

Tender Document: Provision of Cleaning Services

1. Introduction

SBA@Guillemard Pte Ltd invites qualified contractors to submit tenders for the provision of cleaning services at the Singapore Badminton Stadium, located at 100/102 Guillemard Road, Singapore 399718/399719.

The contract will commence on **August 1, 2025**, and conclude on **July 31, 2026**, with an option to extend for an additional year.

2. Scope of Services

The appointed contractor shall deliver comprehensive cleaning services across the following areas:

- Badminton halls and courts
- Spectator seating zones
- Changing rooms, toilets, and wash areas
- Common spaces: corridors, walkways, lobbies, staircases
- Carpark
- Bin centres and waste disposal zones
- VIP rooms, management offices, and viewing gallery
- Rooftop and drainage systems
- Lifts and lift lobbies

3. Cleaning Schedule & Frequency

Cleaning tasks shall be performed daily, weekly, monthly, and quarterly, including:

- Sweeping and mopping of all floor surfaces
- Disinfection of high-touch points
- Toilet cleaning and consumable replenishment
- Glass panel, door, and switch wiping
- High dusting and cobweb removal
- Waste collection, bin washing, and disposal
- Periodic scrubbing and degreasing (e.g., carpark, toilets, drains)
- Maintenance of dust control mats

4. Manpower Requirements

Contractors must propose a staffing plan that ensures consistent cleanliness and coverage:

- Minimum of **two (2) cleaners** deployed daily, with overlapping shifts for continuity
- Cleaners to work **6 days per week**, with rotational rest days
- At least **one cleaner must be present on-site** during operating hours

This plan is subject to final approval by SBA@Guillemard. Practical and sustainable proposals are encouraged.

Optional Manpower Addition

Tenderers may include a separate quotation for **one (1) night-shift personnel** (10:00 pm–7:00 am daily), responsible for:

- Securing and reopening courts
- Overnight cleaning
- Basic security checks and reporting
- Support for ad-hoc event setup/teardown
- Minor maintenance and cleaning tasks
- Liaison for facility-related issues

This optional service must be clearly costed and included in the submission.

5. Equipment & Supplies

Contractors shall provide and maintain all necessary equipment and materials, including:

- Cleaning tools, chemicals, and toiletries
- Sanitary bins and air fresheners
- Dust control mats
- Cleaning machines: high-pressure washer, single disc scrubber, dry vacuums, petrol blower, janitor trolleys
- Waste bins of appropriate sizes

All equipment remains the contractor's property and must be removed upon contract completion. Contractors must specify quantities and servicing schedules.

6. Staff Conduct & Presentation

- Staff must wear uniforms and maintain professional appearance
- Deployment schedules and staff particulars must be submitted
- Regular safety briefings are required
- On-site misconduct, including smoking or alcohol consumption, is strictly prohibited

7. Compliance & Safety

Contractors must comply with:

- All applicable local laws and regulations
- Workplace Safety and Health (WSH) Act
- Pandemic-related cleaning protocols
- Submission of valid Risk Assessment (RA) and Safe Work Procedure (SWP) prior to contract commencement

8. Contract Duration & Termination

The contract period is from **August 1, 2025, to July 31, 2026**. Either party may terminate the contract early by providing a minimum of thirty (30) days' prior written notice, subject to the terms and conditions outlined in the final agreement.

9. Tender Submission Requirements

Interested vendors must submit:

- Detailed quotation (including price breakdown and GST)
- Company profile and relevant experience
- NEA license and certifications
- Proposed staffing and supervision plan
- List of equipment and consumables
- Any value-added services
- **Optional:** Quote for night-shift personnel (10:00 pm–7:00 am)

10. Tender Timeline

- **Opening Date:** 18 July 2025
- **Closing Date:** 31 July 2025, 4 pm
- **Submission Email:** tenders@singaporebadminton.org.sg

11. Evaluation Criteria

Tenders will be evaluated based on:

- Price competitiveness
- Company track record and references
- Compliance with specifications
- Proposal quality and comprehensiveness
- Manpower and supervision plan