

**SYARAT- SYARAT DAN PERATURAN DALAM MENYERTAI TAWARAN  
KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN**

1. Tawaran ini hanya dipelawa kepada Syarikat-Syarikat yang berdaftar dan terdiri daripada rakyat Kebawah Duli Yang Maha Mulia Padula Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan hanyalah dipelawa kepada Syarikat / pemborong yang berdaftar dengan Kementerian Pembangunan mengikut Kelas dan Kategori yang telah ditetapkan.
2. Pemohon-pemohon mestilah menyertakan
  - a. Salinan Sijil Pendaftaran Perniagaan 16 & 17 / Form X yang masih sah,
  - b. Salinan Sijil Pendaftaran Kontraktor & Pembekal Kelas I, II & III Kategori S02 sahaja yang masih sah,
  - c. Salinan Kad Pintar Pemilik / Pengurus,
  - d. Salinan Resit Pembayaran Yuran Tawaran,
  - e. Salinan Certificate of Tax Compliance (COTC),
  - f. Salinan Penyata tahunan Annual Return,
  - g. Salinan Sijil Pendaftaran Tabung Amanah Pekerja (TAP),
  - h. Salinan Penyata Pekerja Tabung Amanah Pekerja (TAP) yang terkini,
  - i. Serta Salinan Pengesahan Prestasi Syarikat ( Jika pernah berkontrak dengan Kernenterian lain )
3. Pemohon yang mempunyai "Nature of Business" di dalam bidang pembekalan berkenaan, sebagaimana yang dinyatakan di dalam Sijil Pendaftaran Perniagaan 16 & 17 akan diutamakan.
4. Borang tawaran sebut harga bolehlah **dimuat turun (download)** melalui laman sesawang **Kementerian Hal Ehwal Ugama** ([www.kheu.gov.bn](http://www.kheu.gov.bn)) dan seterusnya mencetaknya sendiri **tanpa membuat sebarang perubahan**.
5. Pemohon hendaklah menggunakan **Borang Asal** yang dikeluarkan oleh **Kolej Universiti Perguruan Ugama Seri Begawan**.
6. Yuran E-Dokumen : \$5.00 (Tidak Dikembalikan).
7. Penerangan lanjut bagi mengikuti sebutharga bolehlah datang terus ke **Pejabat Estet, Kolej Universiti Perguruan Ugama Seri Begawan** atau di talian **2236277/8384000**.
8. Borang Pengakuan (*Declaration Form*) Penender hendaklah **diisikan dengan lengkap** dengan menyatakan bahawa syarikat yang ikut serta **tidak mempunyai** kepentingan atau pertalian keluarga dalam syarikat-syarikat lain yang menyertai tawaran sama dan menyenaraikan nama-nama pekerja tempatan yang berkerja di Syarikat yang mengikuti tawaran.
9. Borang tawaran hendaklah diisi dengan lengkap dan disertakan dengan dokumen-dokumen yang diperlukan hendaklah dimasukkan ke dalam satu sampul surat yang tertutup rapi dan menulis dengan jelas dengan menyatakan **Bilangan Tawaran, Nama Tawaran dan tarikh tutup tawaran** tanpa membubuhkan sebarang pengenalan atau identiti syarikat / pemborong.

Tarikh Tutup Menghantar borang tawaran : **Hari Selasa, 11 Safar 1447H/05 Ogos 2025M, tidak lewat jam 2.00 petang.**

10. Borang permohonan asal hendaklah diisi menggunakan dakwat **BIRU** sahaja. Sebarang perubahan dengan penggunaan **BLANCO** permohonan tawaran akan di **TOLAK**.
11. Borang tawaran hendaklah **dimasukkan** ke dalam **PETI KOTAK LEMBAGA TAWARAN KECIL, KEMENTERIAN HAL EHWAL UGAMA** ditujukan kepada :

**PENGERUSI  
LEMBAGA TAWARAN KECIL,  
TINGKAT 1, BAHAGIAN KEWANGAN  
KEMENTERIAN HAL EHWAL UGAMA  
NEGARA BRUNEI DARUSSALAM**

12. Tawaran yang diterima lewat dari tarikh dan masa yang telah ditetapkan, atau tawaran yang tidak lengkap **tidak akan dilayan** dan ianya tidak sah.

**PERINGATAN** - Penender menandatangani selepas tarikh tutup tawaran, penender menolak atau membatalkan selepas tawaran diterima atau selepas tawaran dimulakan atau penender enggan memenuhi tawaran selepas diberikan kebenaran akan dikenakan denda selaras dengan Garispanduan Perolehan Kerajaan, Kementerian Kewangan dan Ekonomi. Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam tidak akan terikat untuk memilih tawaran-tawaran yang terendah atau sebarang tawaran yang dipertimbangkan tidak munasabah





**CONTRACT FORM**

Contract No. \_\_\_\_\_ of 20 \_\_\_\_\_  
Vote. No. \_\_\_\_\_

Deliver this TENDER to the **PENGERUSI LEMBAGA TAWARAN KECIL, TINGKAT 1, BAHAGIAN KEWANGAN KEMENTERIAN HAL EHWAL UGAMA, NEGARA BRUNEI DARUSSALAM** at or before **2:00 PM** on \_\_\_\_\_.

To: **KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN** (i.e., the "Superintending Officer") for and on behalf of the Government of Brunei Darussalam.

The undersigned (i.e. the "Contractor", or the Contractor's heirs, executors, administrators, assignees, successors and duly appointed representative) offers to provide subject to the Conditions below, all the labour, materials, workmanship, tools, machinery and everything necessary for the entire completion to the satisfaction of the Superintending Officer of the Services in the execution of

**12 MONTHS TERM CONTRACT FOR JANITORIAL CLEANING/HOUSEKEEPING WORKS AT**

**KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN AT NEGARA BRUNEI DARUSSALAM (REQUOTATION)**

as described in the Specification, and/ or Drawings marked and numbered Drawing Ref: **Tender No.: KUPU SB/LTK/PE/01-04/2025-2026 (ii)**

(which form part of the Contract on acceptance)

Disini Saya / Kami ..... yang menandatangani di bawah ini menawarkan bagi pekerjaan diatas seperti berikut :-

Herein / We ..... the undersigned Tender for the above works as follows :-

I / We agree to execute any and all work up to the maximum value of B\$ \_\_\_\_\_,

(Brunei Dollars : \_\_\_\_\_ ONLY) under the terms of contract at,

+ (PLUS) ( \_\_\_\_\_ ) % Percentum

- (MINUS) ( \_\_\_\_\_ ) % Percentum

i.e. the Contract Sum which shall be payable by the Government or such sum as shall become payable under the Contract and according to the Conditions below, within ( \_\_\_\_\_ ) \* YEARS from the date of possession of site.

Tenderer's

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

(Company Stamp)

(Witness)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

For and on behalf of the Government of Brunei Darussalam, I accept the foregoing Tender under the Conditions expressed. (MTB Approval Ref. \_\_\_\_\_ dated \_\_\_\_\_)

[ \_\_\_\_\_ ]  
Head of Department

(Witness)

Signature: \_\_\_\_\_

Name: [ \_\_\_\_\_ ]

Date: \_\_\_\_\_

[ \_\_\_\_\_ ]  
Permanent Secretary

(Witness)

Signature: \_\_\_\_\_

Name: [ \_\_\_\_\_ ]

Date: \_\_\_\_\_

\*The time for completion MUST be filled in

June 2024





## CONDITIONS

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <p>1. The term "Superintending Officer" (or S.O.) includes anyone authorised in writing by the Superintending Officer to act on his behalf.</p>                                                                                                                                                                                                                                                                                                                                                | <p>Superintending<br/>Officer's<br/>Representative<br/>S.O's<br/>Instructions</p> |
| <p>2. (a) All S.O.'s instructions involving variations must be confirmed in writing by the S.O.<br/>(b) If the Contractor fails to comply within the period stated in the Appendix after he receives the S.O.'s written instruction then the S.O. may employ others to carry out all necessary work and recover all related costs from the Contractor.</p>                                                                                                                                     |                                                                                   |
| <p>3. Variations do not invalidate the Contract. All authorised variations will be paid or omitted as per:<br/>(a) similar or pro-rata rates in the Contract Documents; or<br/>(b) fair rates agreed between the S.O. and the Contractor.<br/>The final Contract Sum will be adjusted to incorporate the variations.</p>                                                                                                                                                                       | <p>Variations</p>                                                                 |
| <p>4. If the Contractor owes the Government any money under this Contract, the S.O. may deduct it from the Contractors' payments.</p>                                                                                                                                                                                                                                                                                                                                                          | <p>Deductions from<br/>Payments</p>                                               |
| <p>5. The Contractor shall not assign this Contract or sub-contract all or any portion of the Services without the S.O.'s written consent. The consent shall not be unreasonably refused to the prejudice of the Contractor. The Contractor is still solely and personally responsible for making sure that all terms, stipulations and conditions in this Contract are followed by such authorised sub-contractors.</p>                                                                       | <p>Sub-contracting</p>                                                            |
| <p>6. (a) Injury to persons The Contractor shall indemnify the Government any liability, loss, claim or legal actions in common law or by statute, which involve personal injuries or death of anyone during or due to the execution of the Services unless due to any act or neglect of the Government or its servants.</p>                                                                                                                                                                   | <p>Damage to<br/>Persons and<br/>Property</p>                                     |
| <p>(b) Injury to property - The Contractor shall be liable for and shall indemnify the Government any liability, loss, claim or legal action or any injury or damage to any property real or personal during or by reason of the Services being carried out as a result of negligence, omission or default of the Contractor, his agents, servants, authorised sub-contractor or to any circumstances within his control.</p>                                                                  |                                                                                   |
| <p>(c) Without prejudice to his liability under (a) and (b) above, the Contractor shall:<br/>(i) take the necessary insurances to cover his liability; and<br/>(ii) deposit the approved relevant policy/policies and premium receipts with the S.O.;<br/>and<br/>(iii) ensure that his sub-contractors do the same as in (i) and (ii).</p>                                                                                                                                                    |                                                                                   |
| <p>Otherwise the Government may take out the relevant insurances and deduct the premium paid from the Contractor's payments.</p>                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |
| <p>7. Before starting any work under this Contract, the Contractor must take out a Workmen's Compensation policy from an insurance company approved by the S.O. The policy or policies shall provide for compensation for any liabilities and all incidental and consequential costs and expenses to the Contractor and the Government including all its servants due to any legal actions by any workman employed by the Contractor and any sub-contractors in carrying out this Contract</p> | <p>Workmen's<br/>Compensation</p>                                                 |
| <p>8. If the Contractor fails to take out or renew the insurances referred in Clauses 6 and 7 in joint names with the Government, the S.O. may do so and deduct the expenses from the Contractor's payment.</p>                                                                                                                                                                                                                                                                                | <p>Default</p>                                                                    |
| <p>9. (a) Possession of the Site shall be as in the Appendix.<br/>(b) The S.O. may extend the Contract Period not exceeding twenty-five (25) percent of the original Contract Period.</p>                                                                                                                                                                                                                                                                                                      | <p>Contract Period</p>                                                            |



**Determination of Contract**

10. (a) If the Contractor:

- (i) Fails to provide the Services with reasonable diligence and/or regularity; or
- (ii) refuses or persistently neglects after a written notice from the S.O., to comply with the specification.

for fourteen (14) days after a notice sent by registered post to the Contractor from the S.O., the S.O. may then determine this Contract by a notice sent by registered post.

(b) If the Contractor:

- (i) commits an act of bankruptcy, or
  - (ii) becomes insolvent or compounds with; or
  - (iii) makes any assignments for the benefit of his creditors; or
  - (iv) assigns or sub-contracts the Contract or any portion of the Services without the S.O.'s written consent;
- the S.O. may determine this Contract by a notice sent by registered post.

(c) In either (a) or (b) above, the S.O. may complete the Services by other ways and the Contractor shall pay for all extra costs incurred.

**Other Contractors**

11. The Contractor shall allow and cooperate with others, who are appointed by the Government, to carry out other Works or Services on the same site.

**Payment**

12. (a) The S.O. shall certify payments for the Services done satisfactorily.

(b) No final payment shall be paid on completion of the Services until the Contractor has satisfied the S.O. by submitting:

- (i) statutory declaration made by or on behalf of the Contractor, or
- (ii) a certificate signed by or on behalf of the Commissioner of Labour

stating that all the workmen employed by the Contractor and his sub-contractor on the Services have received all wages due to them and that all dues under the Labour Code have been paid.

**Validity of Contract**

13. The Contract is valid only when accepted and signed by an officer authorised to do so on behalf of the Government.

**Gifts Inducements and Rewards**

14. The Government shall be entitled to determine the employment of the Contractor under this Contract and to recover from the Contractor the amount of any loss resulting from such determination. if the Contractor shall have 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 if the like acts shall have been done by any person employed by the Contractor or acting on his behalf (whether with or without the knowledge of the Contractor). or if in relation to this Contract or any other contract with Government, the Contractor or any person employed by him or acting on his behalf shall have committed or abetted or attempted to commit any offence under the Prevention of Corruption Act (Chapter 131) or an offence under Sections 161 to 165 or 213 to 215 of the Penal Code (Chapter 22).

**APPENDIX**

CLAUSE :

- |       |  |                                                                                        |
|-------|--|----------------------------------------------------------------------------------------|
| 2 (b) |  | Period for complying with S.O.'s written Instructions (If none stated three (3) days). |
| 9     |  | Date for Possession of Site.                                                           |
| 9     |  | End of Contract.                                                                       |





## 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.), Pejabat Estet, Kolej Universiti Perguruan Ugama Seri Begawan. 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) Valid Tenderer's Registration Certificate from the Ministry Of Development.
  - (b) Business Enactment Act Section 16 & 17.
  - (c) 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.
  - (d) 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 Department of Justice or the Attorney General's Chambers and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated. 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 **6 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 **\$ 5.00**
8. No unauthorised alteration or use of 'blanco' 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, **KHEU Website**.

The completed tender documents are to be lodged on or before **2.00 PM** on  
enveloped addressed to :-

**05 August 2025** in a sealed

Peti Lembaga Tawaran Kecil  
Bahagian Kewangan  
Tingkat 1, Jalan Menteri Besar BB3910  
Kementerian Hal Ehwal Ugama  
Negara Brunei Darussalam



015

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

Quotation No. : KUPU SB/LTK/PE/01-04/2025-2026 (ii)

Quotation Closing Date : 05 August 2025

Title : **12 MONTHS TERM CONTRACT FOR JANITORIAL CLEANING/HOUSEKEEPING WORK AT KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN (REQUOTATION)**

## **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 work.
- 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 insurances referred to in 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 timeframes and completion 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 them.
- 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**

- 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 or job orders.
- 1.3.3 The Contractor must comply with all instructions, certifications and job orders issued by the Contract Administrator.
- 1.3.4 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.3, and the Contractor shall pay for all extra costs incurred.

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

#### **2.1 Quality**

- 2.1.1 The Contractor must do his work 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 must inform the Contractor of the shortfall(s). 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) after the Contract Administrator confirms the Works is complete as provided in the completion clause.

#### **2.2 Variations To Work**

- 2.2.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 2.2.2 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 certificate clause.
- 2.2.3 The Contract Administrator must value the variation work using the Summary of Works rates. If there are no Summary of Works rates then using schedule of rates or if neither are available using fair market rates.
- 2.2.4 This shall be done in a written certificate clearly identified as Variation Order Certificate.

#### **2.3 Health and Safety**

- 2.3.1 The Contractor must keep the site clean and safe at all times.
- 2.3.2 The Contractor must comply with all laws and regulations relating to Health and Safety 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.
- 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 deadlines 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 work to be done.
- 3.2.2 If any Completion Date is affected the Contract Administrator must adjust the Completion Date.
- 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 completes all the Works, he may inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works was 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) 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 within any deadline 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 and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completes the Works.

### 4.0 PAYMENT CERTIFICATION

#### 4.1 Claims and Payment Certificate

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

#### 4.2 Contents of Payment Certificate:

- 4.2.1 The payment certificate must include the following:
- 4.2.2 Add the following:
  - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates or 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.
- 4.2.3 Deduct the following:
  - (a) Liquidated and Ascertained Damages for delayed completion. Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually practically completes the Works.
  - (b) The value of any shortfall(s) due to work 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 work that is not done according to this contract and any other breach of contract by the Contractor identified by the Contract Administrator.
- 4.2.4 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.
- 4.2.5 The Contract Administrator may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.



## 5.0 TERMINATION OF CONTRACT

5.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause;
  - (b) Fails to proceed with the Works within the time stated in the Contract Administrator's instructions;
  - (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.

5.2 If the Contractor:

- (a) Becomes bankrupt; or
  - (b) Goes into liquidation; or
  - (c) Is guilty of any offence under the Prevention of Corruption Act (Chapter 131) or an offence under sections 161 to 165 or 213 to 215 of the penal code (Chapter 22).
- this Contract is terminated by a written notice.

5.3 In either (5.1) or (5.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

## PART C - APPENDIX

|     |                                                                                                                                                                                   |                         |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1.0 | Completion Period:<br>(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) | 12 Months               |
| 2.0 | Liquidated and Ascertained Damages (LAD):<br>(If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)                             | - Per Day               |
| 3.0 | Shortfalls / Defects Liability Period:<br>(If none stated, - from the date of completion)                                                                                         | - Months                |
| 4.0 | Retention Sum                                                                                                                                                                     | - % of the Contract Sum |





|                                                                                                                                                                                                                                                   |                                                                                     |                                                                                                                                  |                                                                                  |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------|
|  <p><b>جامعة سراج بكاون للتربية الدينية</b><br/>KOLEJ<br/>UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN<br/>SERI BEGAWAN RELIGIOUS TEACHERS UNIVERSITY<br/>COLLEGE</p> | BIL TAWARAN                                                                         | KUPU SB/LTK/PE/01-04/2025-2026 (ii)                                                                                              |                                                                                  |             |
|                                                                                                                                                                                                                                                   | TAJUK TAWARAN                                                                       | 12 MONTHS TERM CONTRACT FOR JANITORIAL CLEANING/HOUSEKEEPING WORK AT KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN (REQUOTATION) |                                                                                  |             |
|                                                                                                                                                                                                                                                   | TARIKH IKLAN                                                                        | Hari Isnin<br>18 Muharram 1447H / 14 Julai 2025M                                                                                 |                                                                                  |             |
|                                                                                                                                                                                                                                                   | TARIKH TUTUP/<br>EXTENSION                                                          | Hari Selasa<br>11 Safar 1447H / 05 Ogos 2025M                                                                                    |                                                                                  |             |
|                                                                                                                                                                                                                                                   | YURAN TAWARAN<br>(e-dokumen)                                                        | \$5.00 (Tidak Dikembalikan)                                                                                                      |                                                                                  |             |
|                                                                                                                                                                                                                                                   | KATEGORI<br>Syarikat/ Pemborong yang<br>berdaftar dengan Kementerian<br>Pembangunan | S02                                                                                                                              | KELAS<br>Syarikat/ Pemborong yang<br>berdaftar dengan<br>Kementerian Pembangunan | I, II & III |

SILA ISIKAN KETERANGAN DI BAWAH DENGAN LENGKAP

| BAHAGIAN A : KETERANGAN SYARIKAT / PEMBORONG                                                                                                                   |  |                                                                                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------|--|
| NAMA SYARIKAT / PEMBORONG<br><small>Seperti didaftarkan dalam Certificate of Registration 16/17 atau perakuan Penubuhan Syarikat Persendirian (Form X)</small> |  |                                                                                              |  |
| ALAMAT PREMIS SYARIKAT                                                                                                                                         |  |                                                                                              |  |
| ALAMAT PERSURATAN<br><small>(Jika berlainan dari Alamat di atas)</small>                                                                                       |  |                                                                                              |  |
| NAMA PENGURUS SYARIKAT                                                                                                                                         |  |                                                                                              |  |
| ALAMAT EMAIL                                                                                                                                                   |  |                                                                                              |  |
| NO KAD PINTAR & WARNA                                                                                                                                          |  | WARGANEGARA                                                                                  |  |
| NO TELEFON (PEJABAT)                                                                                                                                           |  | NO TELEFON (MOBILE)                                                                          |  |
| KELAS<br><small>Syarikat/ Pemborong yang berdaftar dengan Kementerian Pembangunan</small>                                                                      |  | KATEGORI<br><small>Syarikat/ Pemborong yang berdaftar dengan Kementerian Pembangunan</small> |  |
| NO SIJIL PENDAFTARAN<br>PERNIAGAAN                                                                                                                             |  | NO RESIT YURAN TAWARAN                                                                       |  |

| BAHAGIAN B : KETERANGAN PEMBEKALAN/ KERJA                 |                         |                                                  |  |
|-----------------------------------------------------------|-------------------------|--------------------------------------------------|--|
| TEMPOH KERJA / PEMBEKALAN                                 |                         | TEMPOH JAMINAN /<br>WARRANTY SELEPAS<br>MEMBEKAL |  |
| TEMPOH SAH LAKU HARGA<br><small>(Minimum 6 Bulan)</small> | TEMPOH SAHLAKU          |                                                  |  |
|                                                           | TARIKH BERMULA SAHLAKU  |                                                  |  |
|                                                           | TARIKH BERAKHIR SAHLAKU |                                                  |  |

TANDATANGAN : \_\_\_\_\_

NAMA : \_\_\_\_\_

JAWATAN : \_\_\_\_\_

TARIKH : \_\_\_\_\_

COP RASMI SYARIKAT



## BAHAGIAN C : SENARAI NAMA - NAMA PEMILIK SYARIKAT

| BIL | NAMA | BIL KAD PINTAR & WARNA | PERATUS HAK MILIK % |
|-----|------|------------------------|---------------------|
| 1   |      |                        |                     |
| 2   |      |                        |                     |
| 3   |      |                        |                     |

## BAHAGIAN D : SENARAI NAMA PEKERJA TEMPATAN

| BIL | NAMA | BIL KAD PINTAR & WARNA | GELARAN JAWATAN | KADAR GAJI SEBULAN | TAP / SPK      |         | LAIN-LAIN KEMUDAHAN |
|-----|------|------------------------|-----------------|--------------------|----------------|---------|---------------------|
|     |      |                        |                 |                    | NO PENDAFTARAN | CARUMAN |                     |
| 1   |      |                        |                 |                    |                |         |                     |
| 2   |      |                        |                 |                    |                |         |                     |
| 3   |      |                        |                 |                    |                |         |                     |
| 4   |      |                        |                 |                    |                |         |                     |
| 5   |      |                        |                 |                    |                |         |                     |

## BAHAGIAN E : SENARAI NAMA PEKERJA ASING

| BIL | NAMA | BIL KAD PINTAR & WARNA | GELARAN JAWATAN | KADAR GAJI SEBULAN | LAIN_LAIN KEMUDAHAN |
|-----|------|------------------------|-----------------|--------------------|---------------------|
| 1   |      |                        |                 |                    |                     |
| 2   |      |                        |                 |                    |                     |
| 3   |      |                        |                 |                    |                     |
| 4   |      |                        |                 |                    |                     |
| 5   |      |                        |                 |                    |                     |

## BAHAGIAN F

SENARAI PROJEK / PEMBELIAN / PEROLEHAN / PEMBEKALAN / PEMELIHARAAN / PEMBAIKAN / PERKHIDMATAN YANG SEDANG DILAKSANAKAN DAN TELAH SELESAI DILAKSANAKAN

| BIL | SEDANG DILAKSANAKAN | TAHUN | TELAH SELESAI DILAKSANAKAN | TAHUN |
|-----|---------------------|-------|----------------------------|-------|
| 1   |                     |       |                            |       |
| 2   |                     |       |                            |       |
| 3   |                     |       |                            |       |
| 4   |                     |       |                            |       |

## \*\* PERHATIAN (BAHAGIAN C - F)

Jika ruang untuk senarai nama pekerja tidak mencukupi, hendaklah disertakan **LAMPIRAN TAMBAHAN**

TANDATANGAN PEMILIK SYARIKAT : \_\_\_\_\_

NAMA PEMILIK SYARIKAT : \_\_\_\_\_



015

COP RASMI SYARIKAT



## BAHAGIAN G: BORANG PENGAKUAN (DECLARATION)

|                     |  |
|---------------------|--|
| BILANGAN<br>TAWARAN |  |
| TAJUK               |  |

Saya pemilik/ salah seorang pemilik Syarikat \_\_\_\_\_ yang ikut serta menghadapkan tawaran 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.

Saya membuat pengesahan bahawa Syarikat saya \_\_\_\_\_ dan mengakui bahawa segala keterangan yang diisikan dalam Borang Tawaran ini BENAR. Saya bersedia memberikan perkhidmatan/ pembekalan sepertimana yang dikehendaki oleh Kolej Universiti Perguruan Ugama Seri Begawan, Kementerian Hal Ehwal Ugama. Dengan ini, saya juga bersedia mematuhi peraturan-peraturan dan syarat-syarat yang akan ditentukan oleh Kerajaan Kebawah Duli Yang Maha Mulia dari masa ke semasa. Saya mengaku dan bersetuju dengan harga tawaran sepertimana di bawah :

|                                   |     |
|-----------------------------------|-----|
| TOTAL                             | B\$ |
| Word : B\$ _____<br>_____ dollars |     |

TANDATANGAN PEMILIK SYARIKAT : \_\_\_\_\_

NAMA PEMILIK SYARIKAT : \_\_\_\_\_

COP RASMI SYARIKAT



**BILANGAN TAWARAN: KUPU SB/LTK/PE/01-04/2025-2026 (ii)**  
**TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING / HOUSEKEEPING WORKS AT KOLEJ UNIVERSITI PERGURUAN**  
**UGAMA SERI BEGAWAN, JALAN RIPAS, BANDAR SERI BEGAWAN. (REQUTATION)**

Sebutharga adalah seperti berikut :-

| Bil.<br>No | Keterangan<br>Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit<br>Unit | Kadar<br>Rate | Kuantiti<br>Quantity | Jumlah<br>Amount |   |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|----------------------|------------------|---|
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |               |                      | \$               | ¢ |
|            | <b>NOTE:</b><br><br>1. The <u>monthly cleaning report with picture as attachment</u> is to be submitted for monthly progress payment purposes.<br>2. Contractor must <b>provide at least NINE (9) CLEANERS and ONE (1) SUPERVISOR at all time</b> 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 Supervisor Officer (SO). Cleaners provided are to be approved by SO before commencement of the contract.<br>3. <b>Working days</b> : Monday to Saturday<br>4. <b>Working hours</b> : 7:00 am until 5:00 pm (including 2 hrs break)                                                                                                                                                                                                                                                                                                                                         | -            |               | Notes                |                  |   |
|            | <b>For cleaning the whole Kolej Universiti Perguruan Ugama Seri Begawan campus, consists of:</b><br><br>1. <b>Administration Block</b> (Rae's Office, Timbalan Rae's Office, Pendaftar Office & Administration Office)<br>2. <b>Block A</b> (All Classrooms, Offices, Toilets, etc.)<br>3. <b>Block B</b> (All Classrooms, Offices, Toilets, etc.)<br>4. <b>Block C</b> (All Classrooms, Mini Theatre, Toilets, etc.)<br>5. <b>Dewan Tarbiah</b> (including toilets)<br>6. <b>Dewan Ta'dib</b><br>7. <b>Dewan Ta'lim</b><br>8. <b>Surau Block Utama &amp; Surau Kolej Kediaman Siswi</b> (including toilets)<br>9. <b>Library Block</b> (including toilets)<br>10. <b>Faculties/ Section/ Centre Buildings (12 blocks)</b> (including Toilets, etc.)<br>11. <b>Section Buildings: P1-P6, Pejabat Estet</b> (including Toilets, etc.)<br>12. <b>External Walkway, Paver Blocks, Road, etc.</b><br>13. <b>Kolej Kediaman Siswa (Including toilets)</b><br>14. <b>Kolej Kediaman Siswi (Including toilets)</b> | -            |               | Notes                |                  |   |
| 1.         | <b>PRELIMINARIES:-</b><br><br>Allow the sum of preliminaries to comply with the conditions of contract and Specifications but not limited to the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | LS           |               | LS                   |                  |   |
| 1.2        | Health, Safety and Environment requirements as required by the Government of Brunei Darussalam.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | LS           |               | LS                   |                  |   |
| 1.3        | Insurance's policies:<br>a) Workmen's compensation<br>b) Public liability<br>c) Fire Insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | LS           |               | LS                   |                  |   |
|            | <b>JUMLAH DIBAWA KE DEPAN</b><br><b>AMOUNT CARRIED FORWARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |               |                      |                  |   |





| Bil. No | Keterangan Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unit Unit | Kadar Rate | Kuantiti Quantity | Jumlah Amount |   |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-------------------|---------------|---|
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |            |                   | \$            | ¢ |
|         | Jumlah Dibawa Dari Depan<br>Amount Brought Forward                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |            |                   |               |   |
| 2.0     | JANITORIAL WORKS<br>Supply all labour, materials, tools, machineries, equipments, chemicals, cleaning fluid, detergent, etc. for the cleaning works to the satisfaction of the SO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | -         |            | Notes             |               |   |
| 2.1.1   | FLOOR CARPET<br>• Vacuumed (Once a week)<br>• Spot stain cleaning (Once a week)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Months    |            | 12                |               |   |
| 2.1.2   | SPIN-BONNET CLEANING ON CARPET FLOOR AT DEWAN UTAMA / TARBIYYAH<br>Spin-bonnet cleaning/ shampooing using Carpet Cleaning Machine for large carpeted area. (Once a year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Months    |            | 1                 |               |   |
| 2.1.2   | SPIN-BONNET CLEANING ON CARPET FLOOR AT DEWAN TA'LIM<br>Spin-bonnet cleaning/ shampooing using Carpet Cleaning Machine for large carpeted area. (Once a year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Months    |            | 1                 |               |   |
| 2.1.2   | SPIN-BONNET CLEANING ON CARPET FLOOR AT SURAU BLOCK<br>Spin-bonnet cleaning/ shampooing using Carpet Cleaning Machine for large carpeted area. (Once a year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Months    |            | 1                 |               |   |
| 2.1.3   | SPIN-BONNET CLEANING ON CARPET FLOOR AT SURAU KOLEJ KEDIAMAN SISWI<br>Spin-bonnet cleaning/ shampooing using Carpet Cleaning Machine for large carpeted area. (Once a year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Months    |            | 1                 |               |   |
| 2.2     | FLOOR TILES / TIMBER LAMINATED / VINYL / RUBBER FLOORING Including WALKWAY<br>• Sweeping and moping (Daily)<br>• Scrubbing/ Burnishing/ Buffing/ Polishing (Once a month)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Months    |            | 12                |               |   |
| 2.3     | TOILET/ WASHROOMS<br>Toilet cleaners must visit and clean toilet minimum <b>two (2) times a day</b> (or as and when necessary or instructed), on each visit the following must be observed:<br>i) Toilet cleaner must carry out with them all necessary tools and material/ chemical (Pails, mops, toiletries, clean soft, cleaning fluid, detergent, etc.)<br>ii) Must dry all wet floor/ walls/ partitions/ at all time if necessary.<br>iii) All toilets and fitting must be kept clean and shining at all times and free from litter and smell nuisance.<br>iv) Supply and replenish toilet rolls, hand soap, etc.<br><br>• Thorough toilet washing and deodorizing (Twice Daily)<br>• General cleaning (Twice Daily)<br>• Check and replenish tissue roll and hand soap (Twice Daily)<br>• Floor scrubbing with approved chemicals (Once a week)<br>• Spray air freshener/ deodorizer after cleaning. | Months    |            | 12                |               |   |
| 2.4     | INTERNAL GLASS AND WINDOWS<br>Thorough clean and polish, wipe frame if necessary and remove water cause by condensation.<br>• Dusting and wipe to remove smears (Daily)<br>• Thorough cleaning (Once a week)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Months    |            | 12                |               |   |



|            | JUMLAH DIBAWA KE DEPAN<br>AMOUNT CARRIED FORWARD                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |               |                      |                  |   |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|----------------------|------------------|---|
| Bil.<br>No | Keterangan<br>Description                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Unit<br>Unit | Kadar<br>Rate | Kuantiti<br>Quantity | Jumlah<br>Amount |   |
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |               |                      | \$               | ¢ |
|            | Jumlah Dibawa Dari Depan<br>Amount Brought Forward                                                                                                                                                                                                                                                                                                                                                                                                                               |              |               |                      |                  |   |
| 2.5        | <u>EXTERNAL GLASS WINDOWS / BUILDING FACADE</u><br>Damp-clean with a solution of water & detergent and dry surfaces with a soft clean cloth. To remove of wild plant, if necessary. <ul style="list-style-type: none"><li>Thorough cleaning (Once every three (3) months)</li></ul>                                                                                                                                                                                              | Months       |               | 4                    |                  |   |
| 2.6        | <u>TABLES / WORKSTATION/COUNTERS / FURNITURE/ FIXTURES / COMPUTER / TELEPHONES</u><br>Clean with a clean soft cloth to remove dusts, marks & stains. Clean and wipe mouthpiece of telephone with anti-bacterial chemical. <ul style="list-style-type: none"><li>Dusting and damp wipe (Daily)</li></ul>                                                                                                                                                                          | Months       |               | 12                   |                  |   |
| 2.7        | <u>RUBBISH BINS</u><br>Daily rubbish collection and all refuse shall be collected and deposited in polythene bags or any other similar approved containers, and brought down regularly to the bin house for collection. <ul style="list-style-type: none"><li>Collect &amp; dispose rubbish inside and outside Offices/ Toilets (Daily) (or as and when necessary or instructed)</li><li>Supply and replace plastic liners</li><li>Cleaning and sanitizing rubbish bin</li></ul> | Months       |               | 12                   |                  |   |
| 2.8.1      | <u>CEILING &amp; INTERNAL WALLS</u><br>Clean with the brush head vacuum cleaner etc. to remove cobwebs & dust. <ul style="list-style-type: none"><li>Vacuum &amp; Dusting (Once a month)</li></ul>                                                                                                                                                                                                                                                                               | Months       |               | 12                   |                  |   |
| 2.8.2      | <u>CEILING &amp; INTERNAL WALLS OF DEWAN SERBAGUNA (HIGH CEILING)</u><br>Clean with the brush etc. to remove cobwebs & dust. <ul style="list-style-type: none"><li>Cleaning/ Dusting (Once a year)</li></ul>                                                                                                                                                                                                                                                                     | Months       |               | 1                    |                  |   |
| 2.9        | <u>ROOF SLABS, RAINWATER DRAINAGE &amp; GUTTERS</u> <ul style="list-style-type: none"><li>Clean and clear from rubbish including removal of fungus/ wild plants (Once a month)</li></ul>                                                                                                                                                                                                                                                                                         | Months       |               | 12                   |                  |   |
| 3.0        | <u>APRON/ PERIMETER DRAIN &amp; EXTERNAL DRAIN</u> <ul style="list-style-type: none"><li>Jet wash and desilting of drain (Once a month)</li></ul>                                                                                                                                                                                                                                                                                                                                | Months       |               | 12                   |                  |   |
| 3.1        | <u>CAR PARK &amp; COMPOUND AREA</u> <ul style="list-style-type: none"><li>Litter pickup (Daily)</li><li>Sweeping (Once a week) (or as and when necessary or instructed)</li></ul>                                                                                                                                                                                                                                                                                                | Months       |               | 12                   |                  |   |
| 3.2        | <u>ADDITIONAL SPECIAL WORK</u><br>During Public Holiday (When Require) <ul style="list-style-type: none"><li>Minimum 4 Workers.</li><li>Area depend on item listed on B. (As required)</li><li>Work as item: 2.1.1, 2.2, 2.3, 2.7</li></ul>                                                                                                                                                                                                                                      | Day          |               | 1                    |                  |   |
|            | JUMLAH DIBAWA KE DEPAN<br>AMOUNT CARRIED FORWARD                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |               |                      |                  |   |





| Bil.<br>No | Keterangan<br>Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Unit<br>Unit | Kadar<br>Rate | Kuantiti<br>Quantity | Jumlah<br>Amount |   |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|----------------------|------------------|---|
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |               |                      | \$               | c |
|            | Jumlah Dibawa Dari Depan<br>Amount Brought Forward                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |               |                      |                  |   |
|            | <p><b><u>NOTES</u></b></p> <p>ADDITIONAL INFO: SPECIFICATION FOR MATERIAL AND WORKMANSHIP</p> <p><b>A. <u>GENERAL</u></b></p> <p>Materials to be used shall be of the best quality approved by the S.O. Workmanship shall be equal to the best in prevailing trade practices. The Contractor shall ensure that all materials are stored properly to prevent deterioration and any handling or transporting of the materials shall be done with care to prevent damage.</p> <p>Materials, which fail to comply with requirements of the specifications, will be rejected and shall be removed from site forthwith. No claim will be entertained if there is any delay arising thereof.</p> <p><b>B. <u>SCOPE OF WORK</u></b></p> <p>The Contractor sum shall be deemed to include all cost and expenses, for internal area, the cleaning of all common corridors, lobby, plants rooms, roof eaves, surfaces of wall, columns, partitions, glass panels, both sides of doors and windows / claddings / curtain wall including frames, ceiling, furniture telephones, fire extinguishers, fire hose-rail cabinets and all fittings, (i.e. switches, signboards, light diffuser, sanitary fittings, etc).</p> <p><b>C. <u>CONTRACTOR TO INFORM HIMSELF FULLY</u></b></p> <p>The Contractor shall be deemed to have visited and examine the KUPU SB Building Jalan Raja Isteri, Brunei Darussalam which comprise the whole of Building and satisfied himself / herself as to the local conditions, accessibility, the full extent and character of the operation, supply and conditions affecting labour and material, transportation of labour, equipment etc. and the execution of the contract generally as no claim on the ground of weak of knowledge in this respect shall be entertained.</p> <p><b>D. <u>HOURS OF WORK</u></b></p> <p>i. The Contractor shall provide general cleaning service daily or periodic cleaning service.</p> <p>ii. Cleaning of office and other areas inside the building can be carried out on normal working hours or even after 4.30 p.m. on a case-to-case basis as long as it does not disturb the Employer.</p> |              |               |                      |                  |   |





|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |  |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|  | <p>iii. The Employer shall be informed on the program for cleaning on Sunday.</p> <p>iv. Compound cleaning can be carried out daily during office hours or within a reasonable time after office hours, which will be determined by the Employer.</p> <p><b>E. <u>SPECIAL WORKS</u></b></p> <p>The Contractor shall make allowance and no claim shall be made for any other work, which his / her workmen or employees may be required to perform outside their normal working hours.</p> <p>Example of this will be 2 days (2<sup>nd</sup> and 3<sup>rd</sup> day of Hari Raya), cleaning service at specific area with in KUPU SB.</p> <p><b>F. <u>CONTRACTORS SUPERVISOR</u></b></p> <p>i. The Contractor shall provide main experienced and competent / English speaking Supervisor. He / She shall maintain contact Employer's representative. He shall maintain written records as required showing the scheduled work completed each day and such records shall be made available to the Employer on demand, for inspection by him / her or his / her representative at any reasonable time.</p> <p>ii. The Supervisor shall be deemed to have full authority of the Contractor, and any instructions given to the Supervisor by the Employer's representative shall be deemed to the instructions given to the Contractor.</p> <p>iii. The Supervisors shall be stationed full time within the vicinity of the building for the efficient supervision of and for the effective execution of the contract.</p> <p><b>G. <u>CONTRACTOR'S STAFF</u></b></p> <p>i The Contractor shall provide a list of names and particulars of the cleaning staff to be employed for the contract before or during the tender interview (as in Attachment 2.4)</p> <p>ii Contractors to submit monthly cleaning reports for S.O acknowledgement and record.</p> <p>iii Employees' attendance shall be taken and verify by Security. The amount damages due to shortage of Supervisor and/or Cleaners shall be deducted from the Contractor's bill for the current month.</p> <p>iv Failure for the contractor to provide the required manpower without any prior notice and approval by the S.O 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.</p> <p>v Supervisor provide are to report daily or weekly to the S.O or his representatives as per S.O instructions.</p> |  |  |  |  |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|





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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  | <p><b>H. <u>UNIFORM FOR CLEANING STAFF</u></b></p> <p>The Contractor shall be required to provide the cleaning staff the uniform acceptable to the Employer. Each uniforms provide should be distinct in colour from the other workers employed by other organizations at the complex.</p> <p><b>I. <u>CLEANING EQUIPMENT AND MATERIALS</u></b></p> <p>The Contractor shall supply all necessary equipments machine, instruments, tools and materials for the efficient execution of the works including floor-burnishing machine, carpet shampooing machines, power sweepers, vacuum cleaners, suction machines, clean air vacuum and grass cutter. The Contractor must be in possession of high scaffoldings, ladder or if necessary crane to carry out cleaning of the curtain wall, roof &amp; cladding, internal and external, but most of the external area can be reached by using Gondola ( non - provided). The Contractor shall also provide wicker baskets lined with polythene, trolleys with rubber castors for the transportation of wicker baskets, barriers, mops, brushes, methylated spirit, cloths, chamois, leather dusters, soaping powder, toilet cleaners, mirror cleaners, emulsion polish for floor, furniture and partitions, floor sealers, disinfectants, deodorants blocks and other materials all approved from design, type, made and brand, as may be directed by the Employer / S.O. The following list indicates plant and materials that may be approved for use in the execution of the works. (As an attachment 2.1, 2.2 &amp; 2.3)</p> <p><b>J. <u>SPECIALISED WORKS</u></b></p> <p>The Employer reserve the absolute right to engage other contractors to execute works and/or services which in his / her opinion are specialized in nature or which the Contractor has failed to perform in accordance with the specifications.</p> <p><b>K. <u>WATER AND ELECTRICITY</u></b></p> <ol style="list-style-type: none"> <li>All water and electricity required for the works will be provided free of charge by the Employer. The Contractor shall exercise every effort to prevent the abuse of this privilege and to economies in the use of water and electricity and to ensure that his cleaning staff strictly complies with all rules and regulations applicable to use of the same.</li> <li>The Contractor shall ensure that his / her cleaning staff switch off all light and turn off all taps as soon as their work is completed.</li> <li>Proper connections must be made to power points in accordance with the prevailing rules and safety</li> </ol> |  |  |  |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|



precautions. The Contractor shall be liable for any damage to the electrical circuits and installations.

**L. SECURITY**

- i. For security reasons the Contractor shall provide the Employer with particulars of his / her cleaning staff engaged from time to time i.e.: -
  - Name
  - Address
  - Identity Card Number
  - Citizenship
  - Sex and Age
  - Religion
- ii. The Employer shall have the right to instruct the Contractor to remove any of his / her workmen in the opinion of the employer is considered to be undesirable or unfit for employment in the buildings or compound for security reasons.
- iii. For security reasons, cleaning of certain areas i.e. offices, stores, etc. shall be carried out with the permission and in the presence of the occupant.

**M. DISPOSAL OF RUBBISH**

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

**N. SAFETY ARRANGEMENTS**

- i. The Contractor shall at all times observe and comply with all prevailing laws and regulations relating to safety now and thereafter in force and shall bear all costs in connection with the compliance of same.
- ii. The Contractor shall be responsible to take all safety precautions to eliminate danger to his / her workmen, the general public and property of others.
- iii. Proper warning signboards and barriers are to be erected and maintained during the progress of work which may be endangering the safety of the staff working there or others. The warning signboards and barriers shall be sufficiently large to attract attention and shall include words such as "Danger", "Keep out" etc as appropriate.

**O. IRREGULARITIES COMMITTED**

- i. Should the Contractor be found to have committed any irregularities such as omitting cleansing materials, using inferior materials or workmanship or creating nuisance in the buildings to the inconvenience of the Employer or the public or other act at which are likely to bring KUPU SB into





|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|  | <p>disrepute, the Employer reserves the right to charge the contractor liquidated damages in the sum not exceeding \$2,000.00 per occasion.</p> <p>Thereafter, the irregular work shall be made good to the satisfaction of the Employer at the Contractor's expense.</p> <p>ii. For any minor breach of the conditions of the contract, the following action shall be taken: -</p> <ul style="list-style-type: none"> <li>• Issue verbal warning on first day of offence.</li> <li>• Issue a warning letter if offence is repeated for second time within a month or when no action has been taken to correct the irregularities.</li> <li>• Issue a final warning if offence is repeated for a third time in a month or when contractor fails to correct the irregularities within the given time, before liquidated damages are imposed.</li> </ul> <p>iii. For any major breach of the terms and conditions of the contract, the Contractor shall be given seven days to explain why liquidated damages should not be imposed.</p> <p><b>P. <u>GENERAL GUIDELINES AS TO CLEANING</u></b></p> <p>i. Flooring, columns, partitions, and glass panels of common areas shall be cleaned, sealed and polished, where necessary. The job is to be done in accordance with the operational frequency specified herein.</p> <p>ii. The Contractor shall instruct his / her cleaning staff exercise every care when dismantling and re fixing all fittings, signs or pointing, etc. as the cost of repair or replacement of any such items damaged or broken as a result of careless handling or negligence on his / her part or that of his / her employees shall be charged to him.</p> <p>iii. All items of cleaning products shall be diluted or mixed in accordance with the manufacturer's instructions.</p> <p>iv. All scrubbing shall be done with an approved heavy duty-scrubbing machine.</p> <p>v. Burnishing of floors shall be done with as approved high speed burnishing machine.</p> <p>vi. Waste matter from sanitary towel receptacles and water paper shall be collected as soon as the receptacles are full and at least once a day and sanitary receptacles shall be cleaned and disinfected immediately after complying.</p> <p>vii. The contractor shall replenish toilets, supply like toilets tissue papers dispenser soap.</p> <p>viii. The Contractor shall empty all receptacles such as dustbins, waste paper basket and ashtrays on cleaning day specified.</p> <p>ix. The Contractor shall transport all refuse collected from waste receptacles etc to the refuse centers for subsequent disposal.</p> |  |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

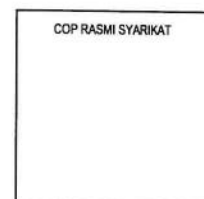


|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|  | <p>x. The contractor is required to provide wickers to remove the refuse chutes to the refuse container center and to replace empty containers.</p> <p>xi. The Contractor shall ensure that the compound (driveway, car park, drains and turfed area) be free from rubbish (dried leaves, cans, papers and cigarette butts etc.).</p> <p>xii. The Contractor shall provide necessary garden tools (wheel barrow, shovel and rake etc) for maintaining clean lines in the turfed areas.</p> <p>xiii. The Contractor shall water all the ornamental plants inside the buildings.</p> |  |  |  |  |  |
|  | <p style="text-align: center;">JUMLAH KESELURUHAN BAGI RINGKASAN TAWARAN INI<br/>TOTAL AMOUNT FOR THIS SUMMARY OF TENDER</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |

**NOTA / PERHATIAN :-**

- Setiap Pembekal hendaklah membuat lawatan ke tapak-tapak projek yang akan dilaksanakan terlebih dahulu bagi memastikan kerja-kerja yang akan ditawarkan. Sila berhubung terus ke Pejabat Estet, KUPU SB
- Borang keterangan yang TIDAK LENGKAP diisikan akan dikira TIDAK SAH/BATAL;
- Setiap Borang Tawaran SAH digunakan bagi 01 (SATU) HARGA TAWARAN / OFFER SAHAJA;
- Sila pastikan kesemua dokumen yang dikehendaki dilampirkan bersama borang tawaran ini, Sila rujuk SENARAI SEMAK BAGI SALINAN-SALINAN YANG PERLU DISERTAKAN

TANDATANGAN PEMILIK SYARIKAT:



## ATTACHMENT 2.1

### SCHEDULE OF TOILET SUPPLIES

The checklist of toilet supplies to be included in the Work but should not be limited to the following:-

| No. | Description                                                       | Quantity to be Provided                                                 | Brand and Details / Description |
|-----|-------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------|
| 1.  | Toilet rolls / tissues for ALL toilets                            | 180 Rolls Per Month                                                     |                                 |
| 2.  | Liquid hand soap (including dispensers)                           | 50 Bottles (250-500ml)<br>Per Month                                     |                                 |
| 3.  | Air fresheners/ deodorizer                                        | 50 Bottles (250-500ml)<br>Per Month                                     |                                 |
| 4.  | Plastic liners/ bags for dust bins                                | Large: 900 Liners<br>Per Month<br>Small-Medium: 500 Liners<br>Per Month |                                 |
|     | Other items: (please list below additional items to be provided ) |                                                                         |                                 |
| 5.  |                                                                   |                                                                         |                                 |
| 6.  |                                                                   |                                                                         |                                 |

**Note:** Tenderers MUST submit brochures/catalogue and other details of the products intended to be used.  
Record of toilet supplies supplied MUST be submitted with **monthly cleaning reports**.





## ATTACHMENT 2.2

### SCHEDULE OF TOOLS, EQUIPMENT AND MACHINERY

The checklist of tools, equipment and machinery to be utilized for the work but should not be limited to the following:-

| No. | Description                                                           | Quantity to be Provided       | Brand and Details / Description |
|-----|-----------------------------------------------------------------------|-------------------------------|---------------------------------|
| 1.  | Broom / Dry mop                                                       | Minimum of one (1) per worker |                                 |
| 2.  | Wet mop                                                               | Minimum of one (1) per worker |                                 |
| 3.  | Squeeze Bucket for Wet Mop                                            | Minimum of one (1) per worker |                                 |
| 4.  | Dry Vacuum Cleaner                                                    | Two (2) units                 |                                 |
| 5.  | Wet and Dry Vacuum Cleaner                                            | One (1) unit                  |                                 |
| 6.  | Air Mover / Carpet Fan (For drying floor)                             | Three (3) units               |                                 |
| 7.  | Water Jet Spray Machine                                               | One (1) unit                  |                                 |
| 8.  | Ladder                                                                | One (1) unit                  |                                 |
| 9.  | Cleaner's Cart                                                        | Three (3) units               |                                 |
| 10. | Carpet Cleaning Machine for spin-bonnet cleaning                      | One (1) unit                  |                                 |
| 11. | Floor Tile Polishing Machine                                          | One (1) unit                  |                                 |
|     | Other equipment: (please list below additional items to be provided ) |                               |                                 |
| 12. |                                                                       |                               |                                 |
| 13. |                                                                       |                               |                                 |

**Note:** Tenderers MUST submit brochures/catalogue and other details of the products intended to be used.



## ATTACHMENT 2.3

### SCHEDULE OF CLEANER/ CHEMICALS

The checklist of cleaner/ chemicals to be used in the work but should not be limited to the following:-

| No. | Description                                                           | Quantity to be Provided              | Brand and Details / Description |
|-----|-----------------------------------------------------------------------|--------------------------------------|---------------------------------|
| 1.  | Floor Cleaner/ Chemical (for scrubbing tiled floors)                  | 30 Liters<br>Per Month               |                                 |
| 2.  | Multi-Purpose Cleaner (for office cleaning)                           | 30 Bottles (500-1000ml)<br>Per Month |                                 |
| 3.  | Toilet Detergent Cleaner/ Chemical (for toilet cleaning)              | 30 Liters<br>Per Month               |                                 |
| 4.  | Glass Cleaner                                                         | 20 Bottles (500-1000ml)<br>Per Month |                                 |
| 5.  | Other Chemicals: (please list below additional items to be provided ) |                                      |                                 |
| 6.  |                                                                       |                                      |                                 |
| 7.  |                                                                       |                                      |                                 |

**Note:** Contractors proposing the use of environmentally friendly "green" cleaning products are preferred and their use is encouraged by the Government.  
Tenderers MUST submit brochures/catalogue and other details of the products intended to be used.  
Record of cleaner/ chemicals supplied MUST be submitted with **monthly cleaning reports**.



## ATTACHMENT 2.4

### NAME OF STAFF AND SUPERVISOR

List of names and particulars of the cleaning staff and supervisor to be employed for the contract:-

| No. | Name | IC Number | Nationality | Position / Post |
|-----|------|-----------|-------------|-----------------|
| 1.  |      |           |             |                 |
| 2.  |      |           |             |                 |
| 3.  |      |           |             |                 |
| 4.  |      |           |             |                 |
| 5.  |      |           |             |                 |
| 6.  |      |           |             |                 |
| 7.  |      |           |             |                 |
| 8.  |      |           |             |                 |





## KEHADIRAN LAWATAN KERJA

### TAWARAN SEBUTHARGA BAGI 12 TERM CONTRACTS FOR JANITORIAL CLEANING/HOUSEKEEPING WORK AT KOLEJ UNIVERSITI PERGURUAN UGAMA (REQUTATION)

Dengan penuh hormat dan sukacita memohonkan kepada pihak Kolej untuk memberikan kebenaran kepada syarikat saya iaitu \_\_\_\_\_ yang ikut serta dalam tawaran yang berajuk seperti di atas untuk membuat lawatan pemeriksaan bagi kerja-kerja yang dinyatakan didalam tawaran ini bagi memudahkan syarikat kami membuat penilaian harga tawaran.

Dipohonkan kerjasama Penyelia Kerja KUPU SB bagi tawaran di atas untuk mengiringi pihak syarkat ke tempat-tempat yang tersenarai dalam borang tawaran ini bagi memberi keterangan yang lebih lanjut.

Sekian dimaklumkan bagi tingakan lanjut KUPU SB.

| WAKIL SYARIKAT MEMBUAT LAWATAN |  | COP RASMI SYARIKAT |
|--------------------------------|--|--------------------|
| Tandatangan                    |  |                    |
| Nama Wakil Syarikat            |  |                    |
| Tarikh / Masa Lawatan          |  |                    |

| PENGESAHAN PEJABAT ESTET KUPU SB |  | COP KUPU SB |
|----------------------------------|--|-------------|
| Tandatangan                      |  |             |
| Nama Pegawai KUPU SB             |  |             |
| Tarikh / Masa Lawatan            |  |             |



**PENGAKUAN INTEGRITI PENENDER**  
**TENDERER'S INTEGRITY DECLARATION**

|                                                              |                                                                                                                                        |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rujukan Tawaran</b><br><i>Tender Reference</i>            | KUPU SB/LTK/PE/01-04/2025-2026 (ii)                                                                                                    |
| <b>Tajuk Tawaran</b><br><i>Tender Title</i>                  | 12 MONTHS TERM CONTRACT FOR JANITORIAL<br>CLEANING/HOUSEKEEPING WORK AT KOLEJ UNIVERSITI<br>PERGURUAN UGAMA SERI BEGAWAN (REQUOTATION) |
| <b>Kementerian / Jabatan</b><br><i>Ministry / Department</i> | KEMENTERIAN HAL EHWAL UGAMA / KOLEJ UNIVERSITI<br>PERGURUAN UGAMA SERI BEGAWAN                                                         |

Saya / Kami, (isikan nama setiap Pemilik Syarikat / Pemegang Saham di bawah)  
I / We, (fill in all the Proprietor / Shareholder's name below)

| <b>Bil.</b><br><b>No.</b> | <b>Nama</b><br><b>Name</b> | <b>Bil. Kad Pintar Brunei &amp; Warna / Bil. Paspot</b><br><b>Antarabangsa</b><br><b>Brunei Smart Card No. &amp; Colour / International</b><br><b>Passport No.</b> | <b>Tandatangan</b><br><b>Signature</b> |
|---------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
|                           |                            |                                                                                                                                                                    |                                        |
|                           |                            |                                                                                                                                                                    |                                        |
|                           |                            |                                                                                                                                                                    |                                        |
|                           |                            |                                                                                                                                                                    |                                        |
|                           |                            |                                                                                                                                                                    |                                        |
|                           |                            |                                                                                                                                                                    |                                        |
|                           |                            |                                                                                                                                                                    |                                        |

Beralamat / Address

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dengan ini membuat PENGAKUAN seperti berikut / make the following DECLARATION.

- Saya / Kami yang bernama di atas,  
I / We as the name stated above,  
adalah Pemilik berdaftar sebuah Firma yang bernama  
a registered Proprietor of

\_\_\_\_\_ (isikan nama Firma / fill in the Firm's name)

dengan alamat perniagaan di,

with its place of business at \_\_\_\_\_

---



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(atau / or)

ii adalah Pemegang Saham dalam sebuah Syarikat yang bernama  
a Shareholder in a Company,

\_\_\_\_\_, dengan alamat berdaftar di / having its  
registered address at

yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;  
which has submitted a Tender Proposal in the above mentioned project;

2. iii Saya / Kami telah menghantar Penyata Tahunan kepada Pendaftar Syarikat-Syarikat pada \_\_\_\_\_ (sila nyatakan tarikh terakhir menghantar Penyata Tahunan berkenaan)  
I / We have submitted Annual Returns to Registrar of Companies on \_\_\_\_\_  
(please state the date of latest Annual Returns submitted to Registrar of Companies).
3. iv Saya / Kami tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain); (sila lihat nota 3 dan 4 di bawah dan potong jika tidak berkenaan).  
I / We do not own any other Firm(s) / Company(ies); (see notes 3 and 4 below and delete where appropriate).
4. v Saya / Kami adalah juga Pemilik / Pemegang Saham dalam senarai Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran I.  
I / We also the Proprietor / Shareholder in the list of Firm(s) / Company(ies) described at Annex I.

DAN saya / kami selanjutnya membuat PENGAKUAN bahawa sepanjang pengetahuan saya / kami, Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) saya / kami yang dinyatakan dalam Lampiran 1 ini, tidak mengemukakan Tawaran untuk projek yang disebutkan di atas.  
AND I / WE further DECLARE that to the best of my / our knowledge, none of my / our other Firm(s) / Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.

5. Saya / Kami juga membuat PENGAKUAN selanjutnya:  
I / We also hereby DECLARE:
- a. bahawa sepanjang pengetahuan saya / kami, isteri / suami saya / kami atau Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) kepunyaan isteri / suami saya / kami, tidak menghadapkan Tawaran untuk projek yang disebutkan di atas; dan  
that to the best of my / our knowledge, neither my / our spouse or his / her Firm(s) / Company(ies) have submitted a Tender Proposal for the above mentioned project; and
- b. bahawa saya / kami tidak berpakat sulit dengan Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan di atas.  
that I / We have not colluded with any other Firm(s) / Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.
6. vi Saya / Kami seterusnya membuat PENGAKUAN bahawa Pemilik-Pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam Tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.  
I / We also DECLARE that neither I nor the other Owners of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this Tender is / are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.

(Atau / Or)





Saya / Kami sedang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan sukacita disertakan Surat Kebenaran untuk berniaga daripada Jabatan Perdana Menteri.

*I / We DECLARE that I am / we are public officers and enclose herewith the Letter of Approval to engage in business issued by the Prime Minister's Office.*

7. Saya / Kami membuat PENGAKUAN bahawa saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami akan mematuhi segala peraturan dan undang-undang Negara Brunei Darussalam dan tidak akan melakukan mana-mana kesalahan yang berkaitan dengan perolehan Kerajaan seperti yang disertakan di Lampiran 1. Saya / Kami akan memastikan bahawa penyertaan / penglibatan Syarikat saya / kami dalam sebutharga / tawaran bagi projek yang disebutkan di atas atau sebarang sebutharga / tawaran dengan Kerajaan adalah secara adil, bersih dan telus.

*I / We DECLARE that I / We or any person representing my / our Firm / Company will obey all regulations and laws in Brunei Darussalam and will not commit any offence related to Government procurement, as reproduced in Annex 1. I / We will ensure that my / our Company's participation / involvement in the tender / quotation for the above mentioned project or any other tender / quotation with the Government is fair, clean and transparent.*

8. Saya / Kami seterusnya membuat PENGAKUAN bahawa saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami tidak akan menawarkan atau memberi atau bersetuju untuk memberi kepada sesiapa sebarang hadiah, suapan atau balasan dalam bentuk apa pun sebagai dorongan atau ganjaran bagi melakukan atau tidak melakukan atau kerana telah melakukan atau tidak melakukan apa-apa jua perbuatan yang berkaitan dengan mendapatkan atau melaksanakan sebutharga / tawaran bagi projek yang disebutkan di atas atau sebarang sebutharga / tawaran dengan Kerajaan. Saya / Kami menyedari sepenuhnya bahawa jika saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami melanggar pengakuan ini, saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami telah melakukan atau bersubahat, mencuba, berkomplot untuk melakukan jenayah di bawah Akta Pencegahan Rasuah (Penggalt 131), atau Bab 161 hingga 165 dari Kanun Hukuman Jenayah (Penggalt 22) dibaca bersama Bab 109 atau Bab 120B atau Bab 511 dari Kanun yang sama seperti disertakan di Lampiran 1.

*I / We also DECLARE that I / We or any person representing my / our Firm / Company will not offer or give or agree to give to any person any gift, gratification or consideration of any kind as an inducement or reward for doing of forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the tender / quotation for the above mentioned project or any other tender / quotation with the Government. I / We am / are fully aware that if I / we or any person representing my / our Firm / Company breached this declaration, I / we or any person representing my / our Firm / Company shall have committed or abetted, attempted, conspired to commit an offence under the Prevention of Corruption Act (Cap.131) or Section 161 to 165 of the Penal Code (Cap. 22) read with Section 109 or Section 120B or Section 511 of the same as reproduced in Annex1.*

9. Saya / Kami bersetuju bagi pengakuan di atas. Jika sekiranya saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami didapati melanggar syarat-syarat di atas, maka saya / kami sebagai wakil Syarikat bersetuju tindakan-tindakan berikut diambil:

*I / We agree to the declaration as above. In the event I / we or any person representing my / our Firm / Company found in violation of the terms above, I / we, as representative of the Company have agreed the following actions to be taken:*

- i. Penarikan balik tawaran kontrak bagi tawaran / sebutharga yang disebutkan di atas; atau  
*The withdrawal of the contract for the above tender / quotation; or*
- ii. Penamatan kontrak bagi tawaran / sebutharga yang disebutkan di atas;  
*Termination of the above tender / quotation;*
- iii. Lain-lain tindakan tatatertib mengikut Peraturan Perolehan Kerajaan yang berkuatkuasa; dan  
*Other disciplinary action in accordance with the Government Procurement Regulations in force; and*
- iv. Tindakan undang-undang mengikut undang-undang Negara Brunei Darussalam.  
*Legal action in accordance to the Law of Brunei Darussalam.*



10. Saya / Kami menyadari sepenuhnya, jika saya / kami memberi maklumat yang palsu bagi pengakuan ini, saya / kami akan melakukan kesalahan yang boleh didakwa dibawah Kanun Hukuman Jenayah Bab 177 dan 182 yang disertakan di LAMPIRAN 1.  
*I / We fully aware that if I / we gave any information which is false, I / we committing an offence for which I / we liable to prosecution under the Penal Code. I / We also aware of Section 177 and 182 of the Penal Code reproduced below in Annex 1.*
11. Saya / Kami juga difahamkan bahawa Firma / Syarikat saya / kami tidak akan dipertimbangkan bagi mengikut Tawaran Projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.  
*I / We also understand that my / our Firm / Company will be disqualified for this Tender in the event any information given herein is found to be false.*
12. Saya / Kami memberi kuasa kepada \_\_\_\_\_  
untuk menandatangani Surat Pengakuan ini sebagai pihak saya / kami sendiri dan sebagai wakil saya / kami untuk mengikatkan saya / kami dan Penender kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan Integriti ini.  
*I / We hereby authorize \_\_\_\_\_  
to sign this Tenderer's Integrity Declaration on my / our behalf and also on behalf of the Tenderer to bind ourselves and the Tenderer to the matters set out in this declaration.*

Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya / kami mewakili Syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.<sup>74</sup>  
*Attached herewith Letter of Representation for me / us to represent the Company as noted above to make this declaration.*

Pada hari ini \_\_\_\_\_ haribulan \_\_\_\_\_, 20 \_\_\_\_\_

Dated this day \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Nama dan Tandatangan)  
(Name and Signature)  
vii (Pemilik Syarikat / CEO / Pengarah)  
(The Owner of Co / CEO / Director)  
(Cop Syarikat)  
(Company Stamp)

- i. Maukan di sini jika orang yang membuat pengakuan adalah Pemilik atau adalah seorang Pemilik berdaftar Syarikat atau Nama Perniagaan.  
*Fill in here if in an Owner of a Business Name.*
- ii. Masukkan di sini jika orang yang membuat pengakuan adalah Pemegang saham dalam sebuah syarikat (Sdn. Bhd.).  
*Fill in here if a Shareholder in a Company (Sdn. Bhd).*
- iii. Hanya untuk diisi oleh oelh syarikat Berhad at Syarikat Sendirian Berhad sahaja.  
*To be fill by limited or Private Limited Company only.*
- iv. Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma/ Syarikat-Syarikat lain.  
*If you DO NOT own other Firms / Companies, please delete paragraph 3.*
- v. Potong perenggan 2 jika orang yang membuat pengakuan adalah Pemilik atau Pemegang Saham dalam Firma-Firma / Syarikat-Syarikat lain.  
*If you the owner or Shareholder of other Firms ? Companies, please delete paragraph 2*
- vi. Potong perenggan yang tidak berkenaan  
*Delete where inapplicable.*
- vii. Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.  
*Must be signed by the Owner of Co. or CEO or Director.*





## ANNEX I

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Firma (Firma-Firma) yang saya/kami menjadi pemiliknya seperti berikut:

*Pursuant to paragraph 3 of the above declaration, I / We submit the following list of Firm(s) which I / We the proprietor of:*

| No | Nama / Name | Firma / Firm |
|----|-------------|--------------|
| 1  |             |              |
| 2  |             |              |
| 3  |             |              |
| 4  |             |              |
| 5  |             |              |
| 6  |             |              |
| 7  |             |              |
| 8  |             |              |
| 9  |             |              |
| 10 |             |              |

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Syarikat (Syarikat-Syarikat Sendirian Berhad) yang saya/kami menjadi pemiliknya seperti berikut:

*Pursuant to paragraph 3 of the above declaration, I / We submit the following list of Company(ies) which I / We a shareholder of:*

| No | Nama / Name | Syarikat / Company |
|----|-------------|--------------------|
| 1  |             |                    |
| 2  |             |                    |
| 3  |             |                    |
| 4  |             |                    |
| 5  |             |                    |
| 6  |             |                    |
| 7  |             |                    |
| 8  |             |                    |
| 9  |             |                    |
| 10 |             |                    |

**Bab 177 Kanun Hukum Jenayah (Penggai 22 Undang-Undang Negara Brunei Darussalam)**  
*Section 177 of the Penal Code (Cap 22 of the Laws of Brunei)*

- 177 Barangsiapa, yang terikat di sisi undang-undang untuk memberi maklumat mengenai apa-apa perkara kepada mana-mana penjawat awam, telah memberikannya sebagai benar, maklumat mengenai perkara itu yang dia tahu atau mempunyai sebab untuk mempercayai sebagai palsu, boleh dihukum penjara sehingga 6 bulan, atau denda sehingga \$4,000.00, atau kedua-duanya sekali, atau, jika maklumat yang dia terikat di sisi undang-undang untuk memberi itu adalah mengenai sesuatu kesalahan yang dilakukan atau untuk mencegah sesuatu kesalahan daripada dilakukan, atau bagi penangkapan seorang pesalah, boleh dihukum penjara sehingga 2 tahun, atau dengan denda, atau dengan kedua-duanya.

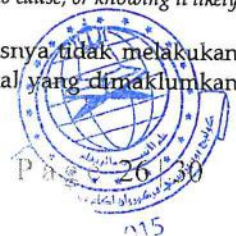
*Whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shall be punished with imprisonment for a term which may extend to 6 months, or with fine which may extend to \$4,000.00, or with both; or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment for a term which may extend to 2 years, or with fine, or with both.*

**Bab 182 Kanun Hukum Jenayah (Penggai 22 Undang-Undang Negara Brunei Darussalam)**  
*Section 182 of the Penal Code (Cap 22 of the Laws of Brunei)*

- 182 Barang siapa memberi kepada seseorang pegawai awam apa-apa maklumat yang diketahui atau dipercayai sebagai palsu, dengan maksud menyebabkan, atau dengan mengetahui kemungkinan akan menyebabkan pegawai awam tersebut:-

*Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant:-*

- (a) melakukan atau meninggalkan apa-apa perkara yang pegawai awam itu seharusnya tidak melakukan atau tidak meninggalkan sekiranya keadaan yang sebenar, berkenaan dengan hal yang dimaklumkan itu, telah diketahui; atau





to do or omit anything which such public servant ought not do or omit if the true state of facts respecting which such information is given were known by him; or

- (b) menggunakan kuasanya yang sah di sisi undang-undang yang mendatangkan kecederaan atau gangguan kepada seseorang.

to use lawful power of such public officer to the injury or annoyance of any person.

Akan menerima hukuman penjara sehingga 6 bulan atau didenda sebanyak \$4,000.00 atau dengan kedua-duanya.  
Shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.

**Bab 6(b) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)**

**Section 6(b) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)**

- 6(b) Jika sesiapa jua dengan secara tidak jujur memberi atau bersetuju memberi atau menawarkan sebarang suapan kepada mana-mana agen sebagai dorongan atau ganjaran kerana melakukan atau menahan diri dari melakukan, atau kerana telah melakukan atau menahan diri dari melakukan apa jua perbuatan berhubung dengan hal-hal atau urusan orang yang utamanya, atau kerana memberi atau menahan diri dari memberi atau tidak memberi pertolongan kepada sesiapa pun jua berhubung dengan hal-hal atau urusan orang yang utamanya;

If any person corruptly gives or agrees to give or offers any gratification to any agent as an inducement or reward for doing or forbearing to do, or for having done or forborne to do any act in relation to his principal's affairs of business, or for showing or forbearing to show favour or disfavour to any person in relation to his principal's affairs or business;

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.

He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.

**Bab 6(c) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)**

**Section 6(c) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)**

- 6(c) Jika sesiapa jua dengan setahunya memberi kepada seseorang agen atau jika seorang agen dengan setahunya menggunakan dengan tujuan untuk menipu orang yang utamanya, sebarang resit, kira-kira atau dokumen lain bersabit dengan mana orang yang utama itu mempunyai kepentingan, dan yang mengandungi sebarang kenyataan yang tidak benar atau salah atau tidak sempurna dalam mana-mana perkara mustahak, dan yang pada pengetahuannya adalah dimaksudkan untuk mengelirukan orang yang utama itu;

If any person knowingly gives to an agent, or if an agent knowingly uses with intent to deceive his principal, any receipt, account or other document in respect of which the principal is interested, and which contains any statement which is false or erroneous or defective in any material particular, and which to his knowledge is intended to mislead the principal;

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.

He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.

**Bab 9(a) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)**

**Section 9(a) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)**

- 9(a) Seseorang yang dengan tujuan untuk memperolehi daripada mana-mana badan awam sesuatu kontrak bagi menjalankan sebarang kerja, memberikan sebarang perkhidmatan, melakukan sesuatu, atau membekalkan sebarang benda, perkakas atau bahan, menawarkan sebarang suapan kepada mana-mana orang yang telah membuat sesuatu tawaran (tender) bagi kontrak itu, sebagai dorongan atau ganjaran kerana penarikan balik tender itu;

A person who, with intent to obtain from any public body a contract for performing any work, providing any service, doing anything, or supplying any article, material or substance, offers any gratification to any person who has made a tender for the contract, as an inducement or a reward for his withdrawing the tender;

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.

He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.

**Bab 9(b) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)**

**Section 9(b) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)**

- 9(b) Seseorang yang memujuk atau menerima sebarang suapan sebagai dorongan atau ganjaran kerana penarikan balik suatu tawaran yang telah dibuatnya bagi suatu kontrak;

A person who solicits or accepts any gratification as an inducement or a reward for his withdrawing a tender made by him for contract;

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.

He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.

**Bab 161 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam)**

**Section 161 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 161 Barangsiapa, yang menjadi atau menjangka akan menjadi seorang penjawat awam, menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, daripada seseorang, untuk dirinya atau untuk seseorang lain, apa-apa jua suapan, kecuali bayaran disisi undang-undang, sebagai suatu galakan atau hadiah bagi melakukan atau supaya jangan melakukan apa-apa perbuatan rasmi, atau bagi memberi atau supaya jangan memberi



kemudahan atau kepayahan kepada seseorang, atau bagi memberi atau mencuba memberi apa-apa perkhidmatan atau halangan kepayahan kepada seseorang, pada menjalankan kerja-kerja rasminya, dengan Kerajaan atau dengan seseorang penjawat awam;

*Whoever, being or expecting to be a public servant, accepts or obtains, or agrees to accept, or attempts to obtain from any person, for himself or for any other person, any gratification whatever, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act, or for showing or forbearing to show in the exercise of his official functions, favour or disfavour to any person, or for rendering or attempting to render any service or disservice to any person, with Government, or with any public servant as such;*

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.  
*Shall be punished with imprisonment for a term which may extend to 7 years and with fine.*

**Bab 162 Kanun Hukum Jenayah (Penggali 22 Undang-Undang Negara Brunei Darussalam)**  
**Section 162 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 162 Barangsiapa menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, daripada seseorang untuk dirinya atau untuk seseorang lain, apa-apa jua suapan, sebagai suatu galakan atau hadiah bagi mendorong, dengan secara tidak jujur atau menyalahi undang-undang, seseorang penjawat awam supaya melakukan atau jangan melakukan sesuatu, perbuatan rasmi, atau supaya memberi kemudahan atau kepayahan kepada seseorang, atau supaya memberi atau mencuba memberi apa-apa perkhidmatan atau halangan kepada seseorang, pada menjalankan kerja-kerja rasmi penjawat awam itu, dengan Kerajaan, atau dengan seseorang penjawat awam, sebagai yang demikian;

*Whoever accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification whatever as a motive or reward for inducing, by corrupt or illegal means, any public servant to do or to forbear to do any official act or in the exercise of the official functions of such public servant to show favour or disfavour to any person, or to render or attempt to render any service or disservice to any person with the Government, or with any public servant, as such;*

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.  
*Shall be punished with imprisonment for a term which may extend to 7 years and with fine.*

**Bab 163 Kanun Hukum Jenayah (Penggali 22 Undang-Undang Negara Brunei Darussalam)**  
**Section 163 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 163 Barangsiapa menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, daripada seseorang untuk dirinya atau untuk seseorang lain, apa-apa jua suapan, sebagai suatu galakan atau hadiah bagi mendorong, dengan cara menjalankan pengaruh peribadi, seseorang penjawat awam supaya melakukan atau jangan melakukan sesuatu, perbuatan rasmi, atau supaya memberi kemudahan atau kepayahan kepada seseorang, atau supaya memberi atau mencuba memberi apa-apa perkhidmatan atau halangan kepada seseorang, pada menjalankan kerja-kerja rasmi penjawat awam itu, dengan Kerajaan, atau dengan seseorang penjawat awam, sebagai yang demikian;

*Whoever accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification whatever as a motive or reward for inducing, by the exercise of personal influence, any public servant to do or to forbear to do any official act or in the exercise of the official functions of such public servant to show favour or disfavour to any person, or to render or attempt to render any service or disservice to any person with the Government, or with any public servant, as such;*

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.  
*Shall be punished with imprisonment for a term which may extend to 7 years and with fine.*

**Bab 164 Kanun Hukum Jenayah (Penggali 22 Undang-Undang Negara Brunei Darussalam)**  
**Section 164 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 164 Barangsiapa, yang menjadi seorang penjawat awam, yang berkenaan dengannya salah satu kesalahan yang ditakrifkan dalam dua bab terakhir itu dilakukan, menyubahati kesalahan itu;

*Whoever, being a public servant, in respect of whom either of the offences defined in the last two preceding sections is committed, abets the offence;*

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.  
*Shall be punished with imprisonment for a term which may extend to 7 years and with fine.*

**Bab 165 Kanun Hukum Jenayah (Penggali 22 Undang-Undang Negara Brunei Darussalam)**  
**Section 165 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 165 Barangsiapa, yang menjadi seorang penjawat awam, menerima atau mendapat, atau bersetuju menerima atau mencuba m endapat, untuk dirinya atau untuk seseorang lain, sesuatu benda yang berharga, dengan tiada balasan atau dengan suatu balasan yang ia ketahui tidak mencukupi, daripada seseorang yang ia ketahui telah, atau sedang, atau mungkin ada kena mengena dalam apa-apa pembicaraan atau urusan yang telah dijalankan, atau yang akan dijalankan, oleh penjawat awam itu, atau yang ada apa-apa perhubungan dengan kerja-kerja rasminya sendiri atau dengan kerja-kerja rasmi seorang penjawat awam yang dibawahnya ia bekerja, atau daripada seseorang yang ia ketahui sebagai ada kepentingan atau bersangkutan dengan orang yang ada kena mengena demikian itu;



*Whoever, being a public servant, accepts or obtains, or agrees to accept or attempts to obtain, for himself or for any other person, any valuable thing, without consideration, or for a consideration which he knows to be inadequate, from any person whom he knows to have been, or to be, or to be likely to be concerned in any proceeding or business transacted or about to be transacted by such public servant, or having any connection with the official functions of himself or of any public servant to whom he is subordinate, or from any person whom he knows to be interested in or related to the person so concerned;*

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.  
*Shall be punished with imprisonment for a term which may extend to 7 years and with fine.*

**Bab 109 Kanun Hukum Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)**  
*Section 109 of the Penal Code (Cap 22 of the Laws of Brunei)*

- 109 Barangsiapa yang menyubahati sesuatu kesalahan hendaklah jika perbuatan yang disubahati itu dilakukan oleh sebab subahat itu, dan tiada peruntukan yang nyata dibuat oleh Kanun ini berkenaan dengan seksaan bagi subahat itu, diseksa dengan seksaan yang diperuntukan bagi kesalahan itu.  
*Whoever abets any offence shall, if the act abetted is committed in consequences of the abetment, and no express provision is made by this Code for the punishment of such abetment, be punished with the punishment provided for the offence.*

**Bab 120B Kanun Hukum Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)**  
*Section 120B of the Penal Code (Cap 22 of the Laws of Brunei)*

- 120B (1) Barangsiapa yang menjadi satu pihak dalam suatu pakatjahat jenayah bagi melakukan suatu kesalahan yang boleh dihukum dengan bunuh, atau penjara selama tempoh dua tahun atau lebih, hendaklah jika tiada apa-apa peruntukan yang nyata ditetapkan oleh Kanun ini berkenaan dengan hukuman bagi pakatjahat itu, dihukum sama seperti seolah-olah ia telah menyubahati kesalahan itu.  
*(1) Whoever is a party to a criminal conspiracy to commit an offence punishable with death, or imprisonment for a term of 2 years or upwards, shall, where no express provision is made in this Code for the punishment of such a conspiracy, be punished in the same manner as if he had abetted such offence.*
- (2) Barangsiapa menjadi satu pihak dalam suatu pakatjahat jenayah yang lain daripada pakatjahat jenayah bagi melakukan suatu kesalahan yang boleh dihukum sebagaimana yang tersebut di atas, hendaklah dihukum dengan penjara sepuluh tahun dan denda.  
*(2) whoever is a party to a criminal conspiracy other than a criminal conspiracy to commit an offence punishable as aforesaid shall be punishable with for 10 years and with fine.*

**Bab 511 Kanun Hukum Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)**  
*Section 511 of the Penal Code (Cap 22 of the Laws of Brunei)*

- 511 Barangsiapa mencuba melakukan sesuatu kesalahan yang boleh dihukum di bawah Kanun ini atau di bawah mana-mana undang-undang bertulis yang lain dengan penjara, denda atau sebatan atau dengan campuran hukuman-hukuman itu, atau mencuba menyebabkan kesalahan itu dilakukan, dan dalam percubaan itu membuat apa-apa perbuatan bagi melakukan kesalahan itu, hendaklah jika tiada peruntukan yang nyata dibuat di bawah Kanun ini atau di bawah undang-undang bertulis yang lain itu, mengikut mana yang berkenaan, bagi hukuman percubaan itu, dihukum dengan hukuman yang ada diperuntukan bagi kesalahan itu; Dengan syarat bahawa apa-apa tempoh penjara yang dikenakan tidaklah boleh lebih daripada setengah daripada tempoh yang lama sekali diperuntukan bagi kesalahan itu.  
*Whoever attempts to commit an offence punishable by this Code or by any other written law with imprisonment, fine or whipping or with a combination of such punishments, or attempts to cause such an offence to be committed, and in such attempt does any act towards the commission of the offence, shall, where no express provision is made by this Code or by such other written law, as the case may be, for the punishment of such attempt, be punished with such punishment as is provided for the offence;*  
*Provided that any term of imprisonment imposed shall not exceed one half of the longest term provided for the offence.*

**Peraturan 12(a) dari Peraturan 12, Peraturan-Peraturan Pegawai-Pegawai Kerajaan (Kelakuan dan Tata tertib), Akta Suruhanjaya Perkhidmatan Awam (Penggag 83 Undang-Undang Negara Brunei Darussalam)**  
*Regulation 12(a) from Regulation 12 of Public Officers (Conduct and Discipline) Regulations, Public Service Commission Act (Cap 83 of the Laws of Brunei)*

- 12(a) Pegawai-Pegawai dan keluarga-keluarga mereka adalah ditegah daripada menerima hadiah-hadiah (selain daripada hadiah-hadiah daripada sahabat-sahabatnya sendiri atau waris-waris) samaada yang berupa wang, barang-barang, tambang-tambang percuma atau faedah-faedah yang lain, dan daripada memberi hadiah-hadiah yang sedemikian.  
*Officers and their families are prohibited from receiving presents (other than gifts of personal friends or relatives) whether in the shape of money, goods, free passages or other pecuniary benefits, and from giving such presents.*

**Pengakuan Integriti Penender**  
*Tenderer's Integrity Declaration*

*Note: These offences are subject to other and amended legislation, which are given from time to time.*





### **SENARAI SEMAK BAGI SALINAN-SALINAN YANG PERLU DISERTAKAN**

Sila tandakan ☒ bagi dokumen yang disertakan.

|                          |                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Salinan Resit Pembayaran Yuran Tawaran ( No. Resit: _____ )                                                                                                      |
| <input type="checkbox"/> | Salinan Sijil Pendaftaran Kontraktor & Pembekal yang masih sah.<br>(Kelas I, II & III / Kategori S02)                                                            |
| <input type="checkbox"/> | Salinan Sijil Pendaftaran Pemiagaan 16 & 17 / Form X.                                                                                                            |
| <input type="checkbox"/> | Salinan Kad Pintar Pemilik.                                                                                                                                      |
| <input type="checkbox"/> | Salinan Kad Pintar Suami / Isteri Pemilik.                                                                                                                       |
| <input type="checkbox"/> | Salinan Kad Pintar Pengurus (jika berkenaan).                                                                                                                    |
| <input type="checkbox"/> | Salinan Pas Kerja Pengurus (jika berkenaan).                                                                                                                     |
| <input type="checkbox"/> | Surat Pengesahan / Pengkuan Lantikan Pengurus Syarikat oleh Pemilik Syarikat (Jika berkenaan).                                                                   |
| <input type="checkbox"/> | Salinan Certificate Of Tax Compliance (COTC) bagi Syarikat yang berdaftar sebagai Sendirian Berhad.                                                              |
| <input type="checkbox"/> | Salinan Penyata Tahunan Annual Returns dan Annual General Meeting bagi Syarikat yang berdaftar sebagai Sendirian Berhad                                          |
| <input type="checkbox"/> | Salinan Sijil Pendaftaran Skim Persaraan Kebangsaan (SPK)                                                                                                        |
| <input type="checkbox"/> | Salinan Penyata Skim Persaraan Kebangsaan (SPK) yang TERKINI.                                                                                                    |
| <input type="checkbox"/> | Salinan Pekerja Tempatan (Local Content) jika ruang didalam borang tidak mencukupi                                                                               |
| <input type="checkbox"/> | Borang Tawaran asal yang telah lengkap diisi berserta dokumen hendaklah juga disertakan dengan SATU (01) salinan yang lengkap tanpa binding ring atau difailkan. |
| <input type="checkbox"/> | Tambahan Dokumen (Jika Perlu): _____                                                                                                                             |

### **PERINGATAN**

- Sila lampirkan **Senarai Semak** semasa menghadapi Tawaran ini.



# BIBD NEXGEN Wallet

## Bill Payment Guide

Payment for Kementerian Hal Ehwal Ugama  
(KHEU) - General Services



# GO!

DIGITAL!

Bill/Reference No.1

| Kod | Tajuk Hasil                     |
|-----|---------------------------------|
| H1  | Lembaga Tawarn Kecil (LTK)      |
| H2  | Jawatankuasa Sebutarga (JKS)    |
| H3  | Pengesahan Penyata Gaji         |
| H4  | Sewa Tempat / Bangunan Kerajaan |
| H5  | Penghapusan                     |
| H10 | Lain-lain Hasil Pendapatan      |

| Kod | Pembayaran Balik     |
|-----|----------------------|
| P1  | Gaji / Elaun         |
| P2  | Lain-lain Pembayaran |



**BIBD** N E X G E N

Infinity of Possibilities



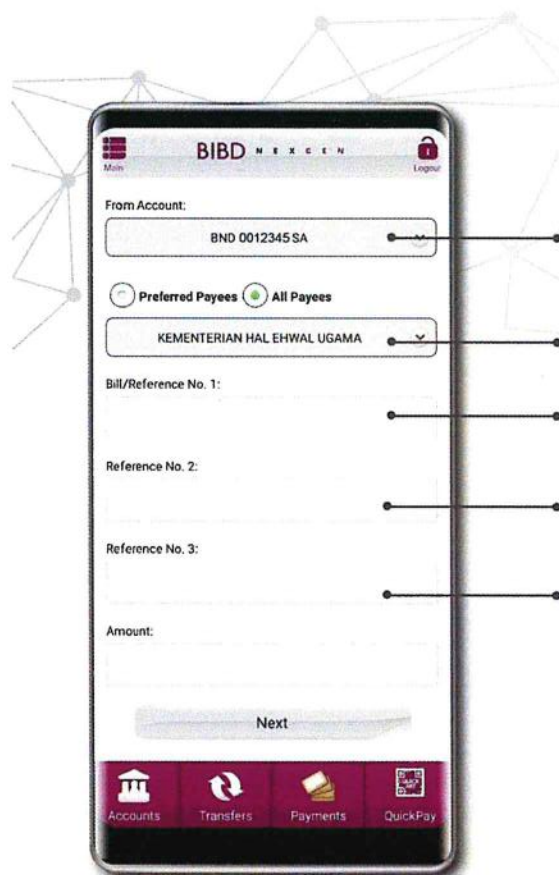
# BIBD NEXGEN Wallet

## Bill Payment Guide

Payment for Kementerian Hal Ehwal Ugama  
(KHEU) - General Services



# GO! DIGITAL



### Step 1:

Login to BIBD NEXGEN Wallet and select  
**Payment Services / Donations**

### Step 2:

Select **Bill Payment**

### Step 3:

Select **Transfer from account**

### Step 4:

Select **All Payee** - Kementerian Hal Ehwal  
Ugama

### Step 5:

**Bill/Reference No.1**, key in Kod Tajuk Hasil  
(H1, H2) atau Kod Pembayaran Balik (P1, P2)

### Step 6:

**Reference No.2**, key in **No. Tender / No.  
Quotation / Bil. Rujukan / No. Bilangan /  
Nama dan no. K/P / Tarikh dan Jam**

### Step 7:

**Reference No.3**, key in **Nama dan No. K/P /  
Nama Syarikat / No. Telefon**

### Step 8:

Key in **amount** to be paid

### Step 9:

Select **Next** to complete your transaction

*Note:*

BIBD NEXGEN Wallet v3.9.4



# BIBD NEXGEN

Infinity of Possibilities