

BAHAGIAN BANGUNAN DAN PEMELIHARAAN  
KEMENTERIAN HAL EHWAL UGAMA  
NEGARA BRUNEI DARUSSALAM

TAWARAN SEBUT HARGA


BIL. SEBUT HARGA: KHEU / BDP / 164 / 094 / 2024

TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT BUILDING AND MAINTENANCE SECTION  
OFFICE AT JALAN RESIDENCY , BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM.(RE-QUOTATION)

TARIKH TUTUP TAWARAN : 25 September 2024 Jam 2.00 PM

Syarat-syarat untuk mengikuti tawaran kerja sebut harga adalah seperti berikut :

1. Tawaran hanyalah dipelawa kepada syarikat / pemborong yang berdaftar dengan Kementerian Pembangunan  
Kelas I & II dan Kategori S 02 SAHAJA di Negara Brunei Darussalam.
  2. Tawaran-tawaran mestilah dibuat di atas borang-borang tawaran yang tercetak oleh Kementerian ini dan penerangan lanjut bagi mengikuti sebut harga bolehlah datang terus ke **Unit Penyelaras dan Pemantauan Projek, Bahagian Bangunan Dan Pemeliharaan, Bangunan Pasar Basah, Jalan Residency, BS8111, Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam.**
  3. Bagi Syarikat / Pemborong yang berminat untuk mengikuti tawaran sebut harga hendaklah mengikut proses-proses pembelian tawaran sebut harga seperti berikut:
    - i. Syarikat / pemborong hendaklah menyertakan salinan **Sijil Pendaftaran 16 dan 17** yang dikeluarkan oleh Bahagian Pendaftaran Syarikat-Syarikat, Jabatan Peguam Negara, Negara Brunei Darussalam dan juga menyertakan salinan **Sijil Pendaftaran Kontraktor Dan Pembekal, Kementerian Pembangunan, Negara Brunei Darussalam** yang masih sah
    - ii. Syarikat / pemborong hendaklah membuat pembayaran **BS\$5.00** di **Bahagian Kewangan, Tingkat 1, Kementerian Hal Ehwal Ugama** atau melalui **BIBD Online Payment** bagi pembelian tawaran sebut harga.
    - iii. Setelah membuat pembayaran dan mendapatkan **Resit Pembayaran** bagi pembelian tawaran sebut harga, syarikat / pemborong hendaklah **memuat turun (download)** dokumen tawaran sebut harga di **laman sesawang Kementerian Hal Ehwal Ugama: <https://www.mora.gov.bn/SitePages/Senaral%20Sebutharga.aspx>**.
  4. Borang-borang tawaran sebut harga hendaklah diisi dengan lengkap dan memasukkannya ke dalam sampul surat yang bertutup rapi ("**Sealed Envelope**") dengan menyertakan Salinan **Resit Pembayaran, Sijil Pendaftaran 16 dan 17 dan Sijil Pendaftaran Kontraktor Dan Pembekal, Kementerian Pembangunan** serta menulis **Bilangan Tawaran, Nama Tawaran dan Tarikh Tutup** tanpa membubuh sebarang pengenalan atau identiti syarikat atau pemborong.
  5. Semua tawaran hendaklah dimasukkan ke dalam
- Peti Kotak Sebut harga  
Tingkat 1 Bahagian Kewangan,  
Bangunan Ibu Pejabat  
Jalan Menteri Besar  
Kementerian Hal Ehwal Ugama  
Negara Brunei Darussalam**
6. Tawaran yang diterima lewat dari tarikh dan masa yang telah ditetapkan atau tawaran yang tidak lengkap, tidak akan dilayan atau diterima dan ianya tidak sah.
  7. Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Dan Yang Dipertuan Negara Brunei Darussalam melalui Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam, tidak akan terikat untuk memilih sebarang tawaran yang lebih murah atau yang difikirkan tidak munasabah.

  
( Ar. HAJI AWANG AZMI BIN HAJI AWANG TAHIR )  
Ketua Bahagian Bangunan dan Pemeliharaan  
Kementerian Hal Ehwal Ugama  
Negara Brunei Darussalam



**MINISTRY OF RELIGIOUS AFFAIRS  
JALAN MENTERI BESAR, BERAKAS BB33910  
NEGARA BRUNEI DARUSSALAM**

**QUOTATION NO.: KHEU / BDP / 164 / 094 / 2024**

**PROJECT : TERM CONTRACT (12 MONTHS) FOR JANITORIAL  
CLEANING/HOUSEKEEPING WORKS AT BUILDING AND MAINTENANCE  
SECTION OFFICE AT JALAN RESIDENCY , BANDAR SERI BEGAWAN,  
NEGARA BRUNEI DARUSSALAM.(RE-QUOTATION)**

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**CLASS : I & II**

**CATEGORY : S 02**

**CLOSING DATE : WEDNESDAY 25 SEPTEMBER 2024 NOT LATER THAN 2.00 PM**

**SUBMISSION : PETI KOTAK SEBUT HARGA  
TINGKAT 1 BAHAGIAN KEWANGAN  
BANGUNAN IBU PEJABAT  
JALAN MENTERI BESAR  
KEMENTERIAN HAL EHWAL  
NEGARA BRUNEI DARUSSALAM**



**TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT BUILDING AND  
MAINTENANCE SECTION OFFICE AT JALAN RESIDENCY , BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM.(RE-  
QUOTATION)**

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\* - Buang jika tidak perlu





### TERMS AND CONDITIONS OF TENDERING ( FOR QUOTATION WORKS )

1. Before tendering, the tenderer shall visit the site where the Works are to be carried out and shall also carefully examine the relevant Terms and Conditions of Contract, Drawings, Specification and all other accompanying schedules, etc.

If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the Contract Administrator (C.A.), Building and Maintenance Section, Ministry of Religious Affairs. The C.A's decision shall be final and binding upon the Contract.

On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration :-

- (a) Copy of Receipt payment for the Quotation document from the Finance Section, Ministry of Religious Affairs.
- (b) Valid Tenderer's Registration Certificate from the Ministry Of Development.
- (c) Business Enactment Act Section 16 & 17.
- (d) The Tender Form **MUST be signed by the Owner, or the Director of Shareholder(s) of the Company** stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development.
- (e) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry Of Development. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated written in **blue ink ONLY**. Any tender which is incomplete or unsigned will render the tender to be rejected.

3. (a) Tenders and documents in connection therewith as specified above , must be delivered to the place at or before the time specified.
- (b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
- (c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

Tenders shall remain valid for **3 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.
5. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.
6. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.
7. The tender fee shall be **BS 5.00** . Payment shall be made at Finance Section, 1st Floor, Ministry of Religious or BIBD Online Payment.
8. No unauthorised alteration or use of 'correction pen' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialled.
9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.

10. The tender must be done in the **OFFICIAL PRINTED** tender forms which is available from the **Ministry of Religious Affairs official website: <https://www.mora.gov.bn/SitePages/Senarai%20SebutHarga.aspx>**

The completed tender documents are to be lodged on or before 2.00 PM on 25 September 2024 in a sealed enveloped addressed to:-

TENDER / QUOTATION (QTN) BOX

PETI KOTAK SEBUT HARGA  
TINGKAT 1 BAHAGIAN KEWANGAN  
BANGUNAN IBU PEJABAT  
JALAN MENTERI BESAR  
KEMENTERIAN HAL EHWAL  
NEGARA BRUNEI DARUSSALAM

The top part of the sealed envelope must be written stating the following :-

Quotation No. : KHEU / BDP / 164 / 094 / 2024      Quotation Closing Date : 25 September 2024

Project Title : **TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT BUILDING AND MAINTENANCE SECTION OFFICE AT JALAN RESIDENCY , BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM.(RE-QUOTATION)**





BUILDING AND MAINTENANCE SECTION  
MINISTRY OF RELIGIOUS AFFAIRS  
NEGARA BRUNEI DARUSSALAM

Quotation For : TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT BUILDING AND MAINTENANCE SECTION OFFICE AT JALAN RESIDENCY , BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM.(RE-QUOTATION)

Quotation No. : KHEU / BDP / 164 / 094 / 2024 Closed on : 25 September 2024 Receipt No. : \_\_\_\_\_

PART A - AGREEMENT

1.0 On behalf of \_\_\_\_\_ I, the undersigned, agree to carry out the above Works- / Service / Supply \* for a sum of B\$ \_\_\_\_\_ (Brunei Dollars) \_\_\_\_\_

(or),

At Schedule of Rates attached subject to the adjustment percentage of an additional (+) / a deduction (-)\* \_\_\_\_\_ % with an approximate Maximum Contract Sum as stated in PART C - APPENDIX Item 6.0.

And,

within the Contract Period 12 Days / Weeks / Months \* in accordance with the terms and conditions below below.

2.0 Owner / Director\*'s : \_\_\_\_\_  
Signature & Name : ( \_\_\_\_\_ )  
IC No. : \_\_\_\_\_

2.1 Signature & Name of : \_\_\_\_\_  
Witness : ( \_\_\_\_\_ )  
IC No. : \_\_\_\_\_

2.2 Company Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B

2.3 Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
2.4 Date : \_\_\_\_\_ Email : \_\_\_\_\_

Note : An asterisk \* indicates text that is to be deleted as appropriate





## **PART B - TERMS OF QUOTATION**

### **1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION**

#### **1.1 Overall Obligations of the Government:**

- 1.1.1 To provide access at proper times for the Contractor to do his work.
- 1.1.2 To provide all information and facilities stated in this Contract to enable the Contractor to do his Works.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Contract Administrator to administer this Contract.
- 1.1.5 May take out or renew collateral warranty and insurance as referred to in Clause 1.2.3 and Clause 1.2.4 below if the Contractor fails to do so.

#### **1.2 Overall Obligations of the Contractor:**

- 1.2.1 To finish the Works to the quality standards provided in this Contract within the Completion Date(s) and Contract Period provided in this Contract.
- 1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to their Work.
- 1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Contract Administrator.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

#### **1.3 Instructions, Certifications & Job Orders**

- 1.3.1 The Contract Administrator can issue instructions and certifications including Job Orders to the Contractor on anything relating to the Works.
- 1.3.2 All instructions, certifications and Job Orders must be in writing, dated and clearly identified as Contract Administrator's Instructions, Certifications and Job Orders.
- 1.3.3 For each Job Order, the Contract Administrator must state a commencement date and a reasonable date for its completion and the Contractor must complete each Job Order by that completion date.
- 1.3.4 The minimum and maximum of any one Job Order to be issued as stated in the Appendix Item 5.0 and the maximum to be issued must be capable of being carried out and completed within the Contract Period.
- 1.3.5 The Contractor must comply with all instructions, certifications and Job Orders issued by the Contract Administrator.
- 1.3.6 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.5, and the Contractor shall pay for all extra costs incurred.

### **2.0 QUALITY, HEALTH, SAFETY AND ENVIRONMENT**

#### **2.1 Quality**

- 2.1.1 The Contractor must do his Works based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator shall inform the Contractor of the shortfall(s) in writing. The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), the Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator can also certify either:
  - (a) The cost of rectifying such shortfall(s); or
  - (b) The reduced value of the completed Works due to such shortfall(s)as provided in the Payment Certification Clause.
- 2.1.4 The Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix Item No. 3.0) after the Contract Administrator confirms the Works is complete as provided in the Completion Clause.

#### **2.2 Health, Safety And Environment**

- 2.2.1 The Contractor must keep the site clean and safe at all times.
- 2.2.2 The Contractor must comply with all laws and regulations relating to Health, Safety and Environment Act, if any.

### **3.0 TIME OBLIGATIONS**

#### **3.1 Starting, Progress and Finishing**

- 3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing. The Contractor shall not be entitled to claim for any loss or damage caused by any delay of possession of site.
- 3.1.2 The Contractor must progress with the Works in a regular and diligent manner.
- 3.1.3 The Contract Administrator can instruct the Contractor to stop and restart at any time.
- 3.1.4 The Contractor must finish all the Works within the Completion Date(s) stated in this Contract or as instructed by the Contract Administrator.



### 3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other Contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's Works.
- 3.2.2 If any Completion Date(s) is affected the Contract Administrator must adjust the Completion Date(s).
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

### 3.3 Completion

- 3.3.1 When the Contractor practically completed all the Works, he shall inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works has actually practically completed by the Contractor.
- 3.3.4 The Contract Administrator must decide when all obligations of the Contractor are fully discharged.
- 3.3.5 This decision must be in a written certificate clearly identified as a Final Completion Certificate.
- 3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix Item No. 3.0) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Contract Administrator, whichever is later.

### 3.4 Delayed Completion

- 3.4.1 If the Contractor does not finish by the date stated in the Contract or Job Order, he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the Payment Certification Clause.
- 3.4.2 Liquidated Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completed the Works.

## 4.0 VARIATIONS TO WORK

- 4.1.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 4.1.2 If the Contract Administrator instructs the Contractor to vary any of the Works and there is a financial impact, the Contract Administrator must certify the value of the variation work as provided in the Payment Certification Clause.
- 4.1.3 The Contract Administrator must value the variation work using the Summary of Works rates and/or adjusted Schedule of Rates. If neither are available then using fair market rates.
- 4.1.4 This shall be done in a written certificate clearly identified as Variation Order certificate.

## 5.0 PAYMENT CERTIFICATION

### 5.1 Claims and Payment Certificate

- 5.1.1 The Contractor must submit a claim for the Works done before any payment certificate can be issued.

### 5.2 Contents of Payment Certificate:

- 5.2.1 The payment certificate must include the following:  
Add the following:
  - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates and/or adjusted Schedule of Rates, if any. If none, then valued based on fair market rates.
  - (b) Value of variation work properly instructed by the Contract Administrator and properly done by the Contractor.
- 5.2.2 Deduct the following:
  - (a) Liquidated and Ascertained Damages which is calculated for delay between when the Contractor should have completed the Works and when he actually practically completed the Works.
  - (b) The value of any shortfall(s) due to Works done according to this Contract or due to any other breach of this Contract by the Contractor which the Contract Administrator has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Contract Administrator can certify either:
    - (i) The cost of rectifying such shortfall(s) by others; or
    - (ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.
  - (c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including Works that are not done according to this Contract and any other breach of contract by the Contractor identified by the Contract Administrator.





- (d) The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:
  - (i) Adding the total under additions above;
  - (ii) Deducting the total of all deductions above; and
  - (iii) Deducting the cumulative amount certified previously.
- (e) The Contract Administrator may deduct any monies owed by the Contractor to the Government under this Contract or any contract(s) from the Contractor's payments.

## 6.0 TERMINATION OF CONTRACT

### 6.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause; and/or
- (b) Fails to proceed with the Works within the time stated in the Contract Administrator's Instructions; and/or
- (c) Fails to comply with the Contract Administrator's Instructions;

for fourteen (14) days after a notice sent to the Contractor, the Contract Administrator can determine this Contract by a written notice.

### 6.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this Contract with the Government, or for showing or forbearing to show favour or disfavour to any person in relation to this Contract or any other contract with the Government or the like acts shall have been done by any person employed by the Contractor or acting on his behalf (with or without the knowledge of the Contractor), or if, in relation to this Contract or any other contract with the Government, the Contractor, or any person employed by the Contractor or acting on his behalf shall have committed or abetted to commit an offence under the Prevention of Corruption Act (Chapter 131) or section 161, 162, 163, 164, 165, 213, 214 or 215 of the Penal Code (Chapter 22).

this Contract is terminated by a written notice.

- 6.3 In either (6.1) or (6.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

### 6.4 Termination For Convenience

- (a) The Government may at any time, give the Contractor a written notice to terminate the employment of the Contractor under the Contract and the Contractor shall immediately or upon such other date as specified in the written notice:
  - (i) cease all works under the Contract, which shall include, but be not limited to such work for the purpose of protecting, making safe or tidying up such part of the works as may already have been executed, or may be in the course of execution.
  - (ii) vacate the site, remove all his plant, tools, equipment, goods and unfixed materials which have not been paid by the Government and handback possession of the site to the Government.
- (b) In the event of termination under this Clause, Contract Administrator shall certify the amounts payable to the Contractor and the Contractor shall provide all reasonable assistance to the Contract Administrator. In the event that the Contractor does not submit the necessary information required, the Contract Administrator shall make his certification on the information available. The amount certified shall be paid by the Government less any sums previously paid or due to or recoverable by the Government from the Contractor.





**PART C - APPENDIX**

1.0	<p><b>Completion Date:</b></p> <p>(If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period)</p> <p>For Term Contract, the Contract shall ends when the following conditions are met:</p> <p>(a) The actual expiration of the Contract Period; or</p> <p>(b) The limit of the Approximate Maximum Total Value of All Job Orders have been reached;</p> <p>Whichever of the above comes first but subject to Clause 3.2 and Clause 4.0.</p>	_____
2.0	<p><b>Liquidated and Ascertained Damages (LAD):</b></p> <p>(If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)</p> <p><math>\frac{\text{Total Contract Sum}}{\text{Total Contract Period (No. of Days)}} \times 15\%</math></p>	B\$ _____ per day
3.0	<p><b>Shortfalls / Defects Liability Period:</b></p> <p>(If none stated, SIX (6) MONTHS from the date of completion)</p>	_____ Months
4.0	<p><b>Retention Sum:</b></p> <p>(If none stated, FIVE (5%) PERCENT of the Contract Sum)</p>	_____ % of the Contract
5.0	<p><b>Minimum and Maximum Values of Job Orders:</b></p> <p>Minimum value of any one Job Order to be issued</p> <p>Maximum value of any one Job Order to be issued</p> <p>(If none stated, the maximum value to be issued must be capable of being carried out and completed within the Contract Period)</p>	<p>≤ B\$ _____</p> <p>≥ B\$ _____</p>
6.0	<p><b>Approximate Maximum Total Value of All Job Orders for the Contract Period:</b></p> <p>(If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSANDS)</p> <p>The Contract Administrator gives no warranty or undertaking as to the actual amount of Works that will be issued through Job Orders and no variance in the actual value of Works ordered shall give rise to a change in any rate, price or percentage adjustment.</p>	≤ B\$ _____



**BORANG PENGAKUAN**  
**DECLARATION FORM**

<b>BILANGAN SEBUT HARGA</b> (QUOTATION NO.)	: KHEU / BDP / 164 / 094 / 2024
<b>TAJUK SEBUT HARGA</b> (QUOTATION TITLE)	: TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT BUILDING AND MAINTENANCE SECTION OFFICE AT JALAN RESIDENCY , BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM.(RE-QUOTATION)
<b>KEMENTERIAN / JABATAN</b> (MINISTRY / DEPARTMENT)	:

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)  
I/We (Fill in all the proprietor/shareholders' name below)

Bil. No.	Nama Name	No. Kad Pengenalan Brunei & Warna/ No. Paspat Antarabangsa Brunei Identity Card No. & Colour/ International Passport No.	Tandatangan Signature

Dengan ini membuat PENGAKUAN seperti berikut / make the following DECLARATION:

1. Saya/Kami yang bernama diatas, adalah pemilik berdaftar sebuah Firma yang bernama  
I/We as the name stated above, a registered Proprietor of

\_\_\_\_\_, (isikan nama Firma/ fill in the firm's name )  
dengan alamat perniagaan di,  
with its place of business at

\_\_\_\_\_  
\_\_\_\_\_

(atau/ or )

2. adalah pemegang saham dalam sebuah Syarikat yang bernama  
a shareholder in a Company

\_\_\_\_\_, (isikan nama Syarikat/ fill in the Company's name )  
dengan alamat perniagaan di,  
with its place of business at

\_\_\_\_\_  
\_\_\_\_\_

yang ikut serta Sebut harga di atas, dengan ini mengakui bahawa saya atau ahli keluarga saya tidak ada kepentingan dalam lain-lain syarikat yang turut serta menghadapkan tawaran yang sama.  
Which participate in the above mention tender, hereby declare that I or any member of my family do not have any interest in the other companies competing for the same tender.

\_\_\_\_\_  
Tandatangan & Cop Syarikat  
(Signature & Company Stamp)





## **SECTION A: SPECIFICATION FOR MATERIALS AND WORKMANSHIP**

### **A.1 GENERAL**

Materials to be used shall be of the best quality approved by the Officer in Charge (OIC). Workmanship shall be equal to the best in prevailing trade practices. The Contractor shall ensure that all materials are stored properly to prevent deterioration and any handling or transporting of the materials shall be done with care to prevent damage.

Materials, which fail to comply with requirements of the specifications, will be rejected and shall be removed from site forthwith. No claim will be entertained if there is any delay arising thereof.

### **A.2 SCOPE OF WORK**

2.1. The Contractor shall clean the Building and Maintenance Section Services and its external surrounding which comprise the following:

i) Main BBDP Building

2.2 The Contractor sum shall be deemed to include all cost and expenses, for internal area, the cleaning of all common corridors, lobby, plants rooms, roof eaves, surfaces of wall, columns, partitions, glass panels, both sides of doors and windows ceiling, furniture telephones, fire extinguishers, fire hose-rail cabinets and all fittings, (i.e. switches, signboards, light diffuser, sanitary fittings, etc) and compound cleaning.

### **A.3 CONTRACTOR TO INFORM HIMSELF FULLY**

3.1 The Contractor shall be deemed to have visited and examine the above-mentioned buildings and compound at Residency Road, Bandar Seri Begawan and satisfied himself / herself as to the local conditions, accessibility, the full extent and character of the operation, supply and conditions affecting labour and material, transportation of labour, equipment etc. and the execution of the contract generally as no claim on the ground of weak of knowledge in this respect shall be entertained.

### **A.4 HOURS OF WORK**

4.1 The Contractor shall provide general cleaning service daily or periodic cleaning service as specified in item A. 17.1

4.2 Cleaning of office and other areas inside the building can be carried out on normal working hours or even after 4.30 p.m. on a case-to-case basis as long as it does not disturb the Employer.

4.3 The Employer should be informed on the program for cleaning on Fridays and Sunday as described in item A.17.1.

4.4 Compound cleaning can be carried out daily during office hours or within a reasonable time after office hours, which will be determined by the Employer.

### **A.5 SPECIAL WORKS**

5.1 The Contractor shall make allowance and no claim shall be made for any other work, which his / her workmen or employees may be required to perform outside their normal working hours as specified above in item A.4.

### **A.6 CONTRACTORS SUPERVISOR**

6.1 The Contractor shall provide one (1) experienced & competent Malay/ English speaking Supervisor. He / She shall maintain contact with Employer's representative. He / she shall maintain written records as required showing the scheduled work completed each day and such records shall be made available to the Employer on demand, for inspection by him / her or his / her representative at any reasonable time.

6.2 The Supervisor shall be deemed to have full authority of the Contractor, and any instructions given to the Supervisor by the Employer's representative shall be deemed to the instructions given to the Contractor.

6.3 The Supervisors shall be stationed full time within the vicinity of the building for the efficient supervision of and for the effective execution of the contract.

### **A.7 CONTRACTOR'S STAFF**

7.1 The Contractor shall provide and employ skilled or semi skilled workmen in numbers thereof as numerated in the summary of tender to ensure the proper and efficient execution of the works. Such workmen employed shall be in possession of the necessary work permits to allow them to work in Brunei Darussalam.

7.2 The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the building, or compound or any site, any person employed by the Contractor, who in the opinion of the Employer has misbehaved himself / herself, or is incompetent or negligent in the performance of his / her duties or whose employment is otherwise considered by the Employer to be undesirable. Any person so removed from the works shall be replaced as soon as practicable by a competent substitute approved by the Employer.

7.3 In the event of shortage of cleaning staff due to absenteeism/medical or annual leave, the Contractor shall take immediate steps to provide temporary replacement(s) to comply with the specification as specified in the documents and such replacement(s) must be

PS/1



presented before the Employer's representative (not later than three (3) hours after the commencement of any shift). For failure to provide such replacement(s) the Contractor shall be liable to pay liquidated damages in the scale shown hereunder: -

<u>Failure to provide</u>	<u>Amount of Damages Payable</u>
(i) Supervisor	\$ 50 per supervisor per day.
(ii) Cleaners	\$ 30 per cleaner per day.

The amount of damages shall be deducted from the Contractor's bill for the current month, with or without any prior notice to the Contractor.

7.4 However, the Employer may waive such amount of damages payable if the Employer is satisfied that the Contractor can give satisfactory reasons for staff(s) shortage.

7.5 The Contractor shall before the commencement of the contract provide the Employer's representative with a list showing the names and other particulars of the cleaning staff employed for the contract.

#### A.8 UNIFORM FOR CLEANING STAFF

8.1 The Contractor shall be required to provide the cleaning staff the uniform acceptable to the Employer. Each uniforms provided should be distinct in color from the other workers employed by other organizations at the complex.

#### A.9 CLEANING EQUIPMENT AND MATERIALS

9.1 The Contractor shall supply all necessary equipments machine, instruments, tools and materials for the efficient execution of the works including floor-burnishing machine, carpet shampooing machines, power sweepers, vacuum cleaners, suction machines, clean air vacuum and grass cutter. The Contractor must be in possession of high scaffoldings, ladder or if necessary crane out cleaning of the roof gutter & cladding etc. The Contractor shall also provide wicker baskets lined with polythene, trolleys with rubber castors for the transportation of wicker baskets, barriers, mops, brushes, methylated spirit, cloths, chamois, leather dusters, soaping powder, toilet cleaners, mirror cleaners, emulsion polish for floor, furniture and partitions, floor sealers, disinfectants, deodorants blocks and other materials all approved from design, type, made and brand, as may be directed by the Employer / S.O. The following list indicates plant and materials that may be approved for use in the execution of the works. The tenderer must state his/her stated brand below:-

			STATED BRAND
9.1.1	Sealer for tiled floors	: PREMIUM SHIELD (KLENCO/IMEC)	_____
9.1.2	Emulsion floor polish	: HIGH-SPEEDCOATING (KLENCO/IMEC)	_____
9.1.3	Wax-strip	: ACTION 150 (KLENCO/IMEC)	_____
9.1.4	Furniture polish	: SHINE-ON POLISH (KLENCO/IMEC)	_____
9.1.5	Liquid wax polish	: SUPERCOATING (KLENCO/IMEC)	_____
9.1.6	Carpet shampoo	: ACTION 170 (KLENCO/IMEC)	_____
9.1.7	Detergent/Disinfectant	: POWER SANLENE (KLENCO/IMEC)	_____
9.1.8	Mirror cleanser	: POWER VIEW (KLENCO/IMEC)	_____
9.1.9	Scrubber/Varnishing (Min 1,000 rpm speed)	: SORMA PT-200 ULTRA-SPEED MACHINE	_____
9.1.10	Vacuum cleaner and suction machine	: SORMA WET & DRY VACUUM CLEANER	_____
9.1.11	Clean Air Vacuum	: MINUTEMEN	_____
9.1.12	Deep steam carpet cleaning machine	: SORMA TGH 30-SHS STEAM CARPET EXTRACTION	_____
9.1.13	High Power Jet Pressure	: BOSCH	_____
9.1.14	Deodorizer	: POWER SCENT TABLETS /POWER FLORAL (KLENCO/IMEC)	_____
9.1.15	Hand Soap Liquid (Anti- bacterial)	: DETTOL/IMEC	_____
9.1.16	Toilet roll tissue	: KIMBERLY-CLARK SCOTT/IMEC	_____





9.2 The above brand of products is indicative of the quality of products to be used and the Contractor shall be required to state the brand of products which he / she intends to use.

9.3 The Employer shall have the absolute discretion to determine the quantum of adequacy for toilet requisites.

A.10 SPECIALISED WORKS

10.1 The Employer reserve the absolute right to engage other contractors to execute works and/or services which in his / her opinion are specialized in nature or which the Contractor has failed to perform in accordance with the specifications.

A.11 WATER AND ELECTRICITY

11.1 All water and electricity required for the works will be provided free of charge by the Employer. The Contractor shall exercise every effort to prevent the abuse of this privilege and to economies in the use of water and electricity and to ensure that his cleaning staff strictly complies with all rules and regulations applicable to use of the same.

11.2 The Contractor shall ensure that his / her cleaning staff switch off all light and turn off all taps as soon as their work is completed.

11.3 Proper connections must be made to power points in accordance with the prevailing rules and safety precautions. The Contractor shall be liable for any damage to the electrical circuits and installations.

A.12 SECURITY

12.1 For security reasons the Contractor shall provide the Employer with particulars of his / her cleaning staff engaged from time to time i.e.: -

- (i) Name
- (ii) Address
- (iii) Identity Card Number
- (iv) Citizenship
- (v) Sex and Age

12.2 The Employer shall have the right to instruct the Contractor to remove any of his / her workmen in the opinion of the employer is considered to be undesirable or unfit for employment in the buildings or compound for security reasons.

12.3 For security reasons, cleaning of certain areas i.e. offices, stores, etc. shall be carried out with the permission and in the presence of the occupant.

A.13 DISPOSAL OF RUBBISH

13.1 Rubbish and all refuse shall be collected and deposited in polythene bags or any other approved containers and brought at the end of each day to the designated area for collection.

A.14 SAFETY ARRANGEMENTS

14.1 The Contractor shall at all times observe and comply with all prevailing laws and regulations relating to safety now and thereafter in force and shall bear all costs in connection with the compliance of same.

14.2 The Contractor shall be responsible to take all safety precautions to eliminate danger to his / her workmen, the general public and property of others.

14.3 Proper warning signboards and barriers are to be erected and maintained during the progress of work, which may be endangering the safety of the staff working there or others. The warning signboards and barriers shall be sufficiently large to attract attention and shall include words such as "Danger", "Keep out" etc as appropriate.

A.15 IRREGULARITIES COMMITTED

15.1 Should the Contractor be found to have committed any irregularities such as omitting cleansing materials, using inferior materials or workmanship or creating nuisance in the buildings to the inconvenience of the Employer or the public or other act at which are likely to bring the P.W.D. Building Management Sections into disrepute, the S.O reserves the right to charge the contractor liquidated damages in the sum not exceeding \$ 2,000/- per occasion. Thereafter, the irregular work shall be made good to the satisfaction of the Employer at the Contractor's expense.

15.2 For any minor breach of the conditions of the contract, the following action shall be taken: -

- (i) Issue verbal warning on first day of offence.
- (ii) Issue a warning letter if offence is repeated for second time within a month or when no action has been taken to correct the irregularities.
- (iii) Issue a final warning if offence is repeated for a third time in a month or when contractor fails to correct the irregularities within the given time, before liquidated damages are imposed.

15.3 For any major breach of the terms and conditions of the contract, the Contractor shall be given seven days to explain why liquidated damages should not be imposed.



B.16 GENERAL GUIDELINES AS TO CLEANING

- 16.1 Flooring, columns, partitions, and glass panels of common areas shall be cleaned, sealed and polished, where necessary. The job is to be done in accordance with the operational frequency specified herein.
- 16.2 The Contractor shall instruct his / her cleaning staff exercise every care when dismantling and re-fixing all fittings, signs or pointing, etc. as the cost of repair or replacement of any such items damaged or broken as a result of careless handling or negligence on his / her part or that of his / her employees shall be charged to him.
- 16.3 All items of cleaning products shall be diluted or mixed in accordance with the manufacturer's instructions.
- 16.4 All scrubbing shall be done with an approved heavy duty-scrubbing machine.
- 16.5 Burnishing of floors shall be done with as approved high speed burnishing machine.
- 16.6 Waste matter from sanitary towel receptacles and water paper shall be collected as soon as the receptacles are full and at least once a day and sanitary receptacles shall be cleaned and disinfected immediately after complying.
- 16.7 The contractor shall replace new anti-bacterial hand wash liquid and toilet paper rolls once finish.
- 16.8 The Contractor shall empty all receptacles such as dustbins, waste paper basket on cleaning day specified.
- 16.9 The Contractor shall transport wasted collected all refuse collected from waste receptacles etc to the designated area then shall transport all wasted collected to government approved dumpsite or as approved by OIC.
- 16.10 The Contractor shall ensure that the compound (driveway, car park, drains and turfed area) be free from rubbish (dried leaves, cans, papers and cigarette butts etc.).

A.17 OPERATIONAL FREQUENCY

- 17.1 In conjunction with the operational frequency stated therein for the cleaning of the offices, the Contractor is required to follow the schedule proposed with the minimum manpower stated and comprehensive program for daily and periodic cleaning. The periodic cleaning program should include not only the cleaning cycle but also the time frame for cleaning a specific area of facility.
- 17.2 The program shall show the details of staff to be deployed a machine and materials are to be used:
  - 17.2.1 Floor Carpets
    - (i) Vacuuming to extract all grit, loose dirt, dust, debris etc **ONCE A WEEK**. For sensitive areas like computer central room, optic fibre etc. dry air vacuuming must be used. Spin-bonnet cleaning/shampooing **ONCE PER 4 WEEKS**.
  - 17.2.2 Floor Tiles/Timber Laminated or Vinyl/Rubber Flooring
    - (i) Sweeping to remove all loose dirt, dust, debris, papers, etc and damp mop with a solution of water and approved detergent to remove all stains and embedded grime **DAILY**.
    - (ii) Burnishing/buffing of floor tiles are to be done **ONCE PER 4 WEEKS**. Scrubbing and polishing with wax to be done **ONCE PER 13 WEEKS**.
  - 17.2.3 Toilets / Washrooms
    - (i) Damp cleaning and serialize all sanitary fittings, washbasins, kitchen sinks, mirror and fixtures **TWICE DAILY** with a solution of water and approved detergent. For pedestal W.C seat and cover, an approved bactericidal cleanser is to be used. Scrub bottom and sides of urinal seat and W.C. pans with nylon brush and bactericidal toilet cleaner. Scrub the floor tiles **WEEKLY** with proper brush and approved detergent. Sanitary supply must be checked regularly and replenish once finished. Air freshener / deodorizer is to be sprayed every time after cleaning.
  - 17.2.4 Internal Glass & Windows
    - (i) Dusting and wiping to remove smears **DAILY**.
    - (ii) Thorough cleaning **ONCE A WEEK**.
  - 17.2.5 External glass window & Building façade including M&E features
    - (i) Thorough cleaning to be done **ONCE PER 26 WEEKS**.
  - 17.2.6 Tables / Workstation / Counters / Furniture / Fixtures / Computer / Telephones
    - (ii) Dusting and damp clean all furniture shelves, cabinet and table to remove dust, dirt, etc **DAILY**.
  - 17.2.7 Rubbish bins





- (i) Collect and dispose rubbish including replacing plastic liners as required (**DAILY**).
- (ii) Transport all collected wastes to approved dumpsite or as approved by OIC (**THREE TIMES A WEEK**).

17.2.8 Ceiling & Internal Walls

- (i) Vacuuming and dusting to ensure surfaces free from cobwebs and dusts (**ONCE PER 4 WEEKS**).

17.2.9 Roof Slabs, Rainwater Drainage & Gutters

- (i) Disposal of rubbish, dry leaves, undergrowth, debris, fungus/wild plants etc **ONCE PER 4 WEEKS**. Rainwater down pipe must also be checked ensuring no blockage and if seen water jetting to be used immediately.

17.2.10 Apron / perimeter drain & External drain

- (i) Jet wash and desilting of drain (**ONCE PER 4 WEEKS**).

17.2.11 Carpark & Compound area

- (i) Litter pickup (**DAILY AND AS REQUIRED**)
- (ii) Sweeping (**ONCE A WEEK AND AS REQUIRED**)

17.2.12 Report Faulty Defects

Any faulty / defects must inform the employer soon after the defects discovered for immediate rectification.

17.2.13 Cleaning / Housekeeping Report

Comprehensive completion report certified by the employer must be submitted monthly as a requirement for Progress Payment.



## BILL OF QUANTITIES





**RINGKASAN TAWARAN**  
SUMMARY OF TENDER

**Tajuk / Title :** TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT BUILDING AND MAINTENANCE SECTION OFFICE AT JALAN RESIDENCY, BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM. (RE-QUOTATION)

**Bil. Sebutarga / Quotation No. :** KHEU/BDP/164/094/2024 **Ruj. Permohonan / Request Ref. :** **No. JKR PWD No. :**

**Muka / Page :** 1 **Dari / Of :** 2

Bil. No.	Keterangan / Description	Unit Unit	Kadar Rate	Jumlah Amount		
				Kuantiti Quantity	\$	¢
1.	<b>PRELIMINARIES</b> Allow the sum for preliminaries to comply with the conditions of contract and specifications.	Lump	Sum			
1.2	Insurance's policies: a) Workmen's compensation b) Public liability c) Fire Insurance	Lump Lump Lump	Sum Sum Sum			
	Supply all labour, materials, tools, machineries, equipment, etc. for cleaning the whole buildings as specified with the minimum of two (02) Workers inclusive One (1) Supervisor cum cleaner. All works to be done to the satisfaction of the S.O. ** Please provide uniform for all workers.					
	<b>BANGUNAN UTAMA BAHAGIAN BANGUNAN DAN PEMELIHARAAN</b> 1) The whole Bangunan Compound including Parking Lot. (Including Surau, Store, Pantry & Toilets)					
2.	<b>Floor Carpet</b> ( Public / Open / Common / Hallway / lobby area )					
2.1	To do Vacuumed to remove all dust particles	Days		365		
2.2	To do spot Cleaning	Times(monthly)		12		
2.3	Shampooing / Extraction if required	Times(quarterly)		4		
2.4	Spray	Times(quarterly)		4		
3.	<b>Floor Tiles</b> ( Public / Open / Common / Hallway / staircases & lobby area )					
3.1	To do dry and wet Moping / Dusting	Days		365		
3.2	Burnishing	Times(monthly)		12		
4.	<b>Toilet / Office / Pantry</b>					
4.1	To do thoroughly Cleaning, deodorizing and sanitizing.	Days		365		
4.2	To scrub wall toilet	Days		365		
4.3	To scrub and wash out toilet flooring	Days		365		
4.4	To do brushing on toilets bowl	Days		365		
4.5	To clean hand wash basin and sink.	Days		365		
5.	<b>Mirrors</b>					
5.1	Dusting & Spot clean	Days		365		
6.	<b>Internal Glass &amp; windows with Frame</b>					
6.1	Thorough Clean / Polish	Times(monthly)		12		
JUMLAH DIBAWA KE DEPAN AMOUNT CARRIED FORWARD						

ST 1

15.25-3-R1



Bil. No.	Keterangan / Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount	
					\$	€
JUMLAH DIBAWA DARI DEPAN / AMOUNT BROUGHT FORWARD						
6.2	To wipe frame if necessary	Days		365		
6.3	To remove water caused by condensation	Days		365		
7.	<u>External glass window Framing &amp; Building Facade</u>					
7.1	Thorough Clean / Shine include removal of wild plant	Times (Twice a year)		2		
7.2	To remove algae's and dirt if necessary	Times (Monthly)		12		
8.	<u>Furniture, Blind &amp; Curtain</u>					
8.1	To wipe and to remove dust.	Days		365		
8.2	To disinfect and sanitize to kill bacteria.	Days		365		
8.3	To apply furniture polish once a month	Monthly		12		
9.	<u>Dustbin</u>					
9.1	Daily collection of rubbish bag and change to new plastic bags.	Days		365		
10.	<u>Ceiling &amp; Internal Walls</u>					
10.1	Dusting Free From Cobwebs and stain	Time(monthly)		12		
10.2	To do daily wiping	Days		365		
11.	<u>Roof slabs &amp; Gutters</u>					
11.1	Clear From Rubbish including removal of fungus & wild plant	Days		365		
12.	<u>Apron &amp; Drainage</u>					
12.1	Litter Pick-Up	Days		365		
12.2	To clear drainage monthly using high pressure jet spray.	Monthly		12		
13.	<u>Walkway, Pavement Blocks, Roadways, Parking Lots, etc.</u>					
13.1	To blow all dry leaves	Days		365		
13.2	To do daily sweeping of scattered litters.	Days		365		
13.3	To clear and remove all weeds growing along the road kerb, RC drain and pavings.					
13.4	To do Sweeping/Wet Moping	Days		365		
14.	<u>Cleaning Drain</u>					
14.1	Clearing and cleaning including unblock any debris etc at compound drain and external perimeter drain.	Time ( Twice a Week )		96		
JUMLAH KEESELURUHAN BAGI RINGKASAN TAWARAN INI 'PART A – AGREEMENT' TOTAL AMOUNT FOR THIS SUMMARY OF TENDER 'PART A – AGREEMENT'						

ST 2

15.25-3-R1





## APPENDIX



## APPENDIX 1

[illegible][illegible]

AP/1





[illegible]

**TANDATANGAN PEMBORONG / SIGNATURE OF TENDERER :**

TARIKH / DATE : \_\_\_\_\_

AP/2





**SENARAI JUMLAH TENAGA MANUSIA YANG AKAN DISERTAKAN UNTUK MEMBUAT PROJEK INI (JIKA BERJAYA)**

Proposed Manpower Allocation and Additional Labour Quota Required (If Successful):

Bil. No.	Nama Jawatan Name of Posts	Jumlah Tenaga Manusia Total Manpower
	<p style="text-align: right;"><b>Jumlah</b> Total</p>	

**Jumlah quota buruh yang masih ada:**

No. of labour quota still available (from table Appendix 3):

**Jumlah quota buruh yang dikehendaki:**

No. of labour quota required:

**Tandatangan Saksi:**

Signature of Witness:

**Tarikh:**

Date :

**Tandatangan Saksi:**

Signature of Witness:

**Tarikh:**

Date :



**SENARAI PERALATAN YANG AKAN DIGUNAKAN UNTUK PEKERJAAN INI (JIKA BERJAYA)***Proposed List of Equipment To Be Used For This Job (If Successful):*

<b>Bil.</b> No.	<b>Jenis</b> Type	<b>Kuantiti</b> Quantity	<b>No. Modal</b> Model No.	<b>Kapasiti</b> Capacity	<b>Remarks</b>

**Tandatangan Saksi:***Signature of Witness:***Tarikh:***Date :***Tandatangan Saksi:***Signature of Witness:***Tarikh:***Date :*

**SENARAI PEKERJAAN YANG AKAN DI SUB-KONTRAK**  
*Proposed List of Jobs To Be Sub-Contracted:*

<b>Bil.</b> <i>No.</i>	<b>Kerja</b> <i>Works</i>	<b>Kepada</b> <i>To</i>	<b>Remarks</b>

**Tandatangan Saksi:**  
*Signature of Witness:*

\_\_\_\_\_  
**Tarikh:**  
*Date :*

**Tandatangan Saksi:**  
*Signature of Witness:*

\_\_\_\_\_  
**Tarikh:**  
*Date :*





## SURAT PENGESAHAN

**PENENDER/PEMBORONG/KONTRAKTOR/PENGUSAHA/PEMBEKAL  
MEMILIKI 'BUSINESS PREMISE' / PREMISE PERNIAGAAN**

Nama Syarikat: \_\_\_\_\_

Alamat Premise Perniagaan: \_\_\_\_\_

Pos Kod: \_\_\_\_\_

Telefon Pejabat / Premis Perniagaan: \_\_\_\_\_

Faks Pejabat / Premis Perniagaan: \_\_\_\_\_

Telefon Bimbit: \_\_\_\_\_

BIL.	NAMA PEMILIK SYARIKAT	BIL. KAD PENGENALAN	WARNA	BANGSA

Nama Pengurus: \_\_\_\_\_

Bil. Kad Pintar: \_\_\_\_\_ Warna: \_\_\_\_\_ Telefon: \_\_\_\_\_

Sukacita memaklumkan bahawa segala keterangan di atas adalah benar.

( \_\_\_\_\_ )

Tarikh: \_\_\_\_\_

COP SYARIKAT



Rujukan:

Kepada,

Ketua Bahagian Bangunan dan Pemeliharaan

Kementerian Hal Ehwal Ugama

Negara Brunei Darussalam

(U.P : Bahagian Penyelaras Projek (PPP))

Tuan/Puan

**PER: Borang Pengakuan Kesanggupan Pembekal**

Sukacita membuat pengesahan perakuan yang syarikat saya, \_\_\_\_\_

Bersetuju untuk membuat pembekalan barang / perkakas / perkhidmatan sebagaimana dalam

Tawaran / sebut harga bilangan : \_\_\_\_\_

Tarikh: \_\_\_\_\_

COP SYARIKAT

( \_\_\_\_\_ )  
Pemilik Syarikat / CEO / Pengarah

Pengesahan Penerima Jabatan:		
Tarikh Penerima Pebekalan		
(Hendaklah Mengikuti seperti yang telah		
dijanjikan di dalam borang dokuman		
Sebut harga / kebenaran)		

Perhatian:

Borang asal perakuan hendaklah dihantar bersama-sama dengan "Purchase Order"(P.O) and invoice

Arahan:

Borang yang siap disikan oleh pembekal yang diluluskan hendaklah disertakan bersama-sama dengan

"Purchase Order"(P.O) dan invoice apabila tuntutan penyelesaian pembayaran dibuat.



**SITE VISIT DECLARATION FORM**  
**(Tenderer's Confirmation of Visit Project Site)**

Quotation No. : KHEU / BDP / 164 / 094 / 2024

Project Title : TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT BUILDING AND MAINTENANCE SECTION OFFICE AT JALAN RESIDENCY , BANDAR SERI BEGAWAN, NEGARA BRUNEI DARUSSALAM.(RE-QUOTATION)

Name of Tenderer :

Date of Site Visit : 00 Januari 1900 Time : 0.00 AM / PM

I/We hereby confirmed that I/We have:-

☐

Visited the site.

☐

A clear understanding on the nature and scope of works.

☐

Anticipated the constraints/restriction, etc. of the work site.

☐

Acknowledge the requirements to submit working drawing/any related works in quotation submission.

☐

The Tenderer inquiries (please specify, if any):

Note:

☐

Please attached this Form A together with the quotation submission

Company's Stamp

Tenderer's Signature :

Tenderer's Name :

Date :

Site Visit attendance:

No.	Name	Organisation	Contact No.	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SV/1

