

A) CLEANING CONFIGURATIONS

B) REDUCTION IN COST FOR EACH TASK REMOVED

A.1 Office

B.1 Office

Sn	Task	FREQUENCIES		
		Ops #1	Ops #2	Ops #3
1	Cleaning of carpeted floors, vacuuming and shampooing	Once daily for vacuuming	Once daily for vacuuming	Once daily for vacuuming
		Once yearly for shampooing	Once yearly for shampooing	Once yearly for shampooing
2	Cleaning of uncarpeted floors (vinyl, ceramic)	Once daily for sweeping and mopping	Twice daily for sweeping and mopping	Thrice daily for sweeping and mopping
3	Cleaners shall empty all receptacles such as waste paper baskets, rubbish whenever full and needed.	Once daily	Twice daily	Thrice daily
4	Cleaning of office glass panels with water and detergent to remove all finger marks, dirt and mosses etc	Once a week	Once a week	Once a week
5	Cleaning of wall, columns, partitions and glass panels. It shall be free of dust, cobwebs, lockers top and stains	Once a week	Once a week	Once a week
6	Cleaning of computer peripherals with damp cloth	Once a week	Once a week	Once a week
7	Pest Control	Once a month	Once a month	Once a month
8	Pantry area requires cleaning and wipe down	Once daily	Twice daily	Thrice daily
9	High wall/ceiling dusting /vacuuming	Once a week	Once a week	Once a week

Sn	Task	Reduction in Cost if Removed (% of Total Cost)		
		Ops #1	Ops #2	Ops #3
1	Cleaning of carpeted floors, vacuuming and shampooing			
2	Cleaning of uncarpeted floors (vinyl, ceramic)			
3	Cleaners shall empty all receptacles such as waste paper baskets, rubbish whenever full and needed.			
4	Cleaning of office glass panels with water and detergent to remove all finger marks, dirt and mosses etc			
5	Cleaning of wall, columns, partitions and glass panels. It shall be free of dust, cobwebs, lockers top and stains			
6	Cleaning of computer peripherals with damp cloth			
7	Pest Control			
8	Pantry area requires cleaning and wipe down			
9	High wall/ceiling dusting /vacuuming			

A.2 Counters & Lounges

B.2 Counters & Lounges

Sn	Task	FREQUENCIES		
		Ops #4	Ops #5	Ops #6
1	Cleaning of carpeted floors, vacuuming and shampooing	Once daily for vacuuming	Once daily for vacuuming	Once daily for vacuuming
		Once yearly for shampooing	Once yearly for shampooing	Once yearly for shampooing
2	Cleaning of uncarpeted floors (vinyl, ceramic)	Once daily for sweeping and mopping	Twice daily for sweeping and mopping	Thrice daily for sweeping and mopping
3	Cleaners shall empty all receptacles such as waste paper baskets, rubbish whenever full and needed.	Once daily	Twice daily	Thrice daily
4	Cleaning of office glass panels with water and detergent to remove all finger marks, dirt and mosses etc	Once a week	Once a week	Once a week
5	Cleaning of wall, columns, partitions and glass panels. It shall be free of dust, cobwebs, lockers top and stains	Once a week	Once a week	Once a week
6	Cleaning of computer peripherals with damp cloth	Once a week	Once a week	Once a week
7	Pest Control	Once a month	Once a month	Once a month
8	High wall/ceiling dusting /vacuuming	Once a week	Once a week	Once a week

Sn	Task	Reduction in Cost if Removed (% of Total Cost)		
		Ops #4	Ops #5	Ops #6
1	Cleaning of carpeted floors, vacuuming and shampooing			
2	Cleaning of uncarpeted floors (vinyl, ceramic)			
3	Cleaners shall empty all receptacles such as waste paper baskets, rubbish whenever full and needed.			
4	Cleaning of office glass panels with water and detergent to remove all finger marks, dirt and mosses etc			
5	Cleaning of wall, columns, partitions and glass panels. It shall be free of dust, cobwebs, lockers top and stains			
6	Cleaning of computer peripherals with damp cloth			
7	Pest Control			
8	High wall/ceiling dusting /vacuuming			

A.3 Parking Areas

B.3 Parking Areas

Sn	Task	FREQUENCIES		
		Carpark #1	Carpark #2	Carpark #3
1	Cleaning of carpeted floors	Once a month for vacuuming	Twice daily for vacuuming	Thrice daily for vacuuming
2	Cleaning of uncarpeted floors (vinyl, ceramic, bitumen)	Once a month for sweeping	Twice daily for sweeping	Thrice daily for sweeping

Sn	Task	Reduction in Cost if Removed (% of Total Cost)		
		Carpark #1	Carpark #2	Carpark #3
1	Cleaning of carpeted floors			
2	Cleaning of uncarpeted floors (vinyl, ceramic)			

Tenderer's business/company stamp

Signature of Tenderer or its authorized signatory

Full Name & Designation of Tenderer's authorized signatory

Date