

## Scope of Work

### 1.0 Background and Objective

WorldFish covering 5.3 hectares, requires a reliable and experienced contractor to provide full-service gardening and landscaping maintenance to support a safe, attractive, and environmentally sustainable campus. This service must align with WorldFish's environmental, health, and safety policies. The service area includes the ground within and around the following facilities:

- 9 main buildings
- Wet laboratory
- Garbage store
- Gardeners & Cleaners Rest House
- Tennis court toilet block
- Open fish tank area
- Security post

### 2.0 Scope of Services / Deliverables

The contractor will provide all necessary manpower, tools, machines, equipment, fertilizers, insecticides, etc., to maintain the grounds in good condition throughout the contract.

#### 2.1 Key tasks include:

- **Mowing:** Performed monthly using appropriate equipment tailored to the terrain.
- **Trimming & Edging:** Weekly, around trees, beds, sidewalks, and curbs.
- **Pruning:** Weekly, to maintain healthy trees, shrubs, and plants.
- **Clean-up:** Remove trash and clippings before leaving site.
- **Plant & Bed Care:** Regular maintenance, mulching, and replacement of dead/damaged plants.
- **Weeding:** Weekly or as needed; physical removal preferred, with limited use of herbicides.
- **Fertilizing:** At least quarterly or as needed.
- **Leaf Removal:** Daily clearance of leaves, roads, car parks, and surroundings.
- **Irrigation:** Regular watering and monitoring of sprinkler systems.
- **Mosquito Prevention:** Daily removal of dried leaves and standing water; clean gutters and drains.

## **2.2. Roof Cleaning**

Bi-monthly removal of debris and dried leaves from all building rooftops. Waste must be disposed into designated garbage containers.

## **2.3. Garden Waste Disposal**

Contract includes the rental and service of a garbage container for disposal of plant and landscaping waste.

## **3.0 Contractor Responsibilities**

- Provide a dedicated on-site supervisor/horticulturist during working hours.
- Maintain daily logs of work completed and issues.
- Coordinate weekly with the WorldFish Facilities representative.
- Provide all staff with uniforms (showing contractor name), safety shoes, and ID cards.
- Supply PPE such as gloves and boots.
- Replace absent staff to ensure continuous services.
- Comply with WorldFish workplace policies on anti-harassment, discrimination, child protection, and anti-corruption.

## **4.0 Working hours**

**Mon - Fri:** 8.00 AM - 5.00 PM

**Sat:** 8.00 AM - 2.00 PM

- Public holidays observed as per Malaysian law.
- Extra staff may be assigned for specific tasks.

## **5.0 Safety & Insurance**

The contractor must:

- Comply with all occupational safety regulations.
- Ensure all staff use PPE.
- Maintain Workers' Compensation and General Liability Insurance.
- Take full responsibility for employee safety, conduct, and welfare.
- Ensure all employment terms comply with the Malaysia Employment Act

## **6.0. WorldFish Requirements**

- Contractor must be registered in Malaysia and based in Penang
- On-site supervisor with decision-making authority
- Minimum two daily gardeners, at least two permanent daily gardeners and one dedicated on-site supervisor or horticulturist
- Contractor staff must follow the Malaysian Employment Act
- Contractor to provide staff uniforms (distinct from other service providers) Uniforms must clearly show the contractor's name, safety shoes, and ID cards
- Contractor must provide adequate backup in case of emergencies
- Contractors responsible for worker attire, welfare, and insurance coverage
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## **7.0 Contractor Qualifications**

The contractor must submit:

- Company registration (with recent letter of good standing)
- Board of Directors' and staff details
- Valid insurance
- Staff references or sworn affidavit
- Office location proof (must be in Penang)
- Staff contracts, IDs, and permits (for foreign workers)

## **8.0 Payment Terms**

Full monthly payments will be made upon submission of complete invoices, subject to internal processing. The Wages for workers must adhere to the Malaysia Employment Act minimum standards.

## **9.0 Location of Work / Period of Performance**

- Location: <https://maps.app.goo.gl/EQn7ZJJJDeZJCVK26>
- Period: 2-years contract with an optional 1-year renewal

## Annex 1 – WorldFish Floor Plan

