

BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

TAWARAN SEBUT HARGA

BIL. SEBUT HARGA: KHEU / BDP / 164 / 016 / 2026

TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06) "OTIS" PASSENGER LIFT AT INSTITUT TAHFIZ AL-QURAN
SULTAN HAJI HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM

TARIKH TUTUP TAWARAN : 24 Jun 2026 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 II, III, IV & V dan Kategori KPME02 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 **B\$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/Senarai%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 / 016 / 2026

**PROJECT : TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06)
"OTIS" PASSENGER LIFT AT INSTITUT TAHFIZ AL-QURAN SULTAN HAJI
HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM**

CLASS : II, III, IV & V

CATEGORY : KPME02

CLOSING DATE : WEDNESDAY 24 JUNE 2026 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**



TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06) "OTIS" PASSENGER LIFT AT INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM

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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 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 **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 24 Jun 2026 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 / 016 / 2026 Quotation Closing Date : 24 Jun 2026

Project Title : TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06) "OTIS" PASSENGER LIFT AT INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM





BUILDING AND MAINTENANCE SECTION
MINISTRY OF RELIGIOUS AFFAIRS
NEGARA BRUNEI DARUSSALAM

Quotation For : TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06) "OTIS" PASSENGER LIFT AT INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM

Quotation No. : KHEU / BDP / 164 / 016 / 2026 Closed on : 24 Jun 2026 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.

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 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.
- 3.3.4 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 forbore 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	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 ends 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.	_____
2.0	Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay) $\frac{\text{Total Contract Sum}}{\text{Total Contract Period (No. of Days)}} \times 15\%$	B\$ _____ per day
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)	_____ Months
4.0	Retention Sum: (If none stated, FIVE (5%) PERCENT of the Contract Sum)	_____ % of the Contract
5.0	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)	$\leq$ B\$ _____ $\geq$ B\$ _____
6.0	Approximate Maximum Total Value of All Job Orders for the Contract Period: (If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSANDS) 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.	$\leq$ B\$ _____



BORANG PENGAKUAN
DECLARATION FORM

BILANGAN SEBUT HARGA (<i>QUOTATION NO.</i>)	: KHEU / BDP / 164 / 016 / 2026
TAJUK SEBUT HARGA (<i>QUOTATION TITLE</i>)	: TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06) "OTIS" PASSENGER LIFT AT INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM
KEMENTERIAN / JABATAN (<i>MINISTRY / DEPARTMENT</i>)	:

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. Paspas Antarabangsa <i>Brunei Identity Card No. & Colour/ International Passport No.</i>	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*)



BILL OF QUANTITIES



TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06) "OTIS" PASSENGER LIFT AT INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM

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KHEU/BDP/164/016/2026

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LIFT MAINTENANCE PROCEDURE



BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

APPENDIX A

LIFT MAINTENANCE PROCEDURE

A. SERVICES TO BE PERFORMED EVERY TWO WEEKS

1. Check all bearing oils, oil rings, oil chains etc all machines should be carefully checked for abnormal temperature rise
2. Check all load wires of relays and contacts, check their movement.
3. Clean traction machine M-G set, relay panel, control panel, starting panel, selector governor, car gate, sill and pit.
4. Check Brake action and adjust necessary.
5. Check movement of door switched, gate switches and emergency stop switch.
6. Check indicator lamp and indicator.
7. Check annunciator lights, buzzer and car lights.
8. Check leveling difference, brake slippage, acceleration, deceleration and riding
9. Check movement of car control buttons, switches etc.
10. Check operation of weighting device.
11. Inspect all relay contacts for pitting and cleanliness. Clean if necessary with a contact abrading tool and then adjust contact gap and follow through to manufacturer's specification. Replace worn out contacts.
12. Inspect printed circuit boards for overheated components, replace if confirmed
13. Replace faulty charger circuit, indicating bulbs & meters, weak batteries with suitable capacity Ni-Cad wet type battery bank, or maintenance free battery. To-up inverter supply batteries & ARD panel batteries with distilled water where applicable.
14. Clean motor room and ensure Cooling / ventilation is sufficient.
15. Inspect Hoist way pits for accumulation of water, report to authority if confirmed. If the raising level damage the equipment or unsafe for passengers using the lift, pump out the water immediately until further repair works are carried out by the building maintenance authority.
16. Clean and vacuum the lift car. Use appropriate Johnson Aerosol wax to clean & polish the lift car interior finishing (Fomica, louvers etc)
17. Test emergency alarm / intercom system and replace faulty equipment & batteries.
18. Check all safety micro switches in the Escalator / Dumbwaiter for proper function and replace if found defective.
19. Check alignment of comb-plate to steps for Escalators and replace broken comb plate, also replace all the fused balustrade lighting lamps where applicable.

B. SERVICE TO BE PERFORMED EVERY MONTH

1. Turn grease cups for speed governor and compensating pulley.
2. Check and oil selector.
3. Top up rail lubricator
4. Clean ropes oil if necessary.
5. Clean M-G set's brush, brush holder and inside frame. Adjust slip ring is necessary. Check commutator.
6. Oil electric brake pin.
7. Oil all pins of door operator, door opening mechanism and door level.
8. Clean, oil and adjust door close and lever.
9. Clean hoist, beans slow down cams, outside cage, rails and counterweight rails.
10. Clean main sheave, secondary sheaves and rope sheaves on car top and counterweight top.
11. Clean brake wheel
12. Oil compensating rope-tensioning pulley



BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

C. SERVICES TO BE PERFORMED EVERY TWO MONTHS

1. Clean and oil door hangers, door rails, interior of hanger case. If necessary, adjust eccentric roller, car door hanger, door connecting ropes and chain.
2. Check door shoes.
3. Clean and oil safety gear.
4. Check oil and clean interior of door switch, gate switch. Replace worn parts if necessary.
5. Check flexible cable.
6. Check movement of limit switches.
7. Clean and check push buttons of car control switches.
8. Check and voltage of exciter and automatic voltage regulator.
9. Check the condition of commutator brushes of traction motor.
10. Check and clean the sleeve and plunger of the electro-magnetic brake.

D. SERVICE TO BE PERFORMED EVERY THREE MONTHS

1. Check the operation of terminal limit switches and final limit switches.
2. Check the governor switch.
3. Clean the brush holder and commutator of the door motor.
4. Check the traction rope for broken wire, wear, elongation and even tension. Adjust is necessary.
5. Using electric blower, remove the dust inside the M-G set, traction machine and control panel.
6. Clean the indicator.
7. Check the voltage of rectifier.

E. SERVICE TO BE PERFORMED EVERY SIX MONTHS

1. Check the operation of safety gear.
2. Check oil of oil buffer.
3. Check and clean the hall buttons and contact.
4. Check the compensation chain or robe.
5. Check and oil the bearing of door motor.
6. Grease the secondary sheave, car top sheave and counterweight top sheave.
7. Check the wear of guide shoes of car and counterweight.
8. Grease the bearings of generator. (about 30 grams)
9. Inspect hoist ropes for wear and possible renewal. Equalize tension on all hoist ropes
10. Inspect all electro mechanical parts for wear relating to the car door mechanism replace if necessary.
11. Inspect all the electrical & mechanism parts within the lift motor room for wear replace if necessary. Lubricate gear wheels & bearing if required and change gear / motor oil.
12. Inspect all relays, contactors, PC boards for possible wear & overheating replace if necessary.
13. Inspect all safety devices, governors and to carry out normal safety tests and load test to ensure the function of overload safety device
14. Check that the motor overload protection dashpots and oil buffer have an adequate oil level if fitted
15. Test emergency inverter supply circuit & automatic rescue device circuit if installed. If defective replace faulty PC boards, relay, charger circuit, NiCad battery bank etc. Top up battery water where applicable
16. Cleaning removal of rust and painting lift car top equipment, car exterior and all motor room equipment with the original matching colour, wherever necessary.



BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

F. SERVICES TO BE PERFORMED EVERY YEAR

1. Clean the connection on box of every floor, car cage. Tighten all screws and check the condition of cables at conduit inlet and outlet.
2. Check and condition of worm gear and thrust bearing of the gearbox.
3. Check and tighten screws of control panel, starting panel and relay panel.
4. Remove the dust inside the landing inductor switch by electric blower.
5. Test all safety devices.
6. Dismantle, clean and adjust the electro-magnetic brake of gearless machines.

G. SERVICE TO BE PERFORMED EVERY TWO YEARS

1. Change gear oil motor oil.
2. Check and tighten screws and foundation bolts of traction machine, secondary sheaves, exterior of lift frame, guide rail, clamp and brackets etc.
3. Test the over current relays.
4. Dismantle, clean and check the bell bearing etc. of M-G set.



APPENDIX B

YEARLY SCHEDULED MAINTENANCE CHECK CHART

MONTHS		1 ST		2 ND		3 RD		4 TH		5 TH		6 TH		7 TH		8 TH		9 TH		10 TH		11 TH		12 TH	
SERVICING		1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND
MACHINES ROOM	MACHINES, M.G SET			*										*			*							*	
	CONTROLLER			*										*			*							*	
	SELECTOR	*			*									*											
	GOVERNOR													*											
CAR TOP	GROUP OPERATION	*		*																					
	EQUIPMENT					*	*			*	*						*	*			*	*		*	
	CAR DOORS							*	*											*	*				
	OPERATOR							*	*											*	*				
	ROPES													*	*										
	SAFETY					*	*			*	*					*	*	*	*			*	*		
HOISTWAY	HOISTWAY					*	*										*	*	*			*	*		
	SILLS & ENTRANCES																								
	LIMIT SWITCHES																								
	GUIDE RAILS					*	*			*	*						*	*	*			*	*		
	COUNTERWEIGHT																*	*							
CAR CAGE	INTERIOR	*	*									*	*								*	*		*	*
	CAR DOORS SAFETY							*	*											*	*			*	*
PIT	PIT EQUIPMENT											*	*												
	LIMIT SWITCHES											*	*												
	UNDERSIDE OF CAR & SAFETY											*	*												
ON EVERY VISIT	MACHINES ROOM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	ENTRANCE	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	CAR CAGE	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CHECK/CLEAN	H/KEEPING: M/ROOM, CARTOP, PIT	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*



DATE OF VISIT

SIGNATURE

APPENDIX



[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):

[illegible]

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):*

Bil. No.	Jenis Type	Kuantiti Quantity	No. Modal Model No.	Kapasiti Capacity	Remarks

**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:

Bil. No.	Kerja Works	Kepada To	Remarks

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 / 016 / 2026

Project Title : TWENTY-FOUR MONTHS COMPREHENSIVE MAINTENANCE OF SIX (06) "OTIS" PASSENGER LIFT AT INSTITUT
TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, ONG SUM PING, NEGARA BRUNEI DARUSSALAM

Name of Tenderer :

Date of Site Visit : Time : 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

Tenderer's Signature : _____

Tenderer's Name : _____

Date : _____

Company's Stamp

Site Visit attendance:

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

