

**Bank of Taiwan Singapore Branch**  
**80 Raffles Place #28-20 UOB Plaza 2 Singapore 048624**  
**PUBLIC INVITATION TO QUOTE**

Date : 10 November 2025

**CLOSING DATE** : 14 November 2025 5:00 PM

Bank of Taiwan Singapore Branch invites you to submit your proposal and quotation of office cleaning service. The scope of tender is as stated in **Appendix A**.

**Quotation documents must be sealed and submitted to:**

**Bank of Taiwan Singapore Branch**

Invitation Number: BOTSG11415

Attention: Mr. Chris Tseng  
80 Raffles Place  
#28-20 UOB Plaza 2  
Singapore 048624

**CONDITIONS OF QUOTATION**

1. Definitions
  - (a) The word "Company" means Bank of Taiwan Singapore Branch.
  - (b) The word "Vendor" means the party who submits this quotation.
  - (c) The word "Closing Date" means the closing date for submission of Quotation.
2. Non-compliance with any condition or an incomplete submission will render the quotation liable to rejection. 1 copy of quote to be submitted via email.
3. Please provide for each item/service the following (if applicable):
  - (a) Contract period
  - (b) Name of service provider and country of Incorporation
  - (c) If alternative item/service (s) are offered, please give full detail
4. Quotations should include net unit price and the total price excluding GST in Singapore dollars for each of the items inclusive of delivery and all duties. **Grand Total Price should be included GST payable.**
5. The company does not bind itself to accept the lowest or any quotation.

## Appendix A

This project is to provide office cleaning services at the Company, the details are as follows:

- Floor Area: 5,382 Sqft
- Manpower required: At least One (1) cleaner
- Contract period: 12 Months (From 1 January 2026 to 31 December 2026)
- Billing frequency: Monthly
- Work Schedule: Mondays to Fridays, 8 a.m. to 9:30 a.m.  
(Saturdays, Sundays and Public Holidays are excluded)

No.	Work Scope
1	<b>Daily:</b> (1) Clean office tables, furniture, counters; (2) Clear all rubbish to bin centre; (3) Replace bin liners; (4) Carpet spot vacuum; and (5) Spot clean all glass entrance/ doors to remove finger marks.
2	<b>Weekly:</b> (1) Thorough carpet vacuuming; (2) Clean telephone sets; and (3) Refreshes mouth piece.
3	<b>Fortnightly:</b> Dust and wipe cabinet tops/ ledges/ partition tops.
4	<b>Monthly:</b> (1) Thorough cleaning of glass partitions; and (2) High dusting to remove cobwebs and wiping of fixtures/ fittings.
5	<b>Quarterly:</b> High dusting of light diffusers and air condition vents (external sides).
6	<b>Yearly:</b> Carpet shampoo (Dry cleaning method).

Note:

- The cleaner(s) shall leave office upon completion of daily tasks.
- All cleaning tools, materials and chemicals shall be provided by the Vendor.
- The Vendor shall ensure all the cleaning works meet the standard of the Company.
- The Vendor shall ensure that there are no illegal workers engaged for works in this project.
- Kindly quote the monthly price to the Company.

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