

BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

TAWARAN SEBUT HARGA

BIL. SEBUT HARGA: KHEU / BDP / 164 / 023 / 2026

TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO KEMENTERIAN HAL EHWAL
UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM

TARIKH TUTUP TAWARAN : 22 Julai 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 I & II dan Kategori KPB 12 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 laku.
 - ii. Syarikat / pemborong hendaklah membuat pembayaran **BS5.00** 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/ 023/2026

FOR

**PROJECT : TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING
AND GRASSCUTTING WORKS TO KEMENTERIAN HAL EHWAL UGAMA BOTH
BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM.**

CLASS : I & II

CATEGORY : Kelas I & II Kategori KPB 12

CLOSING DATE : 22 July 2026, NOT LATER THAN 2.00 PM

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



TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO KEMENTERIAN
HAL EHWAL UGAMA BOTH BUILDING COMPOUND, 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) 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 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 **UNIT PENYELARAS DAN PEMANTAUAN PROJEK, BAHAGIAN BANGUNAN DAN PEMELIHARAAN, KEMENTERIAN HAL EHWAL UGAMA.**

The completed tender documents are to be lodged on or before 22 July 2026 PM 2.00pm 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

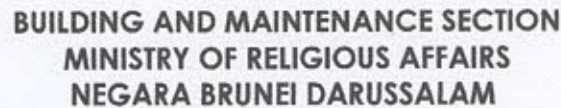
The top part of the sealed envelope must be written stating the following :-

Quotation No. : KHEU / BDP / 164 / 013 / 2026 Quotation Closing Date : 22 July 2026

Project Title : TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM.

* Delete As Necessary





Quotation No. : KHEU / BDP / 164 / 023 / 2026 Closed On : Receipt No. :

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 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 Sum
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\$ _____



DECLARATION FORM



BORANG PENGAKUAN
DECLARATION FORM

BILANGAN SEBUTHARGA
(QUOTATION NO.)

: K422/BDP/164/023/2026

TAJUK SEBUTHARGA
(QUOTATION TITLE)

: TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM.

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. Paspot 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 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)



SCOPE OF WORKS



**TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS
TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM**

SCOPE OF WORKS

1. The scope of work shall include, but not be limited to, the provision of all necessary labour, materials, equipment, tools, plant, transportation, establishment charges, overheads, profit, and all other items required for the proper and satisfactory execution and completion of the Works.
2. The work in this contract comprises of:
 - a. Grass cutting within the compounds of all Kementerian Hal Ehwal Ugama buildings, including canteen areas. The Works shall also include grass cutting within a One (01) metre strip outside the compound boundary, along the existing perimeter fencing, and within the external areas of the main entrance extending to the nearest public road.
 - b. Clearing of drainage, driveway, parking area, roadside outlet etc.
 - c. Clearing and disposal of rubbish, debris etc.
 - d. Cutting down trees including grubbing up roots and filling voids with imported fill.
3. The Grass Cutting and Ground Maintenance works shall be carried out twice monthly.
4. The Tenderer will be required to provide minimum of 2 no. of labours to carried out the above works.
5. The Tenderer shall be responsible for preparing a Service Delivery Order Form for each completed grasscutting service (i.e. twice per month). The form shall be duly signed and endorsed by the authorised representative of Kementerian Hal Ehwal Ugama upon completion of the works. Copies of the approved forms shall be submitted to the S.O. together with the payment claim. Failure to submit the duly completed and approved Service Delivery Order Forms may result in the withholding or reduction of payment.
6. The Successful Tenderer shall, upon the instruction of the S.O., carry out additional grass-cutting and ground maintenance works as may be required in connection with any official function, event, or special occasion held within the premises. Such additional works shall be deemed to be included in the Contract and shall be carried out at no additional cost to the Government.



SPECIFICATIONS



**TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS
TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM**

SPECIFICATIONS

1. PRELIMINARIES AND GENERAL CONDITIONS

1.1. LABOUR AND EQUIPMENT

1.1.1. Supply of labours for the proper execution of the works.

1.1.2. Provide and maintain all necessary plant, equipment, tools and vehicles such as wheelbarrows etc for the proper execution and completion of the works. Upon completion of the Works, equipment, tools, vehicles, debris, and temporary materials shall be removed from the Site, and the affected areas shall be left in a clean and tidy condition.

1.2. INSURANCE AND WORKMEN COMPENSATION

1.2.1. The Tenderer 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.

1.3. EXISTING PROPERTY AND SERVICES

1.3.1. The Tenderer shall be responsible and immediately report to the S.O, or authority concerned on any accident or incident irrespective of whether injury to personnel, damage to property, structures, services etc and shall take remedial measures to the satisfaction of the S.O or the authorized concerned at the Contractor's own expenses.

1.4. CLEANLINESS

1.4.1. The Tenderer shall ensure that the site and the surrounding are always in good condition, clear up and remove from the site all rubbish, debris, plant, surplus materials on every completion of the work.

1.4.2. The Tenderer is responsible for keeping all materials or equipment in a safe and proper place and perform the works in a healthy and safe manner.

2. WORKMANSHIP

2.1. MAINTENANCE OF GRASS

2.1.1. CUTTING

2.1.1.1. Grass shall be close cut as short as possible following general contours of the ground. The stock or blade of grass after each cutting shall not stand higher than 20mm above the ground level.

2.1.1.2. Mechanization in all maintenance operations for the cutting of grass, mowers of various capacities to suit site conditions shall be utilized to cut the grass. The S.O may specify the type of machines to be used, and the tenderer shall comply to such requirements. For example, cylinder or reel mowers shall be used for cutting fine turf such as Bermuda grass, while a 'ride on' rotary-cut mower may be used for mowing the sports field.



**TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS
TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM**

2.1.1.3. In relation to the sports field, mowing shall be carried out at 2-week intervals. The S.O may order more frequent mowing in this area, in which case the contractor will be paid at a rate agreed in the contract for single mowing.

2.1.2. TRIMMING OF EDGES

2.1.2.1. Grass growing in the cement joints of footpaths, paver blocks and along the edges of the roads adjacent to or directly fronting the drains, side tables, Centre medians, circuses etc shall be cut or manually weeded out and cleared. The tenderer shall allow for such provision at their tendered rate as claims for extra payment shall not be entertained.

2.1.3. CUTTING OF GRASS AROUND TREES, SHRUBS AND STREET FURNITURE, ETC

2.1.3.1. The Tenderer shall ensure that no damage caused to tree, shrubs, street furniture, etc while cutting the grass. With mature trees (girth at and above 200mm measured at 1m above ground level) and street furniture. The Tenderer shall employ a weed eater or other proper grasscutting machine to close cut the grass right up to the bases of tree or street furniture without causing damage. To avoid damaging shrubs, young trees (girth less than 200mm) and other plants, the tenderer shall cut the grass right up to edge of the planting bed only or the weeded areas of such plants.

2.1.4. DISPOSAL OF CUT GRASS, RUBBISH, ETC

2.1.4.1. All cut grass, cutting, trimming, loose stones rubbish, etc shall be collected, cleared from the site and disposed off expeditiously to the approved dumping grounds so as not to cause any nuisance to the public.

2.1.5. TURF REPAIR AND TOP DRESSING

2.1.5.1. Bare patches and dried up areas are often a result of soil compaction. When directed by S.O the tenderer shall rectify these areas regularly by vertical forking either manually or by use of verifying machines. This is best carried out before fertilizing or liming. The ground shall then be prepared by re-turfing, re-springing or re-seeding.

2.1.5.2. Top dressing shall be carried out as necessary or directed by the S.O. This applies to all grass areas and particularly to the sports playing field where the aim is to achieve and maintain a level and firm grass covered area free from bumps and depressions. Some initial top dressing and leveling may be necessary as part of this contract to achieve this standard. Materials to be used for top dressing shall first be approved by the S.O.

2.1.6. WATERING

2.1.6.1. Watering of all trees, shrubs, grass and other plants to maintain satisfactory growth.

2.1.7. PRUNNING AND TRIMMING

2.1.7.1. Pruning of trees once every 6 months including additional pruning as and when required by S.O under special or exceptional circumstances.



**TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS
TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM**

2.1.7.2. Pruning of shrubs and ground covers to maintain shape including additional pruning as and when required by S.O under special or exceptional circumstances

2.1.8. WEEDING

2.1.8.1. Keeping all planted areas including trees, shrubs and groundcovers in a weed free condition by hand weeding or hoeing. Works include removing offsite all weeds and rubbish from the weeding operation to approved dumping grounds.

2.1.9. TILING AND FORKING

2.1.9.1. Tiling to loosen compacted soil and keeping good soil aeration around trees, shrubs and other plantings.

2.1.10. CLEARING OF COMPOUND AND DRAINS

2.1.10.1. All refuse (paper, drink cans, containers etc) in the areas covered by this contract shall be collected and the site maintained in a clean and tidy condition. Collected refuse may be removed from the site and specified for other waste garden materials or properly bagged and deposited at the disposal site.

2.1.11. INSPECTION

2.1.11.1. Quarterly inspections of the site by the S.O, Contractor and other relevant parties will be carried out to check on progress of work included in the contract where necessary.



MONTHLY ACTIVITY SCHEDULE



TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNEI DARUSSALAM

MONTHLY ACTIVITY SCHEDULE

FREQUENCY	ACTIVITY
Daily	• Watering and weeding of the carpet grass plant / cow grass and other ground coverings including replacement of dead plants and trees. • Collect and remove all refuse, litter, rubbish, dry leaves and debris, including but not limited to paper, drink cans, plastic containers and other waste materials. All collected refuse shall be properly bagged and removed from the site on the same day.
Weekly	<u>OUTDOOR PLANTS IN POTS / WALL HANGGING PLANTERS / PLANTER LANDSCAPPING</u> • Spraying of fertilizer (NPK-15-15-15) include in the water sprinkler system • Spraying of insecticides (Decis)
Monthly	• Trimming / pruning of plants, shrubs, ground coverings and carpet grass / cow grass edging including trimming of the trees frontage area • Application of "Bayer Tamaron Special" pesticide or approved equivalents as per manufacturer's specification and other required pesticides getting rid of harmful 'bugs'
Bi- Monthly	• Cleaning and clearing including unblock any debris etc compound drain and external perimeter drain • Grass cutting moving or rolling carpet grass using proper lawn mower including close cut grass on level, shapes, side tables, embankments. <u>OUTDOOR PLANTS IN POTS / WALL HANGGING PLANTERS / PLANTER LANDSCAPPING</u> • Weeding the related plants with the use of proper tools. • Disposal of rubbish debris • Trimming / Pruning of plants. • Watering of plants • Replace dead or damaged plants



MS/1

BILL OF QUANTITIES



RINGKASAN SEBUTHARGA
SUMMARY OF QUOTATION

Tajuk / Title : TERM CONTRACT (12 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO KEMENTERIAN HAL EHWAL UGAMA BOTH BUILDING COMPOUND, NEGARA BRUNBEI DARUSSALAM.

Bil. Sebutharga : KHEU/BDP/164/013/2026 **Ruj. Permohonan :** **No. KHEU :**
Quotation No. Request Ref. KHEU No.

Muka 1 **Dari** 2
Page **Of**

Bil. No.	Keterangan / Description	Unit Unit	Kadar Rate	Jumlah Amount		
				Kuantiti Quantity	\$	¢
	NOTES: 1. Please refer to the attached monthly activity schedule (refer MS/1) 2. The monthly report is to be submitted for monthly progress payment. Failure to produce the supporting document, the claim will not be entertained. 3. The Successful Tenderer shall provide minimum of two (2) gardeners full time to carry out item 1.0- 5.0. Failure to provide the minimum number of gardeners as stipulated shall result in a penalty of \$30.00 per day 4. The works under this Contract shall be carried out at the compounds of Kementerian Hal Ehwal Ugama buildings including all surrounding external areas and canteen premises					
1.0	PRELIMINARIES					
1.1	Allow for sum considered necessary to comply with the requirements of Preliminaries and Condition of Contract and site safety & health and for every item of cost the contractor is required to provide for the proper execution and completion of the works. Plants, Tools and Vehicles, Scaffolding and Ladder etc.	Lump		Sum		
2.0	INSURANCES					
2.1	Allow for all expenses incurred including payments of premium for providing insurance policies from an approved insurance company registered locally and which shall be valid up to the end of the contract period including of workmen compensation, public liability and fire insurance.	Lump		Sum		
3.0	GROUND MAINTENANCE WORKS					
3.1	Watering and Weeding Supply of labour, tools and materials for the watering and weeding of the carpet grass plants/ cow grass and the other ground coverings including replacement of dead plants, trees as directed by S.O to the Kementerian Hal Ehwal Ugama Both Building Compound area, Entrance Landscaping and Canteen Building (water to be supplied by KHEU existing water taps). (Daily)	Month		12		
3.2	Clearing of Compound area Collect and remove all refuse, litter, rubbish and debris, including but not limited to paper, drink cans, plastic containers and other waste materials, from all areas covered under this Contract. The Contractor shall always maintain the site in a clean, neat and tidy condition. All collected refuse shall be properly bagged and removed from the site on the same day. (Daily)	Month		12		
3.3	Cleaning of Drains Clearing and cleaning including unblock any debris etc at compound drain and external perimeter drain (Twice per month)	Month		12		
JUMLAH DIBAWA KE DEPAN AMOUNT CARRIED FORWARD						

ST 1



KHEUQ-15.25-3-R1

Bil. No.	Keterangan / Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount	
					\$	¢
	JUMLAH DIBAWA DARI DEPAN / AMOUNT BROUGHT FORWARD					
3.4	Application of Fertilizer Supply and apply fertilizers to the carpet grass and cow grass, shrubs & other ground coverings using either "Hoechst" NPK (15-15-15) or urea N46 as per manufacturer specification and as per directed by the S.O (Once a Month)	Month		12		
3.5	Trimming and Pruning Trimming / pruning of plants, shrubs, ground coverings and carpet grass / cow grass edging including trimming of the trees frontage area as per directed by S.O (Monthly)	Month		12		
3.6	Application of Pesticide Supply and apply "Bayer Tamaron Special" pesticide or approved equivalents as per manufacturer's specification and other required pesticide getting rid of harmful 'bugs' and as per directed by the S.O to carpet grass including plants and ground coverings. (Once a Month)	Month		12		
4.0	<u>GRASSCUTTING</u>					
4.1	To do grass cutting moving or rolling carpet grass using proper lawn mower including close cut grass on level, shapes, side tables, embankments by experienced / expert worker including 1-meter-wide grass cutting outside front fencing line. (Twice a month)	Month		12		
5.0	<u>OUTDOOR PLANTS IN POTS / WALL HANGGING PLANTERS / PLANTER LANDSCAPPING MAINTENANCE</u>					
5.1	Weeding the related plants with the use of proper tools as S.O instruction and satisfaction. (Twice a week)	Month		12		
5.2	Disposal of rubbish debris. (Twice a week)	Month		12		
5.3	Trimming / Pruning of plants. (Twice a week)	Month		12		
5.4	Watering of plants. (Twice a week)	Month		12		
5.5	Spraying of fertilizer (NPK 15-15-15) include in the water sprinkler system (Once a week)	Month		12		
5.6	"Spraying if insecticides (Decis) (Once a week)	Month		12		
5.7	Replace dead or damaged plants (Twice a week)	Month		12		
JUMLAH KESELURUHAN BAGI RINGKASAN TAWARAN INI TOTAL AMOUNT FOR THIS SUMMARY OF TENDER						

ST 2

KHEUQ-15.25-3-R1



APPENDIX



(a) PEKERJA TEMPATAN (Jumlah dan Bilangan %)

[illegible]

(b) PEKERJA ASING (Jumlah dan bilangan%)

[illegible]

[illegible]

TANDITANGAN PEMBORONG / SIGNATURE OF TENDERER:

TARIKH / DATE:



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 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 / sebutharga bilangan : _____

Tarikh: _____

(_____)

Pemilik Syarikat / CEO / Pengarah

COP SYARIKAT

Pengesahan Penerima Jabatan:		
Tarikh Penerima Pebekalan		
(Hendaklah Mengikuti seperti yang telah		
dijanjikan di dalam borang dokumen		
Sebutharga / kebenaran)		

Perhatian:

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

Arahan:

Borang yang siap diisi oleh pembekal yang diluluskan hendaklah disertakan bersama-sama dengan "Purchase Order" (P.O) dan invoice apabila tuntutan penyelesaian pembayaran dibuat.



AP/6

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

Quotation No. : _____

Project Title : _____

Name of Tenderer : _____

Date of Site Visit : ____ / ____ / 2026 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 attach 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.				



SV/1