

BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

TAWARAN SEBUT HARGA

BIL. SEBUT HARGA: KHEU / BDP / 164 / 024 / 2026

TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING AND HOUSEKEEPING WORKS AT BANGUNAN JABATAN HAL EHWAL SYARIAH (BANGUNAN LAMA KHEU), JALAN SUMBILING AND BANGUNAN MADRASAH, 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 S01 & S02 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 BS\$5.00 di Bahagian Kewangan, Tingkat 1, Kementerian Hal Ehwal Ugama atau melalui BIBD Online Payment bagi pembelian tawaran sebut harga.
 - iii. Setelah membuat pembayaran dan mendapatkan Resit Pembayaran bagi pembelian tawaran sebut harga, syarikat / pemborong hendaklah memuat turun (download) dokumen tawaran sebut harga di laman sesawang Kementerian Hal Ehwal Ugama: <https://www.mora.gov.bn/SitePages/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/ 024 /2026

FOR

**PROJECT : TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING
AND HOUSEKEEPING WORKS AT BANGUNAN JABATAN HAL
EHWAL SYARIAH (BANGUNAN LAMA KHEU),JALAN
SUMBILING AND BANGUNAN MADRASAH, NEGARA BRUNEI
DARUSSALAM.**

CLASS : I & II

CATEGORY : S 01 & S 02

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

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



**TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING AND
HOUSEKEEPING WORKS AT BANGUNAN JABATAN HAL EHWAL SYARIAH
(BANGUNAN LAMA KHEU),JALAN SUMBILING AND BANGUNAN MADRASAH,
NEGARA BRUNEI DARUSSALAM.**

TABLE OF CONTENT

<u>DESCRIPTION</u>	<u>PAGE</u>
1. TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)	TOC/1
2. FORM OF CONTRACT	FC/1
3. TERMS OF QUOTATION	TOQ/1 – TOQ/5
4. DECLARATION FORM	DF/1
5. SPECIFICATIONS*	
6. BILL OF QUANTITIES	ST1 – ST3
7. LIST OF DRAWINGS*	
8. APPENDIX	AP/1 – AP/6
9. FORM A – SITE VISIT	SV/1

NOTE: * Insert If Necessary



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 / 024 / 2026 Quotation Closing Date : 22 July 2026

Project Title : TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING AND HOUSEKEEPING WORKS AT BANGUNAN JABATAN HAL EHWAL SYARIAH (BANGUNAN LAMA KHEU), JALAN SUMBILING AND BANGUNAN MADRASAH, NEGARA BRUNEI DARUSSALAM.

* Delete As Necessary



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

Quotation For : TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING AND HOUSEKEEPING WORKS AT BANGUNAN
JABATAN HAL EHWAL SYARIAH (BANGUNAN LAMA KHEU),
JALAN SUMBILING AND BANGUNAN MADRASAH,
NEGARA BRUNEI DARUSSALAM.

Quotation No. : KHEU / BDP / 164 / 014 2026 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 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

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 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\$ _____



BORANG PENGAKUAN
DECLARATION FORM

BILANGAN SEBUTHARGA
(QUOTATION NO.)

TAJUK SEBUTHARGA
(QUOTATION TITLE)

TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING
AND HOUSEKEEPING WORKS AT BANGUNAN JABATAN HAL
EHWAL SYARIAH (BANGUNAN LAMA KHEU),JALAN SUMBILING
AND BANGUNAN MADRASAH, 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 <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 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)



BILL OF QUANTITIES



RINGKASAN TAWARAN
SUMMARY OF TENDER

Tajuk / Title : TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING AND HOUSEKEEPING WORKS AT BANGUNAN JABATAN HAL EHWAL SYARIAH (BANGUNAN LAMA KHEU),JALAN SUMBILING AND BANGUNAN MADRASAH, NEGARA BRUNEI DARUSSALAM.

Bil. Sebutarga : KHEU/BDP/164/01/2026
Quotation No.

Ruj. Permohonan
Request Ref.

No. JKR :
PWD No. :

Muka 1 Dari
Page Of 3

Bil. No.	Keterangan Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount	
					\$	¢
1.	NOTE: Contractor shall <u>provide at least FIVE (05) CLEANERS and ONE (1) SUPERVISOR at all time</u> to ensure adequate and efficient cleaning works operation. The full-time cleaners shall also be available at our disposal for carrying out additional works as directed by the Officer in Charge (OIC). Cleaners provided are to be approved by OIC before commencement of the contract.					
2.	Contractors to provide uniforms, overalls or recognition tags to all employees for easy identification to the OIC and his representatives.					
3.	Failure for the contractor to provide the required manpower without any prior notice to the Supervising Officer or his representatives, the contractor shall be penalized for \$30.00 per day for each cleaner and \$50.00 per day for supervisor not provided as decided by the OIC.					
4.	Supervisor provided must be able to read, write, speak and understand either English or Malay.					
5.	Supervisor provided are to report daily or weekly to the OIC or his representatives as per OIC instructions.					
6.	Contractors to submit monthly cleaning reports complete with pictures (before, during and after) for OIC acknowledgement and record.					
7.	The monthly report is to be submitted for monthly progress payment purposes. Failure to produced the supporting documents, The claim will not be entertained.					
8.	LOCATION:- <u>I) BANGUNAN JABATAN SYARIAH (BANGUNAN LAMA KHEU)</u> Ground Floor to Third Floor – The whole Building compound including garage, roadways, parking lots and VIP porch. <u>II) BANGUNAN MADRASAH)</u> Ground Floor to Second Floor – The whole Building compound including garage, roadways, parking lots and VIP porch.					
9.0	<u>PRELIMINARIES: -</u> Allow the sum of preliminaries to comply with the conditions of contract and Specifications but not limited to the following:					
9.1	Plants, tools, vehicles, scaffolding and ladder etc.	LS		LS		
9.2	Health, Safety and Environment requirements as required by the Government of Brunei Darussalam.	LS		LS		
9.3	<u>Insurance's policies:</u> a) Workmen's compensation b) Public liability c) Fire Insurance	LS LS LS		LS LS LS		
Jumlah DIBAWA KE DEPAN AMOUNT CARRIED FORWARD						

ST 1



KHEU/BDP/ /2025-15.25 3B

Bil. No.	Keterangan Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount	
					\$	¢
Jumlah dibawa dari depan/ Amount brought forward						
10.0	<u>JANITORIAL WORKS</u> Supply all labour, materials, tools, machineries, equipment, etc. for the cleaning works to the satisfaction of the OIC.					
10.1	<u>Floor carpet</u> • Vacuumed (Once a week) • Spot stain cleaning (Once a week) • Spin-bonnet cleaning/shampooing (Once per 4 weeks)	Month Month Month		12 12 12		
10.2	<u>Floor tiles / Timber laminated / Vinyl / Rubber flooring</u> • Sweeping and moping (Daily) • Burnishing/buffing (Once per 4 weeks) • Scrubbing and polishing with wax especially at Lobby area (Once per 3 Months) • Shampooing the external tile area	Month Month Time Time		12 12 4 4		
10.3	<u>Toilet / Washrooms</u> • Thorough toilet washing and deodorizing (Twice Daily) • General cleaning (Twice Daily) • Check and replenish tissue roll and hand soap (Twice Daily) • Floor scrubbing with approved chemicals (Once a week) Spray air freshener / deodorizer after cleaning.	Month Month Month Month		12 12 12 12		
10.4	<u>Internal glass and Windows</u> Dusting and wipe to remove smears (Daily) Glass window and door, panels grilles/lovers, member, partition cleaning and the like. (Once a week)	Month		12		
10.5	<u>External glass windows / Building facade including M&E features</u> Thorough cleaning (Once per 26 weeks)	Times		2		
10.6	<u>Tables / Workstation / Counters / Furniture / Fixtures / Computer / Telephones</u> Dusting wiping of furniture and fixtures and internal cleaning. (Daily)	Month		12		
10.7	<u>Rubbish bins</u> • Collect & dispose rubbish (Daily) • Replace plastic liners	Month		12		
10.8	<u>Ceiling & Internal Walls</u> • Vacuum (Once per 4 weeks) • High dusting and cleaning to internal ceiling, wall, light diffuser, chandelier and air-condition cleaning.	Month		12		
10.9	<u>Roof slabs, Rainwater Drainage & Gutters</u> • Remove all plants, other impurities etc.; that steak at the flat roof or roof finishes clean and unblock rubbish from gutter / downpipes to outlet / drain using necessary tools / external concrete drains / waterjet pressure where applicable. (Once per 4 weeks)	Month		12		
JUMLAH KESELURUHAN BAGI RINGKASAN TAWARAN INI TOTAL AMOUNT FOR THIS SUMMARY OF TENDER						

ST 2



Bil. No.	Keterangan Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount	
					\$	¢
Jumlah dibawa dari depan/ Amount brought forward						
11.0	<u>Apron / perimeter drain & external drain</u> • Jet wash and desilting of drain (Once per 4 weeks)	Month		12		
11.1	<u>Car park & Compound area</u> • Litter pickup (Daily and as required) • Sweeping (Once a week and as required)	Month		12		
12.0	<u>MAINTENANCE OF GRASS</u> • Grass cutting, cleaning out and removal of rubbish, tall grass, shrubs, bushes and the likes including 2m outside the compound area and along the existing perimeter fence. Works also include to cut grass to external compound area at main entrance to the nearest main road drain including to clear grass and plants growing on and along the perimeter fencing. • To blow dry leaves and to clear and remove all weeds growing along the road kerb, RC drain and pavings. Frequency: Minimum Twice a month or as necessary	Month		12		
JUMLAH KESELURUHAN BAGI RINGKASAN TAWARAN INI TOTAL AMOUNT FOR THIS SUMMARY OF TENDER						



ST 3

KHEU/BDP/ /2025-15.25 38

APPENDIX



[illegible]

TARIKH / DATE:

BIL QUOTA BURUH YANG TELAH DIBENARKAN / QUOTA NUMBER APPROVED:
TARIKH KEBENARAN / DATE OF APPROVAL:

BIL. NO.	NAMA PROJEK NAME OF PROJECT	LETAK LOCATION	HARGA COST	TARIKH SIAP COMPLETION DATE	% KERJA SIAP % COMPLETED	JUMLAH TENAGA MANUSIA NO. QUOTA USED
Jumlah / Total						
BAKI YANG BELUM DIGUNAKAN / BALANCE OF LABOUR QUOTA NOT USED						

TANDANGAN 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: _____



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 dokuman		
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.



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.				



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: _____

