

Requirement Specifications

SECTION B: REQUIREMENT SPECIFICATIONS

SCOPE OF WORK

1. Security Services
 - 2 nos valid license Security Officer at all times, in accordance with WSH guild lines.
2. Housekeeping Services
 - 1 full-time staff on site, Monday to Saturday 8am to 6pm.
 - 1 floater team to assist full-time staff fortnightly
 - To maintain basic housekeeping for site.
 - To remove standing water in the basement.
 - To remove standing water in the basement ejector pit.
 - To remove standing water on site.
 - To remove bird's dropping and dried leaves
 - To assist with simple tasks assign by Site-supervisor
3. Pest Control
 - Provision of labour, materials and equipment to perform weekly pest control services, ensuring site is free from infestation of rodent, termite, mosquito and other pest, e.g. Cockroach, ant, etc.
 - Weekly mosquito fogging or misting
 - Monthly Infrared Thermal inspection for termites
4. Landscaping & Grass-cutting
 - Monthly Grass cutting
 - Weekly checks on weeding & over-growth
5. Instrumentation & monitoring of Crack-meter & Settlement-marker
 - Fortnightly Monitoring of 26 nos. of existing Building Settlement-marker
 - Weekly Monitoring of 14 nos. of Crack-meter
 - to compile and submit the readings for all the instruments on Site in monthly monitoring Report.
 - PE (Civil) Endorsement on Factual Report
 - Submission of Factual Report in softcopy via email
 - Submission of Factual Report in hardcopy (up to 3 sets of copy per report)
6. Generators for site-office & hoardings lights
 - To supply Silent type mobile genset with temporary housing inclusive of;
 - monthly LEW certification
 - yearly genset licensing
 - monthly servicing
 - topping up of diesel
 - supply of diesel

Operation hours for generators: -

Hoarding lighting: 7pm - 7am (Mon - Sun)

Site Office: 8am - 6pm (Mon - Fri)

7. Site supervisor, subject to Client' request
 - Provision of Site-supervisor to manage the above
 - Supervising and overseeing site vendors; security, housekeeping, pest control and generator maintenance.
 - Inspect all works on site adhere to WSH guidelines
 - Daily checks of the building ensuring no violation of safety and inform SAM Estate of any issues
 - Inform SAM Estate of any site issue
8. Work Instruction (WI) and Risk Assessment (RA)
 - The vendor shall prepare Work Instructions (WI) & Risk Assessment (RA) for each item of scheduled preventive maintenance and Breakdown maintenance works. The vendor shall ensure the relevancy and accuracy of the WIs and to conduct periodic review and updating and ensure that all the latest statutory requirements are complied with.
 - The Vendor shall maintain an adequate site organisation under the control of a competent and qualified manager who shall assume the full responsibility for the Contract. The Contractor shall also engage sufficient competent and qualified engineers/supervisors to assist him.

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