

**BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

TAWARAN SEBUTHARGA

BIL. SEBUTHARGA: KHEU /BDP / 164 / 135 / 2025

**TERM CONTRACT JANITORAL SERVICES FOR MASJID OMAR ALI SAIFUDDIN, BANDAR SERI BEGAWAN,
DAERAH BRUNEI MUARA, NEGARA BRUNEI DARUSSALAM FOR 12 MONTHS**

TARIKH TUTUP TAWARAN: 08 OKTOBER 2025 Jam 2 PETANG

Syarat-Syarat untuk mengikuti tawaran kerja sebutharga adalah seperti berikut :

1. Tawaran hanyalah dipelawa kepada Syarikat-Syarikat / Pemborong-Pemborong yang berdaftar dengan Kementerian Pembangunan Kelas II & III dan **Kategori S02 SAHAJA** Di Negara Brunei Darussalam.
2. Tawaran-tawaran mestilah dibuat diatas borang-borang tawaran yang tercetak oleh Kementerian ini dan Penerangan lanjut bagi mengikuti sebutharga bolehlah datang terus ke **Unit Penyelaras dan Pemantauan Projek, Bahagian Bangunan Dan Pemeliharaan, Bangunan Perdagangan Baitulmal, Kementerian Hal Ehwal Ugama, Jalan Kota Batu, Negara Brunei Darussalam.**
3. Bagi Syarikat / Pemborong yang berminat untuk mengikuti tawaran sebutharga hendaklah mengikut proses-proses pembelian tawaran sebutharga seperti berikut:
 - i. Syarikat / Pemborong hendaklah menyertakan dan menghadapkan 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 laku.
 - ii. Selepas di sah laku oleh Unit Penyelaras dan Pemantauan Projek, Syarikat / Pemborong hendaklah menghadapkan **Slip Pengesahan** kepada Bahagian Kewangan, Tingkat 1, Kementerian Hal Ehwal Ugama untuk membuat pembayaran **B\$5.00** bagi pembelian tawaran sebutharga.
 - iii. Setelah membuat pembayaran dan mendapatkan **Resit Pembayaran** bagi pembelian tawaran sebutharga, Syarikat / Pemborong hendaklah menghadapkan resit pembayaran tersebut kepada Unit Penyelaras dan Pemantauan Projek, Bahagian Bangunan dan Pemeliharaan, Kementerian Hal Ehwal Ugama untuk mendapat dokumen tawaran sebutharga tersebut.
4. Borang-borang tawaran sebutharga hendaklah diisi dengan lengkap dan memasukkannya ke dalam sampul surat yang bertutup rapi (**'Sealed Envelope'**) dengan menyertakan Salinan **Resit Pembayaran** dan **Slip Pengesahan** serta menulis **Bilangan Tawaran, Nama Tawaran dan Tarikh Tutup** tanpa membubuh sebarang pengenalan atau identiti Pemborong atau Syarikat.
5. Semua tawaran hendaklah dimasukkan kedalam

**Peti Kotak Sebutharga
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. AWANG HAJI AZMI BIN AWANG HAJI TAHIR]
Ketua Bahagian Bangunan dan Pemeliharaan
Kementerian Hal Ehwal Ugama
Negara Brunei Darussalam

S.k. Pengerusi Jawatankuasa Sebutharga, KHEU



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

QUOTATION NO.: KHEU/BDP/164/ 135 /2025

FOR

**PROJECT : TERM CONTRACT JANITORIAL SERVICES FOR MASJID OMAR
ALI SAIFUDDIN, BANDAR SERI BEGAWAN, DAERAH BRUNEI
MUARA, NEGARA BRUNEI DARUSSALAM FOR 12 MONTHS.**

CLASS : II & III
CATEGORY : S02 Perkhidmatan Jaga Kebersihan (Janitorial Service)

CLOSING DATE : WEDNESDAY, 08 OCTOBER 2025, NOT LATER THAN 2 PM

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



**TERM CONTRACT JANITORIAL SERVICES FOR MASJID OMAR ALI SAIFUDDIN,
BANDAR SERI BEGAWAN, DAERAH BRUNEI MUARA, NEGARA BRUNEI
DARUSSALAM FOR 12 MONTHS.**

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NOTE:



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) A copy of approved form Slip from Unit Penyelaras dan Pemantauan Projek, Building and Maintenance Section, Ministry of Religious Affairs.
 - (c) Valid Tenderer's Registration Certificate from the Ministry of Development.
 - (d) Business Enactment Act Section 16 & 17.
 - (e) 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.
 - (f) 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.
8. No unauthorized 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 initialed.
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 **UNIT PENYELARAS DAN PEMANTAUAN PROJEK, BAHAGIAN BANGUNAN DAN PEMELIHARAAN, KEMENTERIAN HAL EHWAL UGAMA**.

The completed tender documents are to be lodged on or before 2 PM on 08 OCTOBER 2025 in a sealed enveloped addressed to :-

TENDER / QUOTATION (QTN) BOX

PETI KOTAK SEBUTHARGA
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 / 135 / 2025 Quotation Closing Date : 08 OCTOBER 2025
Project Title : TERM CONTRACT JANITORAL SERVICES FOR MASJID OMAR ALI SAIFUDDIN, BANDAR SERI BEGAWAN, DAERAH BRUNEI MUARA, NEGARA BRUNEI DARUSSALAM FOR 12 MONTHS.



**BUILDING AND MAINTENANCE SECTION
MINISTRY OF RELIGIOUS AFFAIRS
NEGARA BRUNEI DARUSSALAM**

Quotation For : TERM CONTRACT JANITORAL SERVICES FOR MASJID OMAR ALI SAIFUDDIN, BANDAR SERI BEGAWAN,
DAERAH BRUNEI MUARA, NEGARA BRUNEI DARUSSALAM FOR 12 MONTHS.

Quotation No. : KHEU / BDP / 164 / 135 / 2025 Closed On : _____ 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 of _____ Days / Weeks / Months * in accordance with the terms and conditions below.

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

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

2.2 Company Address : _____

| |
|---------------|
| B |
| Company Stamp |

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 Works.
- 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.

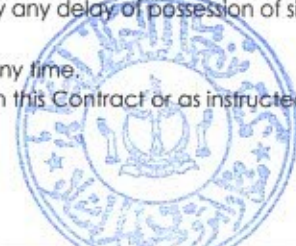
2.2 Health, Safety And Environment

- 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.
- 3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
- 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 on forbearing to show favor or disfavor 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

| | | |
|-------------------|--|---|
| <p>1.0</p> | <p>Completion Date: (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) For Term Contract, the Contract shall end when the following conditions are met: (a) The actual expiration of the Contract Period; or (b) The limit of the Approximate Maximum Total Value of All Job Orders have been reached; Whichever of the above comes first but subject to Clause 3.2 and Clause 4.0.</p> | <p style="text-align: center;"><u>12 MONTHS</u></p> |
| <p>2.0</p> | <p>Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)</p> <p style="text-align: center;"> $\frac{\text{Total Contract Sum}}{\text{Total Contract Period (No. of Days)}} \times 15\%$ </p> | <p style="text-align: center;">B\$ _____ per day</p> |
| <p>3.0</p> | <p>Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)</p> | <p style="text-align: center;">_____ Months</p> |
| <p>4.0</p> | <p>Retention Sum: (If none stated, FIVE (5%) PERCENT of the Contract Sum)</p> | <p style="text-align: center;">_____ % of the Contract Sum</p> |
| <p>5.0</p> | <p>Minimum and Maximum Values of Job Orders: Minimum value of any one Job Order to be issued Maximum value of any one Job Order to be issued (If none stated, the maximum value to be issued must be capable of being carried out and completed within the Contract Period)</p> | <p style="text-align: center;"> ≤ B\$ _____ ≥ B\$ _____ </p> |
| <p>6.0</p> | <p>Approximate Maximum Total Value of All Job Orders for the Contract Period: (If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSAND) 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> | <p style="text-align: center;">≤ B\$ _____</p> |



BORANG PENGAKUAN
DECLARATION FORM

BILANGAN SEBUTHARGA
(QUOTATION NO.)

:

TAJUK SEBUTHARGA
(QUOTATION TITLE)

:

KEMENTERIAN / JABATAN
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. Pasport Antarabangsa <i>Brunei Identity Card No. & Colour/ International Passport No.</i> | Tandatangan <i>Signature</i> |
|-----------------|------------------|---|---|
| | | | |
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| | | | |
| | | | |

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 Sebutharga 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 B - SPECIFICATION AND WORKMANSHIPS

1. PRELIMINARIES

The work specification shall be deemed to form and read and construed as an integral Part of the Agreement which the successful tenderer will be required to enter with His Majesty's Government of Brunei Darussalam.

2. CONTRACTOR TO INFORM HIMSELF FULLY

2.1 The Contractor shall be deemed to have satisfied himself as to the local conditions, restriction of the site, the accessibility, the full extent and character of the operation, the supply and conditions affecting labour and materials, the transportation of labor, materials equipment etc. and the execution of the Contract generally, as no claim on the ground of knowledge in this respect shall be entertained.

2.2 To provide the minimum number of staffs of **Five (5) persons**

3. HOUSEKEEPING OPERATIONAL CONCEPT

The spread-out buildings and different level location of the mosque present obstacles in mobility will be a big factor to consider in the day to day operation.

The cleaning will be within office hours with minimum disruptions of operation on a 7 day per week cleaning.

To establish an efficient work flow area will be subdivided into mosque area.

4. ATTENDANCE OF WORKERS

All the cleaning staffs including supervisor must be report to the daily attendance book which will be provided by the contractor

5. WORKING HOURS

Monday to Sunday : **8.00am to 10.30am**
12.00pm to 1.30pm
3.00pm to 4.30pm
6.00pm to 8.30pm

- Attention to all the cleaners:
During celebration days (Prophet Muhammad Birthday, His Majesty Birthday, National Day, etc. the working hours will be change as per S.O instruction.

6. SCOPE OF HOUSEKEEPING SERVICES

6.1. The contractor shall clean the Sultan Omar Ali Saifuddin Mosque Building and its internal & external surrounding compound which comprise the following: -

1. Hall prayer room man & women
2. Carpet
3. Tile
4. Ablution man & women
5. Toilet man & women
6. Veranda
7. Car porch

SP/1



8. Lagoon
9. Kitchen
10. Rubbish Collection and Disposal
11. Vacuum
12. Furniture G
13. Glass window and Doors
14. Drain Cleaning
15. High Dusting
16. External Mosque Building with minaret.

6.2. The Contractor sum shall be deemed to include all cost expenses, for internal area, the cleaning of all common corridors, lobby, plants rooms, roof eaves, surfaces of wall, columns, partitions, glass panel, both side of doors and window/claddings/curtain wall including frames, ceiling, furniture, telephones, fire extinguishers, fire hose-rail cabinet and all fittings (i.e. switches, signboard, light diffuser, sanitary fittings etc.)

6.3. The housekeeping works shall provide and maintain a high standard of cleanliness and sanitation to ensure a safe/hygiene and pleasant working atmosphere at the same time maintain quality of building materials and high quality of building materials and high quality interior finishes.

SPECIFIC TASKS

DAILY WORK

A. Hard Floor Maintenance

- Dust mopping or sweeping at least twice a day to covered walkway, corridors, car porch and all hard floor finishes such as tiles, screeds etc including spot wet mopping where necessary.
- The floor shall be wet-mopped daily.

B. Vacuuming Work

- The carpets shall be vacuumed daily i.e. at least two (2) times per day

C. Toilet and Ablution Cleaning Work

- Wash hand basin, toilets bowls and urinals shall be cleaned/washed and scrubbed at least 3 times per day to remove the stains.
- The toilet shall be wet-mopped, disinfected and deodorized (deodorant/freshener) twice daily
- Provide replenishing of toilet tissue supplies such as toilet tissues to water closets,
- Provide deodorant block for urinal bowl and follow up cleaning, refilling dispenser (liquid soap) or supply of soap bar and toilet paper.
- All fixtures shall be damp-wiped daily
- Waste receptacles shall be emptied twice daily
- The floor shall be mopped daily with dry mopped equipments
- Spot cleaning shall be carried out hourly.

D. Kitchen Cleaning Work

- Spot cleaning shall be carried out hourly.
- Clean the kitchen cabinets where applicable
- The floor shall be swept or mopped daily with dry mopped equipments or broom.
- Kitchen sink shall be clean /washed out hourly



E. Rubbish Collection and Disposal

- Rubbish collecting and disposal at least once day
- Wrap up the bins with polyethene bags.
- Rubbish bins shall be emptied at least twice daily

Note: The daily work will also depend on the supervisor's instruction from time to time)

WEEKLY WORK (4 TIMES PER MONTH)

A. Dusting / Wiping of Furniture and Fixtures

- Damp dusting/cleaning /wiping and disinfecting of furniture and fixtures including books shelf or racks, grilles /louver, mimbar, partitions and the like.

B. Glass Windows and Doors Cleaning (External and Internal)

- Glass cleaning works involve such as:
 - i) Dusting Of windows and doors including wiping whenever required.
 - ii) General cleaning of all internal glasses' panels including frames
 - iii) General cleaning of all external glasses' panels including frames

C. Drain Cleaning Work

- Clean and remove rubbish etc. from blocking the flow of water to main outlet by using water jet pressure pump.

MONTHLY WORK

A. High Dusting Work

Walls and Ceiling, Light Fitting and Air-Conditioners

ONE TIME AND TWICH WORK

A. External Cleaning Work

Remove plants, flat roof, roof finishes clean, unblock rubbish for gutter/downpipes to outlet, drain and cleaning external wall surfaces of the mosque building and minaret.

7. SPECIAL WORKS

The Contractor shall make an allowance for any additional expenses which may be incurred due to work that this employee may be required to perform outside their normal working hours.

8. SUPERVISOR

Authorized person appointed from Ministry of Religious Affair or Imam Act as Supervisor have the full responsibility and efficient supervision of the work. They shall certify the valuation of work done which will be claimed from the contractors.



9. PERIODIC CLEANING

| ITEM | DESCRIPTION | FREQUENCY |
|------|---|-----------------------------|
| 1. | Vacuuming carpets, Toilet/Ablution and kitchen cleaning work, Hard floor Maintenance and Rubbish collection/Disposal. All vacuuming work of carpets including spotting For spot stains where necessary. (based on the instruction from supervisor) | Daily |
| 2. | Litter pick-up and sweep Entrance, Car park and immediate surroundings | Weekly |
| 3. | Dusting of Furniture and fixtures including wiping out dust with dry /wet towels to all surface's furniture and fixtures, cleaning ashtrays and wall spotting (spot stains) where necessary. Cleaning windows grilles and glass, louvers, partition and the like, etc. | Weekly |
| 4. | Sweeping and cleaning perimeter drain up to outlet drain with high pressures water pump | Weekly |
| 5. | Cleaning high levels windows panels (internal and external) using scaffolding | Weekly |
| 6. | High dusting involves ceiling walls diffuser and air-con surface cleaning. | Monthly |
| 7. | Remove and unblock rubbish, debris, all plants, other impurities etc. that steak at roof and gutter/downpipes... | Twice (2 times per year) |
| 8. | To remove and clean the dirt, black stain, water stain, efflorescence for the external wall surfaces of the mosque building and minaret by using water jet pressure and necessary equipment with fresh clean water together with appropriate DETERGENT SOLUTION where applicable. | One (1 time per year) |

10. CONTRACTOR'S EMPLOYEES

The Contractor shall provide and employ such skilled or semi-skilled workmen. The S.O. shall be at the liability to object to and require the contractor to remove forthwith from the building or compound any site person employed by the contractor who in the opinion of the S.O. Has misbehaved himself/herself or is incompetent or negligent in the proper performance of his/her duties or whose employment is otherwise considered by the authority to be undesirable. Any person so removed from the works shall be replaced as soon as practicable by a competent substitute approved by the S.O.

In the event of shortage of cleaning staff due to the absenteeism/medical or annual leave, the contractor shall take immediate steps to provide temporary replacement to make up the full complement and such replacement must be presented to S.O. before the commencement of the shift.

The contractor shall, before the commencement of the contract, provide the S.O. with a list showing the names of the cleaning staffs employed for the contract.



All the cleaning staffs mentioned above (first paragraph of item 7) shall be employed exclusively for the execution of this contract and shall not be deployed for any jobs or contractor either within the building or other building other than those directed by S.O.

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

| <u>Failure to Provide</u> | <u>Amount of Damages Payable</u> |
|---------------------------|----------------------------------|
| Supervisor | \$50 per supervisor per day |
| Cleaners | \$30 per cleaner per day |

Attendance shall be checked by Security or Officer In charge. The amount of damages due to shortage of Supervisor and/or Cleaners shall be deducted from the Contractor's bill for the current month.

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 employer for the contract or as per OIC requirement.

The Contractor shall ensure that his cleaning staffs are healthy and tidily attired at all times.

11. STORE

The Contractor should be aware that if in case of unavailability of rooms, a permanent store cannot be provided. However small rooms can be arranged where equipment and materials can be accommodated.

12. EQUIPMENT AND MATERIALS

The contractor shall supply all necessary equipment, machines, instrument, tools and materials for the efficient execution of the work including floor burnishing machines, carpet shampooing machines, vacuum cleaners suction machines and high pressures water pump. The Contractor shall provide polythene bags to all dustbins, mops, brushes, methylated spirit, cloths, dusters, scouring powder, toilet cleaners, mirror cleansers, polish for furniture and partitions, floor sealers, disinfectants, deodorant blocks, toilet papers, liquid soap and other materials all of approved form, design, type, made of brand as may be directed by the S.O.



**SENARAI PERKAKAS-PERKAKAS & KENDERAAN YANG AKAN
DIGUNAKAN UNTUK PROJECT
(DIISIKAN OLEH SEMUA PEMBORONG DAN DIKEMBALIKAN BERSAMA
DENGAN BORANG SEBUTHARGA)**

*Proposed list of equipment to be used for this project
(To be filled up by the Contractor and returned together with the Form of quotation)*

1.0 EQUIPMENTS AND TOOLS

| Bil. (No.) | Perkakas (Tools) | Jumlah Akan Digunakan (Quantity Proposed) | Jenama/ Jenis (Brand /Type) |
|-------------------|---|---|---|
| 1. | Cleaning Trolley | 2 sets | Techno Trolley System |
| 2. | Wringer Bucket | 2 Nos | Techno Trolley System |
| 3. | Wet Mop | 5 Nos | Double Class |
| 4. | Dry Dust Mop | 5 Nos | Double Class |
| 5. | Brooms with Dust pan | 5 Nos | Double Class |
| 6. | Barriers/Floor Signage | 3 Nos | Double Class |
| 7. | Window Bucket/ Squeegee | 5 Nos | Techno Trolley System |
| 8. | Toilet Bowl Brushes | 5 Nos | Double Class |
| 9. | Hand Scrubbers | 5 Nos | Double Class |
| 10. | Glass Cleaning Tools | 5 Nos | Double Class |
| 11. | Aluminium ladder (Standard aluminium ladder) | 2 No | Local |
| 12. | Vacuum cleaner (Dry) | 1 No | Soteco, Italy or approved equivalent |
| 12. | Vacuum cleaner (Wet) | 1 No | Soteco, Italy or approved equivalent |



2.0 CHEMICALS

Cleaning and Toilet Chemicals

| Bil. (No.) | Perkakas (Tools) | Jumlah Akan Digunakan dalam sebulan (Quantity Proposed to be used per month) | Jenama/ Pembuat (Brand /Manufacturer) |
|-------------------|--------------------------------|---|--|
| 1. | Floor cleaning chemicals | 40 Lit | Multi Kleen, DC |
| 2. | Window Cleaner (Glass cleaner) | 10 Lit | Glass Kleen, Dc |
| 3. | Disinfectant | 10 Lit | Screen, Premises Product |
| 4. | Toilet Bowl Cleaner | 40 Lit | Toilet Botol Kleen, DC |
| 5. | Multipurpose Cleaner | 20 Lit | Multi Kleen, DC |
| 6. | Sprayer Deodorizer | 10 Lit | Floval, DC |
| 7. | Liquid Hand Soap | 10 Lit | Hand Soap, DC |
| 8. | Spray Buff Liquid | 10 Lit | Clean & Buff, Premises Product |
| 9. | Furniture Polish | 2 Lit | Furniture Polish, DC |

3.0 TOILET TRIES SUPPLY

| Bil. (No.) | Perkakas (Tools) | Jumlah Akan Digunakan dalam sebulan (Quantity Proposed to be used per month) | Jenama/ Pembuat (Brand /Manufacturer) |
|-------------------|-----------------------|---|--|
| 1. | Deodorant Block | 10 Kg | Carnation, DC |
| 2. | Twin Ply Toilet Paper | 300 pcs | Belux, Malaysia |
| 3. | Liquid Hand Soap | 10 Lit | Hand Sop, DC |



The following list indicates plant and materials whom may be approved for use in the execution of the Works:

- a) Furniture Polish
- b) Liquid wax polish
- c) Detergent/ Disinfectant
- d) Mirror cleanser
- e) Scrubber/Burnishing
- f) Vacuum cleaner suction machine
- g) Deodorizers
- h) Toilet paper
- i) Liquid Soap

The Contractor shall be required to state the brand of the products which he intends to use.

The S.O. shall have the obsolete right to engage other contractor to execute works and/or service which in its opinion are specialized in nature or in which the contractor had failed to perform in accordance to the specification. The S.O. shall assess the costs of this particular work and deduct if from any moneys due or become due to the contractor.

12. WATER AND ELECTRICITY

All water and electricity required for the works will be provided free of charge by the S.O. The Contractor shall exercise every effort to prevent the abuse of this privilege and to economies in the use of water and electricity.

The Contractor must ensure that his cleaning staffs will switch off all lights and turn off all tapes as soon as their work is completed.

Proper connections must be made to power points in accordance to the prevailing rules and safety precautions. The Contractor will be made liable for damages to the Authority electrical circuits and installations and any consequences for such damages.

13. SECURITY

For security reasons, the contractor shall provide the S.O. with particulars at his cleaning staffs egged from time to time i.e.:

- i) Name
- ii) Address
- iii) Identity Card Number
- iv) Citizenship
- v) Sex and Age
- vi) Any other information as required by S.O. from time to time.

The S.O. shall have the right to instruct the contractor to remove any of his employee who in the opinion of the S, O, is considered to be undesirable or unfit for employment in the building or compound for security reasons.

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

14. SAFETY AGREEMENTS

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



The Contractor shall be responsible to take precautions to eliminate danger to his workmen, government staffs, government property, general public and other property.

Proper warning signboards and barriers are to be erected and maintained during the progress of work which may endanger 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", "cleaning In Progress", "Out of Order" etc. as appropriate.

15. IRREGULARITIES COMMITTED

Should Contractor be found to have committed any irregularities such as omitting cleansing materials using inferior materials and workmanships or creating nuisance in the building to inconvenience the Authority or the public which are likely to bring KHEU disrepute, the S.O. reserves the right to charge the Contractor a sum, not exceeding B\$2,000.00 per occasion or compensation to the Government for the inconvenience caused and for investigation and administrative expenses incurred by S.O., Thereafter the irregular work shall be made good to the satisfaction of the S.O. at the Contractor's expenses.

17. CLEANLINESS

The contractor shall ensure that the site and the surrounding are always in good condition and clean till the completion work. Equipments are placed in a proper place after completion of daily work. The contractor is also responsible for performing the works in a healthy and safe manner.

18. INSURANCE AND WORKMEN COMPENSATION

- The contractor is responsible to the injury of his/her workers or loss/damaged of his/her property or whatsoever arising at his/her own risk and expenses.

TEMPORARY SCAFFOLDING, HIAB CRANE, SAFETY SIGNS & HOARDING

Provide, maintain and remove when directed by the S.O. and make good all temporary scaffolding with staging, planked footways, guard-rails and the like and to whatever height as may require for the use of the workmen in accordance of the S.O. and *Safety, Health and Environment National Authority (SHENA)*

Scaffold board should not be less than 225mm wide. Working platforms for men without materials or only for passage of materials must be 500mm width. For men and materials provided there is 800mm width, provided there is 430mm left clear for the passage men or 600mm if barrows are used. Toe-board must be fitted in conjunction with all guard-rails, a minimum height of 150mm.

Only suitable access ladders for scaffolding are to be used which comply with all safety requirements. Home-made ladders are forbidden to be used on scaffolding and must be remove immediately.

Should the Contractor strike any of his scaffolding before ascertaining whether it is required by any Sub-Contractor or Public undertaking, he must re-erect it if so required at his own expense immediately.

Should the Contractor strike any of his scaffolding before ascertaining whether it is required by any Sub-Contractor or Public undertaking, he must re-erect it if so required at his own expense.

The design and construction of scaffolding and staging must comply with all safety requirements according to **Safety, Health and Environment National Authority (SHENA), "Guidelines for the Safe Use of Scaffolding", Ref No.: IGN 01/2020**



BILL OF QUANTITIE



RINGKASAN TAWARAN
SUMMARY OF TENDER

Tajuk / Title : **TERM CONTRACT JANITORIAL SERVICES FOR MASJID OMAR ALI SAIFUDDIN, BANDAR SERI BEGAWAN, DAERAH BRUNEI MUARA, NEGARA BRUNEI DARUSSALAM FOR 12 MONTHS.**

Bil. Sebutharga / Quotation No. : KHEU/BDP/164/ 135 /2025 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. | <u>PRELIMINARIES</u> | | | | | |
| 1.1 | The Contractor in his quotation price shall provide everything necessary for the proper execution of the works according to the true intent and meaning of the drawings and specifications. This shall include the provision of all materials and labour and the performance of all workmanship (together with the provision and use of all tools, plants and equipment, chemical and toiletries) necessary for the proper execution of the works described. Allow the sum for preliminaries to comply with the conditions of contract and specifications. | NOTE | NOTE | NOTE | NOTE | |
| A | <u>INSURANCES:</u> Public Liability | Lump | | sum | | |
| B | Fire Insurances | Lump | | sum | | |
| C | Workmen's Compensation. | Lump | | sum | | |
| 2. | <u>DAILY WORKS</u> | | | | | |
| 2.1 | Hard Flooring maintenance (sweeping and Mopping / spot wet mopping) at covered walkways, car porch, corridors and the surrounding as directed by S.O at least Four (4) times | Monthly Daily (Everyday 1 Month) | | 12 | | |
| 2.2 | Vacuuming Carpets at least two (2) times | Monthly Daily (Everyday 1 Month) | | 12 | | |
| 2.3 | Toilet Cleaning / sanitizing including replenishing of the Toilet supplies Every hour each day | Monthly Daily (Everyday 1 Month) | | 12 | | |
| 2.4 | Ablution Cleaning / sanitizing Every hour each day | Monthly Daily (Every 1 Month) | | 12 | | |
| 2.5 | Rubbish collection and Disposal At Least 2 Times Per Day | Monthly Daily (Every 1 Month) | | 12 | | |
| 2.6 | Removing and cleaning the rubbish, waste materials, plants, debris etc., around the lagoon and at all perimeter surrounding lagoon as directed by OIC At least 2 Times | Monthly Daily (Every 1 Month) | | 12 | | |
| 3. | <u>WEEKLY WORKS TWO TIME</u> | | | | | |
| 3.1 | Dusting wiping of furniture and fixtures and internal cleaning to minarets and Third Floor areas. Once a week | Monthly Daily (2 Time Per Month) | | 12 | | |
| JUMLAH DIBAWA KE DEPAN AMOUNT CARRIED FORWARD | | | | | | |



BDP- 15-25-3-R1

| Bil. No. | Keterangan / Description | Unit Unit | Kadar Rate | Kuantiti Quantity | Jumlah Amount | |
|---|---|-------------------------------------|------------|-------------------|---------------|---|
| | | | | | \$ | € |
| JUMLAH DIBAWA DARI DEPAN / AMOUNT BROUGHT FORWARD | | | | | | |
| 3.2 | Cont. WEEKLY WORKS Glass windows and door, panels grilles/lovers, member, partition cleaning and the like as directed by OIC Once a week | Monthly Daily (Weeks 4 Times) | | 12 | | |
| 3.3 | Drain cleaning with sweeping and using water jet pressure pump. Once a week | Monthly Daily (Weeks 4 Time) | | 12 | | |
| 3.4 | General cleaning of all fountain water area/pool (3 nos), ablution pool and lagoon pool as directed by OIC. All to OIC satisfaction Once a week | Monthly Daily (Weeks 2 Time) | | 12 | | |
| 3.5 | General cleaning work to "Bahtera" at lagoon. Etc., as per SO instruction, satisfaction and approval. (as per proper tools and equipment etc., with prepare small boat by the contractor) Once a week | Monthly Daily (Weeks 2 Time) | | 12 | | |
| 4. | MONTHLY WORKS | | | | | |
| 4.1 | High dusting – ceiling, walls, light diffuser and air-condition cleaning Once a week | Monthly Daily (Month 2 Time) | | 12 | | |
| 4.2 | Remove all plants, other impurities etc., that steak to the flat roof or roof finishes clean and unblock rubbish from gutter / downpipes to outlet / drain using necessary tools / equipment's or water jet pressure where applicable. (No sweeping or cleaning using sharp object to the waterproofing membrane at the flat roof or metal roofing) Twice a month | Monthly Daily (2 Time Per Month) | | 12 | | |
| 5. | EXTERNAL BUILDING CLEANING WORK | | | | | |
| 5.1 | <i>To provide temporary scaffolding and props, proper propping to execute installing the external wall etc., To remove and clean the dirt, black stain, water stain, efflorescence etc., of the external wall surfaces of the mosque building and minaret by using water jet pressure and necessary equipment with fresh clean water together with appropriate DETERGENT SOLUTION where applicable, including repair any cracks and fissures, including plastering with water repellent coating (sealer), take out all the grass at wall or small tree, including make good and reinstate all works disturbed to the original position after the completion of the cleaning work. All to S.O satisfaction with good appearance building.</i> <i>Note:-</i> <i>Great cares shall be taken during the cleaning of the SHANGHAI WALL PLASTERED to avoid from damaged surfaces.</i> Note:- 1. Must be have every hour Cleaning Inspection Card every Toilet 2. All the works must be used company uniform every working hour. 3. The contractor must be supplying the works can speak Malay or English language. 4. The contractor must be supplying the Muslim works only. 5. BBDP TP1 will be prepare Monthly Attendance. <i>Note: Refer to specification on specific task for scope of work details on page SP/1 until SP/9</i> | Time | | 1 | | |
| JUMLAH KESELURUHAN BAGI RINGKASAN TAWARAN INI TOTAL AMOUNT FOR THIS SUMMARY OF TENDER | | | | | | |



APPENDIX



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 |
|-------------------------|-------------------------------|---|
| | | |
| Jumlah Total | | |

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 Penender:

Signature of Tenderer:

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: _____ Bangsa : _____

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 barangan / perkakas / perkhidmatan sebagaimana dalam

Tawaran / sebutarga bilangan : _____

Tarikh: _____

| |
|---------------------|
| COP SYARIKAT |
| |

(_____)
 Pemilik Syarikat / CEO / Pengarah

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

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

Arahan:
 Borang yang siap diisikan 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. : _____

Project Title : _____

Name of Tenderer : _____

Date of Site Visit : 04 / 10 / 2025 Time : 9.00 AM/PM *First Site Visit

Time : _____ AM/PM *Second Site Visit

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 attach this Form A together with the quotation submission

Tenderer's Signature : _____

Tenderer's Name : _____

Date : _____



Site Visit attendance:

| No. | Name | Organisation | Contact No. | Signature |
|-----|------------------------------|--------------|-------------|-----------|
| 1. | HAJI RAZIMEY BIN HAJI SALLEH | TP1 | 8669282 | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |

****Notes: Please do contact the S.O who in charge the project as mentioned above for any inquiries.**

