RFP FOR CONTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITEMS FOR NKF CENTRE, NKF INTEGRATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHSREQUEST FOR PROPOSAL FOR OCNTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITEMS FOR NKF CENTRE, NKF INTEGATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHS FROM 01 JULY 2027 TO 30 JUNE 2030 WITH AN OPTION TO RENEW FOR ANOTHER THIRTY-SIX MONTHS

Performance Checklist

Date: _____

Name of Supervisor On-Duty: _____ Signature :_____

Name of Employer's Representative : _____ Signature :_____

Location: _____

Dialysis Centre

Toilets

S/No	Description	1	2	3	4	Remarks
1	General Condition					
2	Door Surface / Door Frame / Door Closer					
3	Floor					
4	Cubicle Partition / Wall					
5	Window / Glass Panel (if applicable)					
6	Mirror					
7	Fixtures & Fittings (i.e. lightings, hooks, shelves, exposed pipings, fans etc)					
8	Switches / Power-Point Outlets / Signages					
9	Hand Wash Basins					
10	Toilet Bowls / Urinals					
11	Toilet Seats					
12	Shower Cubicles (if applicable)					
13a	Consumables - Toilet Rolls					
13b	Consumables - Soap					
13c	Consumables - Air freshners					
14	Litter Bins					
15	Sanitary Bins					
16	Ceiling Boards					
	Total points					
	Percentage (%)					

$$\text{Performance Rating} = \frac{\text{Total Rating Points}}{\text{No. of Inspected Items x 4 (Max Point)}} \times 100$$

Toilets

S/N	Description	Rating	Standards		S/N	Description	Rating	Standards
1	General Condition	4	Pleasant		11	Toilet Seats	4	Free of stains and not soiled
		3	No foul smell				3	Light dust
		2	Moderate foul smell				2	Slight stains
		1	Unbearable foul smell				1	Stubborn stains and soiled
2	Door Surface / Door Frame / Door Closer	4	Free of stains and dust		12	Shower Cubicles (if applicable)	4	Free of stains, chokage and debris
		3	Light dust				3	Light dirt
		2	Slight stain and dusty				2	Stains and slightly dirty
		1	Stubborn stain and dusty				1	Stubborn stains, dirty, chokage and debris at floor trap
3	Floor	4	Free of stains, dust and substantially dry		13	Consumables (i.e. toilet rolls, soap, air freshners)	4	All consumables available
		3	Loose dirt				3	Less than 50% of each consumable item not available
		2	Slight stain, dusty and wet				2	More than 50% of each consumables item not available
		1	Stubborn stain, dusty and wet				1	All consumables not available
4	Cubicle Partition / Wall	4	Free of dust, stain and cobweb		14	Litter bins	4	Clean and free from smell and litters.
		3	Light dust				3	Slightly dusty with some litters
		2	Slight stains with cobweb.				2	Rubbish full and dirty bin surface
		1	Heavy stain, cobweb & water marks				1	Rubbish full, smelly and dirty bin surface
5	Window / Glass Panel (if applicable)	4	Free of dust, cobweb and stains		15	Sanitary bins	4	Free of dust, stain and foul smell
		3	Light dust				3	Light dust and no foul smell
		2	Light stain and dust				2	Stain and sight of full bins
		1	Very dusty, cobweb and stains				1	Stubborn stain,overflow,smelly
6	Mirror	4	Free of stains, fingerprint, dust & water marks		16	Ceiling Boards	4	Free of cobweb and dirt
		3	Water marks				3	Light cobweb and slight dirt
		2	Fingerprint				2	Cobweb
		1	Fingerprint, water marks & dusty frame				1	Heavy Cobweb and stains
7	Fixtures & Fittings (i.e. lightings, hooks, shelves, exposed pipings, fans, dispensers, dryers, etc)	4	Free of dust, cobweb and stains					
		3	Light dust					
		2	Light cobweb and dust					
		1	Very dusty, cobweb and stains					
8	Switches / Power-Point Outlets / Signages	4	Free of stains and dust					
		3	Light dust					
		2	Slight stain and dusty					
		1	Stubborn stain and dusty					
9	Hand Wash Basins	4	Free of stains, chokage and debris at sieve					
		3	Light stains					
		2	Slight stains and debris at sieve					
		1	Stubborn stains, chokage and debris at sieve of basin trap					
10	Toilet Bowls / Urinals	4	Odour free, no stains, chokage and sediments					
		3	Light stains					
		2	Light odour and stains					
		1	Bad odour, heavy stains, chokage and sediments					

RFP FOR CONTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITE NKF INTEGRATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHSREQUEST FOR PROPOSAL I CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITEMS FOR NKF CENTRE, NK CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHS FROM 01 JULY 2027 TO 30 JUNE 2030 WITH AN OPTIO ANOTHER THIRTY-SIX MONTHS

Common Areas							
S/No	**Description**		**1**	**2**	**3**	**4**	**Remarks**
1	Training Rooms/Offices	Floor/Wall					
		Window / Glass Panel					
		Waste Paper Basket					
2	Entrances, Lift Lobbies, Staircase and car lift	Floor / Wall					
		Ceilings					
		Litter Bins (including compound area)					
		Mirrors / Signage / Indicators / Buttons / Displays					
		Railings					
3	Stores	Floor					
		Window / Glass Panel					
		Waste Paper Basket					
4	Waiting Area	Floor / Wall					
		Ceilings					
		Window / Glass Panel					
5	Staff Pantry	Floor / Wall / Ceiling					
		Litter Bins					
		Window / Glass Panel					
		Hand Wash Basins					
		Cabinets					
6	Landscape Area						
7	Pavement & Compound, Driveway, Carpark and Side Walk						
8	Drains						
9	Bin Center / Bin Chute						
10	Ambulance Bay						
	Total points						
	Percentage (%)						

Performance Rating = $\frac{\text{Total Rating Points}}{\text{No. of inspected items x 4 (max point)}}$ **x 100**

ANNEX J
RFP No:

RFP FOR CONTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITEMS FOR NKF CENTRE, NKF INTEGRATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHSREQUEST FOR PROPOSAL FOR OCNTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITEMS FOR NKF CENTRE, NKF INTEGATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHS FROM 01 JULY 2027 TO 30 JUNE 2030 WITH AN OPTION TO RENEW FOR ANOTHER THIRTY-SIX MONTHS

Common Areas

S/N	Description		Rating	Standards
1	Training Rooms/Offices	Floor/Wall	4	Free of dust, bugs, stains and cobweb
			3	Light dust and cobweb
			2	Some debris inside light fixture and sligt stain; dusty and cobweb
			1	Debris inside light fixture with stains; very dusty and cobweb
		Window / Glass Panel	4	Free of stains, dirt, and little fingerprint marks
			3	Fingerprint marks
			2	Grime stains,
			1	Stubborn stain
		Waste Paper Basket	4	Free of litter, debris and oil stains
			3	Substantially with litters and debris
			2	Moderate stains with litters & debris
			1	Stubborn stains, dusty and filled with litters & debris
2	Entrances, Lift Lobbies, Staircase and car lift	Floor / Wall	4	Free of dust, bugs, stains and cobweb
			3	Light dust and cobweb
			2	Some debris inside light fixture and sligt stain; dusty and cobweb
			1	Debris inside light fixture with stains; very dusty and cobweb
		Ceiling	4	Free of cobweb and dirt
			3	Light cobweb and slight dirt
			2	Cobweb
			1	Heavy Cobweb and stains
		Litter Bins (including compound area)	4	Clean and free from smell and litters.
			3	Slightly dusty with some litters
			2	Rubbish full and dirty bin surface
			1	Rubbish full, smelly and dirty bin surface
		Mirrors / Signage / Indicators / Buttons / Displays	4	Free of stains, dirt, and little fingerprint marks
			3	Fingerprint marks
			2	Grime stains,
			1	Stubborn stain
		Railings	4	Free of stains, dirt, and little fingerprint marks
			3	Fingerprint marks
			2	Grime stains,
			1	Stubborn stain
3	Stores	Floor	4	Free of stain and dust
			3	Slight dust
			2	Layers of dust with cobweb
			1	Very Dusty with stains and cobwebs
		Window / Glass Panel	4	Free of stains, dirt, and little fingerprint marks
			3	Fingerprint marks
			2	Grime stains,
			1	Stubborn stain
		Waste Paper Basket	4	Clean and free from smell and litters.
			3	Slightly dusty with some litters
			2	Rubbish full and dirty bin surface
			1	Rubbish full, smelly and dirty bin surface

S/N	Description		Rating	Standards
3	Waiting Area	Floor/Wall	4	Free of sand, soil, litter and no chokage
			3	Substantially with litters and debris
			2	Slight litters with choked drains
			1	Full of sand, soil, litters and choked drains
		Ceiling	4	Free of cobweb and dirt
			3	Light cobweb and slight dirt
			2	Cobweb
			1	Heavy Cobweb and stains
		Window / Glass Panel	4	Free of stains, dirt, and little fingerprint marks
			3	Fingerprint marks
			2	Grime stains,
			1	Stubborn stain
4	Staff Pantry	Floor / Wall / Ceiling	4	Free of sand, soil, litter and no chokage
			3	Substantially with litters and debris
			2	Slight litters with choked drains
			1	Full of sand, soil, litters and choked drains
		Litter Bins	4	Clean and free from smell and litters.
			3	Slightly dusty with some litters
			2	Rubbish full and dirty bin surface
			1	Rubbish full, smelly and dirty bin surface
		Window / Glass Panel	4	Free of stains, dirt, and little fingerprint marks
			3	Fingerprint marks
			2	Grime stains,
			1	Stubborn stain
		Hand Wash Basins	4	Free of stains, chokage and debris at sieve
			3	Light stains
			2	Slight stains and debris at sieve
			1	Stubborn stains, chokage and debris at sieve of basin trap
		Cabinets	4	Free of dust, stain and cobweb
			3	Light dust
			2	Slight stains with cobweb.
			1	Heavy stain, cobweb & water marks
5	Landscape Area		4	Free of litter and debris
			3	Few litters
			2	Majority filled with litters and debris
			1	Full of litters and debris
6	Pavement & Compound, Driveway, Carpark and Side Walk		4	Free of litter, debris and oil stains
			3	Substantially with litters and debris
			2	Moderate stains with litters & debris
			1	Stubborn stains, dusty and filled with litters & debris
7	Drains		4	Free of sand, soil, litter and no chokage
			3	Substantially with litters and debris
			2	Slight litters with choked drains
			1	Full of sand, soil, litters and choked drains
8	Bin Center / Bin Chute		4	No foul smell and good housekeeping (Neat, Tidy & Safe)
			3	Moderate housekeeping with no foul smell
			2	Slightly smelly with little housekeeping
			1	Smelly and dirty, with no proper housekeeping
9	Ambulance Bay		4	Free of litter, debris and oil stains
			3	Substantially with litters and debris
			2	Moderate stains with litters & debris
			1	Stubborn stains, dusty and filled with litters & debris

ANNEX J
RFP No: 20261001

RFP FOR CONTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES A FOR NKF CENTRE, NKF INTEGRATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 PROPOSAL FOR OCNTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMA ITEMS FOR NKF CENTRE, NKF INTEGATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD JULY 2027 TO 30 JUNE 2030 WITH AN OPTION TO RENEW FOR ANOTHER THIRTY-SIX MONTHS

Performance Checklist

Date: _____

Name of Supervisor On-Duty: _____ Signature :_____

Name of Employer's Representative : _____ Signature :_____

Location: _____

Dialysis Centre							
S/No	**Description**		**1**	**2**	**3**	**4**	**Remarks**
1	Patients Dialysis Area / Isolation Room	Floor/Wall					
		Window / Glass Panel					
		Hand Wash Basins					
		Floor Traps					
		Litter Bins					
		Switches / Power-Points Outlets					
2	BME Room	Floor/Wall					
		Window / Glass Panel					
		Hand Wash Basins					
		Floor Traps					
		Switches / Power-Points Outlets					
3	Consultation Room/Nurse Room	Floor/Wall					
		Window / Glass Panel					
		Waste Paper Basket					
	Total points						
	Percentage (%)						

Perfomance Rating = $\frac{\text{Total Rating Points}}{\text{No. of inspected items x 4 (max point)}}$ x 100

RFP FOR CONTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITEMS FOR NKF CENTRE, NKF INTEGRATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHSREQUEST FOR PROPOSAL FOR OCNTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES AND SANITARY ITEMS FOR NKF CENTRE, NKF INTEGATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHS FROM 01 JULY 2027 TO 30 JUNE 2030 WITH AN OPTION TO RENEW FOR ANOTHER THIRTY-SIX MONTHS

Common Areas

S/N	Description		Rating	Standards		S/N	Description		Rating	Standards
1	Patients Dialysis Area / Isolation Room	Floor/Wall	4	Free of dust, bugs, stains and cobweb		3	Consultation Room/Nurse Room	Floor/Wall	4	Free of sand, soil, litter and no chokage
			3	Light dust and cobweb					3	Substantially with litters and debris
			2	Some debris inside light fixture and sligt stain; dusty and cobweb					2	Slight litters with choked drains
			1	Debris inside light fixture with stains; very dusty and cobweb					1	Full of sand, soil, litters and choked drains
		Window / Glass Panel	4	Free of stains, dirt, and little fingerprint marks				Window / Glass Panel	4	No foul smell and good housekeeping (Neat, Tidy & Safe)
			3	Fingerprint marks					3	Moderate housekeeping with no foul smell
			2	Grime stains,					2	Slightly smelly with little housekeeping
			1	Stubborn stain					1	Smelly and dirty, with no proper housekeeping
		Floor Trap	4	Free of stain and dust				Waste Paper Basket	4	Free of litter, debris and oil stains
			3	Slight dust					3	Substantially with litters and debris
			2	Layers of dust with cobweb					2	Moderate stains with litters & debris
			1	Very Dusty with stains and cobwebs					1	Stubborn stains, dusty and filled with litters & debris
		Hand Wash Basins	4	Free of stains, chokage and debris at sieve						
			3	Light stains						
			2	Slight stains and debris at sieve						
			1	Stubborn stains, chokage and debris at sieve of basin trap						
		Litter Bins	4	Clean and free from smell and litters.						
			3	Slightly dusty with some litters						
			2	Rubbish full and dirty bin surface						
			1	Rubbish full, smelly and dirty bin surface						
		Switches / Power-Points Outlets	4	Free of stains and dust						
			3	Light dust						
			2	Slight stain and dusty						
			1	Stubborn stain and dusty						
2	BME Room	Floor/Wall	4	Free of dust, bugs, stains and cobweb						
			3	Light dust and cobweb						
			2	Some debris inside light fixture and sligt stain; dusty and cobweb						
			1	Debris inside light fixture with stains; very dusty and cobweb						
		Window / Glass Panel	4	Free of stains, dirt, and little fingerprint marks						
			3	Fingerprint marks						
			2	Grime stains,						
			1	Stubborn stain						
		Floor Trap	4	Free of stain and dust						
			3	Slight dust						
			2	Layers of dust with cobweb						
			1	Very Dusty with stains and cobwebs						
		Hand Wash Basins	4	Free of stains, chokage and debris at sieve						
			3	Light stains						
			2	Slight stains and debris at sieve						
			1	Stubborn stains, chokage and debris at sieve of basin trap						
		Litter Bins	4	Clean and free from smell and litters.						
			3	Slightly dusty with some litters						
			2	Rubbish full and dirty bin surface						
			1	Rubbish full, smelly and dirty bin surface						
		Switches / Power-Points Outlets	4	Free of stains and dust						
			3	Light dust						
			2	Slight stain and dusty						
			1	Stubborn stain and dusty						