATION AS PER ATTACHED)

CLOSING DATE : 22nd Jun 2026
TIME : 10.00AM
PLACE OF SUBMISSION : QUOTATION/TENDER BOX (FIRST FLOOR)
ADMINISTRATION RECEPTION COUNTER
CHUNG HWA MIDDLE SCHOOL, B.S.B.
JALAN BERANGAN, BS8211
BRUNEI DARUSSALAM

Yours sincerely,

TEO SIEW YING

The Acting Principal

INSTRUCTION TO TENDERERS

1. ELIGIBILITY

- Tenderer must be a registered company in Brunei with valid Business Certificate of Registration.
- Tenderers are required to submit their Company's Certificate of Incorporation or Firm's Certificate of Registration as applicable.

2. SUBMISSION OF TENDER

- The Tender, including dully completed Tender Form and all other accompanying documents are to be submitted in a sealed envelope addressed to :

Head of Procurement Committee
Chung Hwa Middle School
Bandar Seri Begawan
Negara Brunei Darussalam

- The envelope shall marked the tender reference, description, closing date and time.
- All documents and materials such as brochures must be stamped with Tenderer's name and submitted at the same time.
- Any Tender received after the stipulated time, from whatever causes arising will not be considered.
- The School shall not be responsible for any expenses incurred for the tender preparation.
- Submission of Tender by internet or fax is not permitted.

3. VALIDITY OF TENDER

- Tender price shall remain valid for 6 months from the closing date of the Tender.
- No Tenderers are allowed to change his/her Tender offer price within the validity period.
- No Tenderers may withdraw his/her Tender within that period.

4. SITE VISIT

- The Tenderer shall be deemed to have studied all plans, specifications, terms and conditions of tender and visited the site of work and made himself acquainted with the site conditions, availability of labor, basic materials, water, electricity, approach road to the site etc., before submission of tender.

5. TENDER PRICE

- Tender price shall be in Brunei Dollars and all-inclusive (i.e. CIF Price inclusive of freight, custom duty and taxes payable if applicable) of the work described in the scope of work.
- All prices in the Tender Form shall be typewritten or legibly written in permanent ink.
- The price shall on the basis of the rates and prices in the Tender Documents being firm and not subject to any fluctuation in wages, prices of materials or any other costs.

6. TENDERER'S RESPONSIBILITIES

- Each Tenderer is held to have checked all pages as stated in the Tender Document. They shall refer to the Procurement Department for any missing pages, drawings or duplication.
- Should the Tenderer find any discrepancy, error or omission in the Tender Documents prior to submitting their tender, they shall notify the Procurement Committee in writing thereof before the closing date of the Tender.

7. AMENDMENT OF TENDER PRICES

- Tenders shall be disqualified with amendment of Tender Prices using correcting fluid or other erasing agent.
- Any amendment shall be made by crossing out the original figures and writing the amended figures above or adjacent to it.
- All amendment made shall be dully signed by the Tenderer.

8. ACCEPTANCE OR REJECTION OF TENDER

- Award of Tender shall not be based solely on lowest price but consideration shall of organizational, programming and technical competence as demonstrated by the Tenderers in their overall Tender submission.
- The School reserves the right not to accept the lowest priced or incomplete Tender or any Tender, and shall not be bound to assign any reason therefor.

9. NOTICE

- All correspondence and notice to be given to the Tenderers will be posted to the Tender's correspondence address given and such posting shall be deemed good service of such notice.

10. FURTHER INFORMATION

For further information with regard the Tender, please contact Procurement Committee at

Ms Teh Siew Eng
1st Floor, No. 1, Jalan Berangan,
Bandar Seri Begawan BS8211
Negara Brunei Darussalam
Tel : +673 2229017
e-mail : procurement@chms.edu.bn

**SUPPLY OF JANITORIAL CLEANING SERVICES FOR A TWO (2) YEAR
CONTRACT AT CHUNG HWA MIDDLE SCHOOL, B.S.B.**

(SPECIFICATION AS MENTIONED BELOW)

No	Description	UOM	Qty	Unit price	Total amount
1	Total charges for janitorial cleaning services <i>Note: Prices quoted shall be inclusive of manpower, cleaning materials, tools, equipment, insurance, supervision, and all other costs necessary to perform the services.</i>	months	24		
2	Work schedule (To follow the Ministry of Education (MOE) School Calendar)			Comply	Not Comply
	Allow for flexibility in the working schedule as below: <u>A. Normal School days -</u> <ul style="list-style-type: none"> • Mondays to Saturdays: 7.00am to 5.30pm • Fridays: 7.00am to 12.00noon <u>B. During School holidays -</u> Mondays to Fridays: 7.00am to 12.00noon				
3	Areas to be covered, in accordance with the schedule set out in Clause No. 2.				
	<u>A. New building:</u> <ul style="list-style-type: none"> • Male & Female toilets (Ground Floor) • Corridors • Classrooms <u>B. Primary block:</u> <ul style="list-style-type: none"> • Male & Female toilets (Ground & First Floor) • Corridors • Classrooms 				
4	Scope of Work				
I.	General 1. Daily Routine Operations			Comply	Not Comply
a.	Cleaning, scrubbing and sanitizing of toilets, using special disinfecting chemical on wash basins, toilet bowls, and urinals (in male toilets)				
b.	Wiping and sanitizing of all washroom door handles, sinks, taps, and water closet flush handle				
c.	Washing down and wet mopping of washroom floors				
d.	Cleaning and wiping of all washroom fixtures				
e.	Regular washroom checks throughout the day to ensure cleanliness is maintained				
f.	Collection and disposal of trash at the designated rubbish collection point. Bin liners shall be replaced daily, and bins washed as necessary				
g.	Wash-down of all floor drains in toilets with clean water and flushing with approved cleaning chemical				
h.	Sweeping, scrubbing and mopping all corridors floors in designated areas to maintain cleanliness				
i.	Routine rounds and spot cleaning of spills and litter along corridors and staircases				
j.	Immediate action must be taken for all water spills or mopping needs during school hours at the classroom and corridors when it's required				

II.	Weekly periodic Operations	Comply	Not Comply
a.	Regular inspection and removal of cobwebs from ceiling at the designated toilets and classrooms.		
b.	Washing inside window frames and screens on schedule at the designated toilets and classrooms.		
c.	Mopping all classrooms and activity rooms at the designated areas to maintain cleanliness.		
d.	Dusting and cleaning of countertops in the designated classrooms		
III.	Monthly periodic Operations	Comply	Not Comply
a.	Thorough general cleaning, sanitizing and disinfecting of washroom and toilets		
b.	Thorough cleaning of all areas to be covered		
c.	Dusting and thorough cleaning of light fittings, exhaust fans, and ventilation fans		
IV.	Additional Service Free of Charge	Comply	Not Comply
a.	Handling/hauling of tables, chairs and equipment within the premises		
5	Equipment and Materials	Comply	Not Comply
a.	All cleaning chemicals used must be eco-friendly, non-toxic, and safe for students, staff, and visitors		
b.	Tenderers shall list all cleaning chemicals and consumables to be used.		
c.	Provide all cleaning tools, equipment, machines, and materials required to carry out cleaning services efficiently and professionally.		
d.	The contractor shall likewise provide the CHMS, BSB with sufficient garbage bins in the washrooms		
6.	Personnel		
a.	All janitorial staff must be covered under workers' compensation insurance		
b.	The contractor must also maintain Public Liability Insurance throughout the contract period		
c.	For the performance of foregoing maintenance and sanitation job, the contractor shall furnish the CHMS,BSB with two (2) janitors at all times who shall undertake the foregoing janitorial and sanitation work, all of whom should be healthy, reliable, professionally trained and carefully selected provided with proper uniform and ID cards which they shall wear at all times while performing their duties		
d.	The contractors shall always maintain the same number of personnel and shall provide a reliever for those who may be absent		
e.	The contractor shall undergo close supervision and monitoring of the performance of its personnel to ensure that their service is efficiently rendered		
f.	The contractor's personnel shall not use any of the toilet cubicles or washrooms to store their personal belonging		

7. Kindly indicate the followings:		
7.1	Term of payment	
7.2	Price Validity	

- 1. Tender submissions should include:**
 - Company profile and relevant experience
 - Detailed scope of work
 - List of cleaning chemicals, equipment and materials
 - Payment terms and price validity
- 2. Please come for the site inspection as scheduled on Tuesday, 9th Jun 2026 at 9.00am.**
- 3. Closing date:**
The closing date for tender submission is **22 June 2026 at 10:00am.**