ANNEX E

LIQUIDATED DAMAGES

S/No.	Nature of Irregularity	Liquidated Damages/Deduction per occasion ($)
1.	Absenteeism of supervisor during normal working hours and/or without replacement within 2 hours.	320.00 per day or part day per supervisor
2.	Absenteeism of worker/cleaner during normal working hours and/or without replacement within 2 hours.	200.00 per day or part day per worker/cleaner
3.	Failure to report all defects and damages of fixture and fittings cleaned by him.	80.00 per occasion
4.	Failure to upkeep toilet whereby stains or watermarks is found on the mirror/vanity top or urinal/WC bowl has yellow stain or dirty, toilet chamber or the floor underneath the urinal bowl found smelly, dirty or wet.	50.00 per occasion
5.	Failure to replenish toilet paper, hand towel, or hand soap.	50.00 per toilet per occasion
6.	Failure to use or provide approved chemical, material, machinery, tool and equipment.	50.00 per occasion per day
7.	Delaying and/or omitting any approved operational frequency and/or cheating on procurement of any routine work and/or some periodic work where the frequency is weekly or more frequent.	200.00 per occasion per day
8.	Failure to attend to urgent cleaning job within 15 minutes upon receipt of instruction from SO.	100.00 per occasion
9.	Failure to put on required identification pass or approved attired in clean and presentable manner.	100.00 per occasion per day
10.	Lock up toilet or chamber for invalid reasons.	50.00 per occasion per day
11.	Leave cleaning materials or equipment lying around and in disorder manner in toilets or any other area.	50.00 per occasion

ANNEX E

S/No.	Nature of Irregularity	Liquidated Damages/Deduction per occasion ($)
12.	Creating nuisance in all NKF premises which bring the Employer into disrepute such as sleeping, smoking, quarreling, drinking of alcohol, rude or disturbing occupiers or visitors, making too many unnecessary telephone calls when on duty.	100.00 per occasion per day
13.	Failure to take adequate safety measure such as provide proper warning signs or hoarding at the affected site.	100.00 per occasion per location
14.	Failure to comply with statutory or safety regulations or take adequate precaution against damaging properties during course of work.	100.00 per occasion per day
15.	Failure of cleaning supervisor to supervise or check daily routine or schedule works.	50.00 per occasion per day
16.	Failure to replace and repair machine within 24 hours upon detecting of fault or breakdown.	50.00 per occasion per day
17.	Failure to upkeep open space whereby stains or water pond or foul smell that are to be found.	100.00 per occasion per day
18.	Failure to remove litters or cigar butts or dried leaves at various locations.	100.00 per occasion per day
19.	Failure to clear rubbish bins/spills.	100.00 per occasion per day
21.	Unauthorized transfer of site staff to other site or project.	200.00 per occasion per day
22.	Failure to deploy cleaners to be on standby for events or emergency works.	100.00 per occasion per day
23.	Delaying any approved operation works as instructed by Employer.	100.00 per occasion per day
24.	Failure to inspect or clean up works according to the required frequency or schedule time as instructed by Employer.	100.00 per occasion per day
25.	Failure to comply to Fire Safety requirements.	200.00 per occasion per day
26.	Failure to maintain / clean signages e.g. toilet name plates, visuals.	100.00 per occasion per day

ANNEX E

S/No.	Nature of Irregularity	Liquidated Damages/Deduction per occasion ($)
27.	Failure to remove oil stains from driveway.	200.00 per occasion per day
28.	Failure to report to work on time exceeding 30 minutes.	50.00 per person per day
29.	Leave unattended cleaning tools and materials at the public areas.	100.00 per occasion per day
30.	Failure to comply with any of the items stipulating in clause no. 24.	100.00 per occasion per day

Accepted By:

Authorized Signature: _____ Date: _____

Signatory Name: _____ Signatory Title: _____

Telephone Number: _____ Vendor's Name: _____

Email Address: _____ Vendor's Stamp: _____