

REQUEST FOR PROPOSAL (RFP)

REFERENCE NUMBER: 02/KHEU/BTM/2/RFP/2025

**NETWORK INFRASTRUCTURE REFRESH PROJECT:
THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND
MAINTENANCE FOR SWITCHES AT DEPARTMENT OF MOSQUE AFFAIRS, MINISTRY OF
RELIGIOUS AFFAIRS**

PROPOSAL SUBMISSION DEADLINE: WEDNESDAY, 20 AUGUST 2025, 2:00 PM

PROJECT OVERVIEW

The Ministry of Religious Affairs (MORA), through its Finance Division, Administration Department, is pleased to invite qualified vendors to submit quotation for the Network Infrastructure Refresh Project at our Department of Mosque Affairs. This strategic initiative aims to modernise our network infrastructure to enhance reliability, security, and performance to better support the Ministry's digital transformation goals.

BACKGROUND AND OBJECTIVES

The current network infrastructure at the Department of Mosque Affairs requires modernisation to meet increasing demands for digital services and to ensure reliable connectivity for all departments. This project is a critical component of our technology roadmap and will provide the foundation for future digital initiatives.

The primary objectives of this project are to:

- Improve network reliability and performance
- Enhance security capabilities
- Reduce operational costs through energy-efficient equipment
- Establish a scalable infrastructure for future growth
- Minimise downtime during implementation

SCOPE OF WORK

The successful vendor will be responsible for the comprehensive implementation of the network refresh project, including:

1. Supply of all required network switches and associated components
2. Delivery to the Department of Mosque Affairs
3. Installation and physical setup
4. Configuration according to the Ministry's requirements
5. Testing and verification of all implemented components
6. Knowledge transfer and training for IT staff
7. Ongoing maintenance and technical support
8. Documentation of the implemented solution

Detailed technical specifications and requirements are provided in **Appendix A**.



EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criterion	Weight
Technical compliance and solution design	35%
Total cost of ownership (5-year life cycle)	30%
Vendor qualifications and experience	15%
Implementation approach and timeline	10%
Maintenance and support capabilities	10%

The Ministry is committed to obtaining the best value for money, not necessarily the lowest initial price. Proposals will be evaluated on their ability to meet the Ministry's requirements over the entire life cycle of the equipment.

QUALIFICATION REQUIREMENTS

Vendors must meet the following minimum requirements to be considered:

- Eligibility:** Proposals are invited only from companies/contractors registered with the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam.
- Experience:** Demonstrated experience in implementing similar network infrastructure projects.
- Certification:** Certified technical staff with relevant network certifications.
- Partnership:** Authorised partnership with the proposed equipment manufacturer(s).
- Financial Stability:** Demonstrated financial stability and capacity to complete the project.
- Local Presence:** Established local presence for ongoing support and maintenance.

SUBMISSION REQUIREMENTS

A. Proposal Content:

Proposals must include the following components:

- Executive summary
- Detailed technical proposal including:
 - Proposed equipment specifications and quantities (supported by Appendix B)
 - Network design and implementation approach (supported by Appendix C)
 - Project timeline and milestones (supported by Appendix C)
 - Testing and acceptance methodology (supported by Appendix C)
 - Training and Documentation Plan (supported by Appendix D)



3. Commercial proposal including:

- Completed Appendix G: Total Cost of Ownership (TCO) Breakdown Form, clearly outlining costs for the initial 3-year term and separate pricing for optional years 4 and 5.

4. Vendor qualifications including:

- Company profile and experience (supported by Appendix E)
- Project team structure and qualifications (supported by Appendix E)
- References from similar projects (supported by Appendix E)
- Manufacturer certifications (supported by Appendix E)

5. Completed forms (Appendices B, C, D, E, F, H as applicable)

6. Proof of payment of the tender fee (as per Appendix I)

B. Mandatory Documentation and Format

1. **Forms:** Proposals must use the forms provided in the Appendices and be completed fully.

2. **Registration Documents:** Proposals must include valid copies of:

- Sijil Pendaftaran Peniagaan (Section 16 & Section 17) OR Perakuan Penubuhan Syarikat Persendirian (Form X).

3. **Supporting Documents (as applicable):**

- Certificate of Tax Compliance (for Sendirian Berhad companies).
- Latest Annual Returns and Annual General Meeting (AGM) statements (for Sendirian Berhad companies).
- Sijil Pendaftaran Tabung Amanah Pekerja (TAP).
- Latest Penyata Pekerja Tabung Amanah Pekerja (TAP).

4. **Submission Envelope:** All proposal documents (Technical and Commercial in their separate sealed envelopes as detailed below) must be placed in a larger sealed envelope. This outer envelope must not bear any indication of the company's/contractor's identity.

IMPORTANT DATES

Event	Date
Tender Issuance / Publication	Wednesday, 30 July 2025
Site visit / Briefing	Wednesday, 6 August 2025, 8:30 AM
Deadline for clarification questions	Thursday, 14 August 2025, 4:00 PM
Proposal submission deadline	Wednesday, 20 August 2025, 2:00 PM
Tender Opening & Evaluation Begins	Wednesday, 20 August 2025
Expected contract award	End of September 2025



Event	Date
Project Start / Kick-off	First week of October 2025

SUBMISSION INSTRUCTIONS

1. Proposal Submission Format (Two Envelopes)

To ensure fairness and transparency in the evaluation process, vendors are required to submit two (2) separate sealed envelopes, clearly labelled as follows:

- Envelope A – Technical Proposal
- Envelope B – Commercial Proposal

Each envelope must clearly state:

TO:
 PENERUSI JAWATANKUASA SEBUTHARGA
 TINGKAT 1, BAHAGIAN KEWANGAN
 KEMENTERIAN HAL EHWAL UGAMA
 JALAN DEWAN MAJLIS, BERAKAS BB 3910
 NEGARA BRUNEI DARUSSALAM

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**RFP REFERENCE NUMBER: 02/KHEU/BTM/2/RFP/2025
 [Envelope A / B] – TECHNICAL / COMMERCIAL PROPOSAL**

SUBMISSION DEADLINE: WEDNESDAY, 20 AUGUST 2025, 2:00 PM

Both envelopes (A and B) must be placed together inside a larger outer sealed envelope (as per Submission Requirement B.4), which must be deposited in the Tender Box located at:

Peti Sebutharga
 Tingkat 1
 Kementerian Hal Ehwal Ugama
 Jalan Menteri Besar
 Negara Brunei Darussalam



2. Technical Proposal (Envelope A)

The Technical Proposal must not contain any pricing information and should include the following:

- Executive Summary

- Detailed narrative technical proposal addressing solution design, implementation, testing, training, maintenance, and vendor qualifications
- Completed Appendix B: Technical Compliance Form
- Completed Appendix C: Project Plan & Methodology Outline
- Completed Appendix D: Training & Documentation Plan Outline
- Completed Appendix E: Vendor Qualification Form
- Completed Appendix F: Vendor Information Form (Borang Sebut Harga)
- Relevant supporting documents (e.g., datasheets, certifications)
- Copies of mandatory registration and supporting documents as listed in Submission Requirement B.2 and B.3.

3. Commercial Proposal (Envelope B)

The Commercial Proposal must be clearly marked and include:

- Completed Appendix G: Total Cost of Ownership (TCO) Breakdown Form, clearly outlining costs for the initial 3-year term and separate pricing for optional years 4 and 5.
- Any optional items with separate pricing
- Validity period of proposal (minimum 90 days, as stated in Appendix F)
- Completed Appendix H: Declaration of Willingness Form
- Proof of tender fee payment (BND\$5.00), either:
 - Official receipt from Ministry of Religious Affairs, or
 - Screenshot/confirmation of payment via BIBD Online Payment (**as per Appendix I**)

4. Deadline and Compliance

- All proposals must be submitted by **Wednesday, 20 August 2025, at 2:00 PM.**
- Late submissions or incomplete proposals (including failure to separate technical and commercial envelopes or missing mandatory documents) **will not be considered.**
- All pages should be clearly numbered and bound.

EVALUATION AND SELECTION PROCESS

All proposals will undergo a two-stage evaluation process:

Stage 1: Technical Evaluation (Envelope A)

Conducted by an internal Evaluation Committee based on:

Evaluation Criterion	Weight
Technical compliance and solution design	35%
Vendor qualifications and past experience	15%
Implementation approach and timeline	10%
Maintenance and support capabilities	10%



Only proposals that meet the minimum technical requirements (including all Mandatory [M] specifications in Appendix A) and qualification requirements will proceed to Stage 2.

Stage 2: Commercial Evaluation (Envelope B)

Only technically compliant proposals will be evaluated for price and value:

Evaluation Criterion	Weight
Total cost of ownership (3-year initial term with options for years 4 & 5)	30%

PAYMENT TERMS (MILESTONE-BASED)

Payments shall be made in accordance with the following milestone structure. Each payment is contingent upon submission of corresponding deliverables, formal verification by the Ministry’s IT Division, and compliance with Brunei Government financial and audit governance requirements:

Milestone Payment (% of Contract Value) Conditions for Payment

1. Contract Signing & Project Mobilisation 10% Upon issuance of Purchase Order (PO) or contract signing, and submission of any required insurance or performance bond (if applicable).
2. Delivery of Network Equipment 30% Upon full delivery and verification of all hardware components (switches, cabling, accessories) at the designated site(s).
3. Completion of Installation & Configuration 25% Upon completion of physical setup, rack installation, structured cabling, and configuration of all networking components as per approved LLD.
4. Testing & Commissioning 20% Upon successful completion of testing procedures, verification of system performance, and issuance of User Acceptance Test (UAT) sign-off.
5. Training & Documentation Submission 10% Upon delivery of all required documentation (network diagrams, configuration backups, inventory list, SOPs) and completion of at least one day of hands-on training for MoRA IT staff.

FORCE MAJEURE

Neither party shall be held liable for failure or delay in fulfilling obligations due to causes beyond their reasonable control, including but not limited to natural disasters, government orders, war, or national emergencies. In such circumstances, the affected party must notify the other party in writing within three (3) working days. A revised project timeline shall be agreed upon in writing by both parties.

DISPUTE RESOLUTION

This RFP and any resulting contract shall be governed by the laws of Brunei Darussalam. Any dispute arising from the contract shall first be addressed through amicable consultation.



unresolved, the matter shall be referred to arbitration administered by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam, and the decision shall be final and binding.

NON-BINDING NATURE OF RFP

This RFP does not constitute a binding contract. The Ministry of Religious Affairs reserves the right to cancel, amend, or withdraw this RFP at any time without liability. The Ministry is not obligated to accept the lowest or any proposal received and reserves the right to select the proposal deemed to offer the best value.

AUDIT AND PERFORMANCE COMPLIANCE

All project deliverables, documentation, and payment claims shall be subject to audit by the Ministry and relevant national authorities. Vendors are required to maintain accurate and complete records related to the project and ensure that all deliverables meet the agreed specifications and performance standards. Non-compliance may result in penalties, rejection of claims, or contract termination.

ADDITIONAL INFORMATION

For further clarification or enquiries regarding this RFP, kindly contact:

Information Technology Division
Level 2, Ministry of Religious Affairs Building
Jalan Menteri Besar, Berakas, BB3910
Brunei Darussalam
Email: btm.quotation@mora.gov.bn
Phone: +673 2382525 ext 278

The Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam is not bound to accept the lowest priced proposal or any proposal deemed unreasonable. All decisions of the Evaluation Committee are final.

We thank you for your interest and look forward to your participation in this project.

Wassalam.

APPENDICES:

Appendix A: Technical Specifications and Requirements

Appendix B: Technical Compliance Form

Appendix C: Project Plan & Methodology Outline

Appendix D: Training & Documentation Plan Outline

Appendix E: Vendor Qualification Form

Appendix F: Vendor Information Form

Appendix G: Total Cost of Ownership (TCO) Breakdown Form

Appendix H: Declaration of Willingness Form

Appendix I: BIBD Online Payment Instructions



Appendix A: Technical Specifications and Requirements

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1. PROJECT BACKGROUND

The Ministry of Religious Affairs (MORA) requires a comprehensive network infrastructure refresh at its Department of Mosque Affairs to support increasing digital service demands and ensure reliable connectivity across all departments. The current network infrastructure has reached end-of-life status and requires modernisation to meet current and future operational needs. Requirements marked **[M]** are Mandatory; failure to meet any Mandatory requirement will result in disqualification. Requirements marked **[D]** are Desirable; compliance will be considered during technical scoring.

2. GENERAL REQUIREMENTS

- 2.1. **[M] Project Scope:** The Bidder shall propose a complete solution including supply, delivery, installation, setup, configuration, testing, and maintenance, to replace the existing network infrastructure and provide seamless connectivity, as detailed in this RFP's Appendix A and Appendix B (Technical Compliance Form).
- 2.2. **[M] Project Duration:** The project completion term is twelve (12) weeks from the date of the award/purchase order. This 12-week period will commence strictly from the official date of contract award or issuance of the purchase order, whichever comes first.
- 2.3. **[M] Implementation Plan:** The Bidder shall adhere to the following high-level plan, providing a more detailed project plan in their proposal:
 - a) Delivery and Installation: Within 8 weeks of award.
 - b) Configuration, Testing, Migration, Training: Within the following 4 weeks.
- 2.4. **[M] Installation Location:** Switches shall be delivered and installed with appropriate mounting brackets in locations specified by MORA IT staff.
- 2.5. **[M] IP Configuration:** Initial IP addressing for management interfaces will be provided by MORA. The Bidder shall configure the switches accordingly.

3. DETAILED NETWORK POINTS REQUIREMENTS (Quantity: 75)

- 3.1. **[M]** The Bidder shall supply, install, test, and commission 75 complete network points comprising all necessary components for a fully functional structured cabling system.



- 3.2. **[M]** The Bidder shall provide patch panels with port capacity matching the total number of network points specified, including integrated cable management to maintain an organized and tidy workspace.
- 3.3. **[M]** The Bidder must provide CAT6 patch cord for quantity of network points. Two length variants required:
 - Short-length cords: 0.5m or 1m for wireless access point connections
 - Standard-length cords: 3m for network printer/PC connections
- 3.4. **[M]** The Bidder shall supply and install horizontal Category 6 Unshielded Twisted Pair (UTP) copper cabling.
- 3.5. **[M]** The Bidder shall conduct comprehensive certification testing of all installed fiber optic cabling and UTP cables.
- 3.6. **[M]** The Bidder shall provide faceplates with RJ45 jacks with shutter and embedded label compartments for port identification.
- 3.7. **[M]** All unused modular jack positions on faceplates shall be fitted with blanking modules.
- 3.8. **[M]** The Bidder shall supply and install Category 6 UTP copper wire with 1 port faceplate. Cabling routing must be installed in surface-mounted PVC conduit/trunking.
- 3.9. **[M]** The Bidder shall remove and replace existing network faceplate with new 1 port modular faceplates, or dual-gang faceplates.

4. DETAILED STRUCTURED CABLING REQUIREMENTS

- 4.1. **[M]** The Bidder must recommend appropriate backbone infrastructure (fiber optic, wireless, UTP, or STP) for all applicable connections.
- 4.2. **[M]** The Bidder shall supply and install power cords for all proposed devices and racks, as required for each unit/floor.
- 4.3. **[M]** The network infrastructure at all levels, including both wired and wireless solutions, shall use standardized, flexible designs that are easily managed and maintained.
- 4.4. **[M]** The Bidder shall supply and install Category 6 UTP, STP and/or fiber optics as specified.
- 4.5. **[M]** The Bidder shall provide factory-terminated and tested Category 6 station cords, compliant with ANSI/EIA/TIA standards.
- 4.6. **[M]** The Bidder shall supply and install 3-meter duplex single-mode fiber patch cords.
- 4.7. **[M]** All structured cabling components (faceplates, jacks, plugs, cables, patch panels, and patch cords) must be from a single manufacturer.
- 4.8. **[M]** The Bidder shall provide and install station cords for all data outlets in each room/unit.



- 4.9. [M] The Bidder shall provide and install reinforcement structures to securely mount the cabinets/racks to the wall. All trunking connections must be supported using appropriate brackets.
- 4.10. [M] The Bidder shall replace any removed existing fixtures in an acceptable manner. Additionally, the Bidder shall rectify all damages resulting from the network installation works, including carrying out final decorations for any damages caused during installation works.
- 4.11. [M] The Bidder shall ensure all cables and networking equipment are neatly organized and properly installed within the equipment rack.
- 4.12. [M] The Bidder shall conduct comprehensive testing of all fiber optics, UTP, and STP cables using a fluke or agilent tester, in compliance with the latest TIA or ISO standards. A detailed test report, including individual test results and a summary, shall be submitted as part of the deliverables.
- 4.13. [M] The Bidder shall provide complete documentation, including all relevant diagrams. Soft copies of diagrams and drawings must be submitted in Microsoft Visio compatible format, while textual documentation shall be provided in Microsoft Word compatible format. All electronic files shall be delivered on CD-ROM media.

5. DETAILED FIBER OPTIC CABLING REQUIREMENTS

5.1. Fiber Optic Cabling (Quantity: 3)

- [M] The Bidder must provide and install fiber optic cables to establish interconnections between all designated network switches.
- [M] **Compatibility:** Support minimum transmission speeds of 40Gb/s over distances up to 200 meters.
- [M] **Patch Cord:** Minimum length of 2 meters

5.2. Brand and Model

- [M] The Bidder must provide the specific brand, model/series, and detailed datasheets/brochures for all proposed fiber optic with their bid.

6. DETAILED PATCH PANEL REQUIREMENTS

6.1. Patch Panel (Quantity: 6)

- [M] **Ports:** 24
- [M] Provision of cable management solutions for patch panel installation.
- [M] Supply and installation of structured components. The scope includes, but is not limited to:
 - Patch Panels
 - UTP Category 6 patch cords
 - Category 6 RJ45 input/output sockets
 - Category 6 UTP cables



- Faceplates
- Category 6 RJ45 cords
- **[M]** Decommissioning and migration of network switching equipment.

7. DETAILED NETWORK SWITCH REQUIREMENTS

Based on the quantities provided (3 x 48-port), the following roles and minimum specifications are defined:

7.1. Network Switches (Quantity: 3)

- **[M] Minimum Ports:** 48 x 1GbE RJ45
- **[M] Uplink Ports:** 2 x 10GbE SFP+
- **[M] Compatibility:** Must be compatible with 1G SFP+ transceiver or equivalent
- **[M] Warranty:** Minimum 5-year hardware warranty. Technical support should be quoted for an initial 3-year period with separate options for years 4 and 5, aligning with the proposed contract structure.

7.2. Brand and Model

- **[M]** Vendors may propose solutions from reputable enterprise networking manufacturers (e.g., Cisco, Juniper, HPE/Aruba, Extreme Networks). The proposed solution must meet or exceed all specified minimum Mandatory **[M]** requirements.
- **[M]** The Bidder must provide the specific brand, model/series, and detailed datasheets/brochures for all proposed switches with their bid.

8. TRANCEIVER REQUIREMENTS (Quantity: 4)

- 8.1 **[M]** The Bidder shall provide SFP+ 1Gb transceiver or equivalent.

9. IMPLEMENTATION REQUIREMENTS

- 9.1. **[M] Site Survey & Design:** Conduct a detailed survey and produce LLD for approval, covering topology, IP schema, VLAN plan, configuration templates, migration plan, and testing plan.
- 9.2. **[M] Installation:** Perform professional installation including rack mounting and cable management.
- 9.3. **[M] Configuration:** Apply configurations from approved LLD, addressing security, QoS, management settings, and high availability.
- 9.4. **[M] Testing:** Follow the approved testing plan for connectivity, performance, failover, and security, and document results.
- 9.5. **[M] Knowledge Transfer:** Provide at least 1-day of training for IT staff on configuration, management, troubleshooting, and maintenance.



9.6. **[M] Documentation:** Deliver comprehensive documentation including network diagrams, configuration backups, operational guides, and inventory list.

10. LABELLING

10.1. **[M]** Label all proposed hardware as specified in the RFP (Section 9) using durable labels.

10.2. **[M]** Provide an editable inventory list (Asset ID, Serial No, Location, Model, Delivery Date, Warranty Expiry), preferably in an Excel spreadsheet.

11. WARRANTY AND SUPPORT

11.1. **[M] Hardware Warranty:** Minimum 5-year comprehensive hardware warranty for all switches, including power supplies and fans.

11.2. **[M] Technical Support:** The Bidder shall propose an initial three (3) year technical support contract. Additionally, the Bidder must provide separate, itemised pricing for two (2) optional one-year (1) extensions for technical support, covering years 4 and 5. This will include:

- **[M]** Access to software updates, patches, and new releases.
- **[M]** 24x7 access to technical support center.
- **[M]** Defined Service Level Agreement (SLA) for support response and hardware replacement:
 - Critical Issues (Network Down): 4-hour response, Next Business Day (NBD) onsite hardware replacement.
 - Major Issues (Significant Impact): 8-hour response.
 - Minor Issues (Low Impact): NBD response.
- **[M]** Vendor must clearly state the terms of the proposed SLA.

11.3. **[M] On-site Support:** Availability of qualified engineers for on-site troubleshooting and break-fix during the initial three (3) year support contract period, and for any subsequently exercised optional one-year extensions (Year 4 and Year 5).

11.4. **[M] Certified Engineers:** Installation, configuration, and testing must be performed by engineers holding relevant, current certifications (e.g., Aruba ACSP/ACMP, Cisco CCNA/CCNP, or equivalent for the proposed brand). Proof of certification may be requested.

12. VENDOR QUALIFICATIONS

12.1. **[D] Experience:** At least 5 years in enterprise networks with details of 3 similar projects in Brunei.

12.2. **[D] Manufacturer Partnership:** Authorised partner for the proposed brand.

12.3. **[D] Local Presence:** Office and support capability in Brunei Darussalam.



13. PROPOSAL REQUIREMENTS

- 13.1. **[M] Compliance Statement:** Detailed point-by-point compliance statement against these technical specifications (using the provided form), explaining any deviations or enhancements.
- 13.2. **[M] Technical Details:** Datasheets for all proposed equipment.
- 13.3. **[M] Project Plan:** Detailed work breakdown structure and timeline.
- 13.4. **[M] Support Plan:** Detailed description of warranty and SLA terms.
- 13.5. **[M] Pricing:** Itemised pricing for hardware, software licenses (if any), installation, training, an initial three (3) year support contract, and clearly separate pricing for each optional one-year (1) support extension (for Year 4 and Year 5).



Appendix B: Technical Compliance Form

Instructions: Bidders must complete this form, indicating compliance with each requirement. Use "Yes" for full compliance, "No" for non-compliance, or "Partial" for partial compliance. Provide specific details, model numbers, or explanations in the "Bidder's Remarks / Specification Offered" column, especially for partial or non-compliance, or where specific values/details are requested.

Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
2. GENERAL REQUIREMENTS			
2.1	Propose complete solution (supply, delivery, install, setup, config, test, maintain) to replace existing infrastructure & provide connectivity.		
2.2	Agree to project completion within twelve (12) weeks from award date.		
2.3	Adhere to high-level implementation plan (Delivery/Install: 8 weeks; Config/Test/Migrate/Train: 4 weeks) & provide detailed plan.		
2.4	Deliver and install switches with mounting brackets at specified MORA locations.		
2.5	Configure switches with initial management IP addresses provided by MORA.		
3. DETAILED NETWORK POINTS REQUIREMENTS (Quantity: 75)			
3.1	Supply CAT6 faceplates per network point requirement.		
3.2	Provide patch panels with ports network points, complete with cable management.		
3.3	Provide CAT6 patch cords as: a) 0.5m or 1m for WAPs; b) 3m for printers/PCs.		
3.4	All cables and termination points shall be clearly labeled.		
3.5	Provide complete testing process documentation covering procedures, equipment, scope, and full unit coverage.		
3.6	Provide and install horizontal Category 6 unshielded twisted pair (UTP) cables.		



RASMI TIER 1A

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Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
3.7	Provide and install complete CAT6 infrastructure including racks, panels, cable management, UTP cables, patch cords, RJ45 sockets, faceplates, and connectors.		
3.8	Conduct testing of all fiber optic and UTP cables with Fluke and Agilent equipment compliant with current TIA/ISO standards, providing detailed test reports including summaries.		
3.9	Provide RJ45 faceplates with shutter and label compartment.		
3.10	Fill all unused modular jack positions with blank modules.		
3.11	Test all POE switches, wireless controllers, access points, and network points for compatibility and connectivity to the Ministry of Religious Affairs Data Center.		
3.12	Supply and install CAT6 UTP cable with 1-port faceplates, terminated by certified installers, in surface PVC conduit/trunking.		
3.13	Remove existing faceplates and install new 1-port or dual-gang faceplates with CAT6 modules.		
4. DETAILED STRUCTURED CABLING REQUIREMENTS			
4.1	Propose applicable backbone solutions (fiber/wireless/UTP/STP).		
4.2	Install and provide power cords for all proposed devices and racks per unit/floor as required.		
4.3	All cabling and local network schemes (wired/wireless) shall be standards-compliant, flexible and easily managed/maintained.		
4.4	Supply and install CAT6 UTP/STP or fiber optic cables as required.		
4.5	Label all cables, outlets, and patch panels per ANSI/EIA/TIA standards and industry practice.		
4.6	Provide factory-terminated, pre-tested Category 6 station cords compliant with ANSI/EIA/TIA standards (no field crimping).		
4.7	Supply and install 3m duplex single-mode fiber patch cords.		



RASMI TIER 1A

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Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
4.8	Use same-manufacturer components throughout the structured cabling system (faceplates, jacks, plugs, cables, patch panels, patch cords).		
4.9	Supply and install station cords matching the quantity of data outlets per room/unit.		
4.10	Install reinforcement structures for wall-mounted cabinets/racks, with trunking supported by brackets.		
4.11	Replace removed fixtures properly. Repair all installation-related damages, including final decorative finishes.		
4.12	Properly arrange all cables and equipment in the Equipment Rack.		
4.13	Test all fiber/UTP/STP cables using Fluke/Agilent testers per latest TIA/ISO standards; document full results with summary report.		
4.14	Submit complete documentation including diagrams. Provide duplicate softcopies: Visio-format drawings and Word-format text on CD-ROM.		
5. DETAILED FIBER OPTIC CABLING REQUIREMENTS (Quantity: 3)			
5.1	Single-mode or Multimode: _____		<i>Bidder to specify</i>
5.2	Fiber Optic Cable Type (e.g. OM1, OS2): _____		<i>Bidder to specify</i>
5.3	Transceiver Type Supported (e.g. SFP+, QSFP+): _____		<i>Bidder to specify</i>
5.4	Supply fiber optic cables to interconnect all network switches.		
5.5	Support 40Gb/s speeds (200m max).		<i>Bidder to specify offered value</i>
5.6	Supply fiber optic patch cords (min. 2m).		<i>Bidder to specify offered value</i>
5.7	Provide detailed datasheets/brochures for ALL proposed items.		<i>Confirm provided in proposal</i>
6. DETAILED PATCH PANEL REQUIREMENTS (Quantity: 6)			



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Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
6.1	Supply 24-port patch panels.		
6.2	Provide cable management.		
6.3	Supply front cable management panels with covers.		
6.4	Supply and install CAT6 patch panels, UTP cables, patch cords, RJ45 sockets, faceplates, and connectors.		
6.5	Dismantle existing switch and repatch all connections to new switch.		
7. DETAILED NETWORK SWITCH REQUIREMENTS			
7.1 Network Switch (Quantity: 3)			
7.1.1	Proposed Model & Brand: _____		<i>Bidder to specify</i>
7.1.2	Minimum 48 ports required.		<i>Bidder to specify offered value</i>
7.1.3	Minimum 2-port 10G SFP+.		<i>Bidder to specify offered value</i>
7.1.4	Provide power supply with Type G plug cord.		
7.1.5	Warranty: Min. 5-year hardware warranty.		
7.2 Brand and Model			
7.2.1	Provide specific brand, model/series for ALL proposed switches		<i>Confirm provided in proposal</i>
7.2.2	Provide detailed datasheets/brochures for ALL proposed switches		<i>Confirm provided in proposal</i>
8. TRANSCEIVER REQUIREMENTS (Quantity: 4)			
8.1	Supply SFP+ 1Gb transceivers or approved equivalents.		
9. IMPLEMENTATION REQUIREMENTS			



RASMI TIER 1A

REFERENCE NUMBER: 02/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT DEPARTMENT OF MOSQUE AFFAIRS, MINISTRY OF RELIGIOUS AFFAIRS

Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
9.1	Conduct detailed site survey & produce LLD document for MORA approval.		
9.2	Professional installation, rack mounting, and cable management.		
9.3	Implement configurations based on approved LLD.		
9.4	Execute approved testing plan & provide documented results.		
9.5	Provide min. 1-day hands-on training for MORA IT staff.		
9.6	Deliver comprehensive as-built documentation.		
10. LABELLING			
10.1	Label all hardware per specified format using durable labels.		
10.2	Provide inventory list in editable format (Excel).		
11. WARRANTY AND SUPPORT			
11.1	Hardware Warranty: Min. 5-year comprehensive warranty (incl. PSU/fans).		
11.2	Technical Support: Initial 3-year contract with separate pricing for optional years 4 & 5.		
11.2.1	Support includes software updates, patches, new releases.		
11.2.2	Support includes 24x7 access to technical support center.		
11.2.3	Provide defined SLA for support response & hardware replacement (Min: Critical 4hr resp/NBD replace; Major 8hr resp; Minor NBD resp).		Confirm SLA terms provided
11.3	On-site Support: Availability of qualified engineers for on-site support during contract period.		



RASMI TIER 1A

REFERENCE NUMBER: 02/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT DEPARTMENT OF MOSQUE AFFAIRS, MINISTRY OF RELIGIOUS AFFAIRS

Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
11.4	Certified Engineers: Installation/Config/Test performed by certified engineers (e.g., ACSP/ACMP, CCNA/CCNP or equiv.).		Confirm & specify certs held by team
12. VENDOR QUALIFICATION			
12.1	Experience: Min. 5 years implementing enterprise networks.		Provide details/references
12.2	Manufacturer Partnership: Authorized partner status for proposed brand.		Provide proof
12.3	Local Presence: Established office and support capability in Brunei.		
13. PROPOSAL REQUIREMENTS			
13.1	Provide detailed point-by-point compliance statement (this form).		Confirm completion of this form
13.2	Provide datasheets for all proposed equipment.		Confirm provided in proposal
13.3	Provide detailed project plan (WBS & timeline).		Confirm provided in proposal
13.4	Provide detailed support plan (warranty & SLA terms).		Confirm provided in proposal
13.5	Provide itemised pricing (hardware, install, train, support options).		Confirm provided in proposal

Declaration

I, the undersigned, certify that the information provided in this Technical Compliance Form is accurate, complete, and fully represents the technical specifications and capabilities of the proposed solution as required by the RFP.

Name	Signature	Position	Company Stamp



Appendix C: Project Plan & Methodology Outline

Instructions: Bidders must complete this outline, providing details on their proposed project plan and methodology. Attach a detailed project schedule (e.g., Gantt chart) as a separate document if necessary.

Bidder Name: _____

Section	Requirement / Prompt	Bidder's Response / Approach Description
1. Overall Approach	Describe your overall methodology for executing this network refresh project, ensuring minimal disruption to MORA operations.	
2. Project Timeline	Describe the proposed project team structure, roles, responsibilities, and reporting lines. (Reference Vendor Qualification Form for certifications).	
3. Project Timeline	Confirm adherence to the overall 12-week timeline. Provide a high-level Work Breakdown Structure (WBS) and key milestones below. Attach detailed schedule.	
	Key Milestone 1: Project Kick-off	Proposed Date:
	Key Milestone 2: Site Survey & LLD Approval	Proposed Date:
	Key Milestone 3: Equipment Delivery	Proposed Date:
	Key Milestone 4: Installation Complete	Proposed Date:
	Key Milestone 5: Configuration & Testing Complete	Proposed Date:
	Key Milestone 6: Training Complete	Proposed Date:
	Key Milestone 7: Documentation Handover & Project Closure	Proposed Date:



RASMI TIER 1A

REFERENCE NUMBER: 02/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT DEPARTMENT OF MOSQUE AFFAIRS, MINISTRY OF RELIGIOUS AFFAIRS

Section	Requirement / Prompt	Bidder's Response / Approach Description
4. Site Survey & Design	Describe your approach to the site survey and the development of the Low-Level Design (LLD) document, including contents as per spec 9.1.	
5. Installation Methodology	Describe your methodology for physical installation, rack mounting, and cable management (spec 9.2).	
6. Configuration Methodology	Describe your methodology for configuring the network equipment based on the approved LLD, including security and QoS settings (spec 9.3).	
7. Testing Methodology	Outline your testing plan, including types of tests (connectivity, performance, failover, security) and how results will be documented (spec 9.4).	
8. Migration Strategy	Describe your proposed strategy for migrating from the existing network to the new infrastructure with minimal downtime and risk.	
9. Risk Management	Identify key potential risks for this project and outline your proposed mitigation strategies.	Risk 1: Mitigation:
		Risk 1: Mitigation:



RASMI TIER 1A

REFERENCE NUMBER: 02/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT DEPARTMENT OF MOSQUE AFFAIRS, MINISTRY OF RELIGIOUS AFFAIRS

Section	Requirement / Prompt	Bidder's Response / Approach Description
		Risk 1: Mitigation:
10. Project Management	Describe your project management approach, including communication plan, progress reporting frequency, and issue escalation process.	

Declaration

I, the undersigned, certify that the Project Plan and Methodology outlined herein is accurate, feasible, and represents our proposed approach for the successful and timely execution of this project.

Name	Signature	Position	Company Stamp



Appendix D: Training & Documentation Plan Outline

Instructions: Bidders must complete this outline, providing details on their proposed plans for knowledge transfer (training) and project documentation.

Bidder Name: _____

Section	Requirement / Prompt	Bidder's Response / Approach Description
1. Training Plan		
1.1 Training Duration	Confirm commitment to provide a minimum of 1 day of hands-on training for MORA IT staff (spec 9.5).	<i>Confirm Yes/No. Specify proposed duration if longer.</i>
1.2 Training Content	Outline the proposed training curriculum, ensuring it covers configuration, management, troubleshooting, security, performance optimisation, and routine maintenance (spec 9.5).	<i>Provide high-level curriculum outline.</i>
1.3 Training Methodology	Describe the proposed training methodology (e.g., classroom sessions, hands-on labs, demonstrations).	
1.4 Trainer Qualifications	Provide details on the qualifications and experience of the proposed trainer(s).	
1.5 Training Location	Specify the proposed location for the training (e.g., MORA premises, Bidder's facility).	
1.6 Training Materials	Confirm that training materials will be provided in both electronic and printed formats (spec 9.5). Describe the nature of the materials (e.g., manuals, lab guides).	



Section	Requirement / Prompt	Bidder's Response / Approach Description
2. Documentation Plan		
2.1 Documentation Methodology	Confirm commitment to deliver comprehensive as-built documentation covering all items listed in spec 9.6 (network diagrams, config backups, guides, inventory list, etc.).	Confirm Yes/No.
2.2 Documentation Content	Describe the specific contents and level of detail planned for each documentation component (e.g., types of diagrams, format of guides).	
2.3 Documentation Format	Confirm that all documentation will be provided in both electronic (editable where applicable) and printed formats (spec 9.6).	Confirm Yes/No.
2.4 Documentation Delivery	Specify the timeline for delivering the final documentation package relative to project completion.	

Declaration

I, the undersigned, certify that the Training and Documentation Plan outlined herein is accurate, comprehensive, and represents our commitment to knowledge transfer and complete project documentation.

Name	Signature	Position	Company Stamp

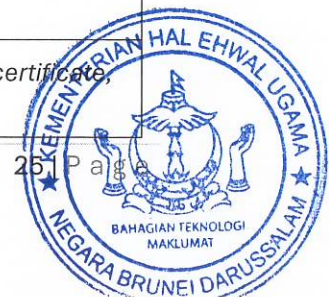


Appendix E: Vendor Qualification Form

Instructions: Bidders must complete this form, providing evidence and details to demonstrate compliance with the vendor qualification requirements. Attach supporting documents as necessary (e.g., certificates, reference letters).

Bidder Name: _____

Req. ID	Requirement Description	Bidder's Response / Evidence Provided
7.1 Experience		
7.1.1	Minimum 5 years experience implementing enterprise networks.	Years of Experience:
		<i>Provide company registration date or similar evidence.</i>
7.1.2	Details of at least 3 similar network implementation projects completed in Brunei within the last 3 years	<i>Provide project names, clients, brief scope, completion dates. Attach reference letters if available.</i>
		Project:
		Client:
		Scope:
		Date:
		Project:
Client:		
Scope:		
Date:		
7.2 Manufacturer Partnership		
7.2.1	Authorised partner status for the proposed hardware brand(s).	Proposed Brand(s):
		Partnership Level:
		<i>Attach proof of partnership (e.g., certificate, letter).</i>



RASMI TIER 1A

REFERENCE NUMBER: 02/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT DEPARTMENT OF MOSQUE AFFAIRS, MINISTRY OF RELIGIOUS AFFAIRS

Req. ID	Requirement Description	Bidder's Response / Evidence Provided
7.3 Local Presence		
7.3.1	Established office and support capability within Brunei Darussalam.	Office Address:
		<i>Provide details of local support team size/structure.</i>
7.4 Certified Engineers		
7.4.1	Installation, configuration, and testing will be performed by certified engineers.	<i>Confirm Yes/No</i>
7.4.2	Provide details of relevant, current certifications held by the proposed project team (e.g., Aruba ACSP/ACMP, Cisco CCNA/CCNP, or equivalent for the proposed brand).	<i>List key team members, their roles, and relevant certifications. Attach copies of certificates if requested.</i>
		Name: Role: Certification:
		Name: Role: Certification:
		Name: Role: Certification:

Declaration

I, the undersigned, certify that all information provided in this Vendor Qualification Form regarding our company's experience, qualifications, and partnerships is accurate and truthful.

Name	Signature	Position	Company Stamp



Appendix F: Vendor Information Form

Instructions: Please complete the details in Part A and Part B below.

PART A: COMPANY/CONTRACTOR DETAILS

Details	Information
Company Name / Contractor <i>(As written in the Certificate of Registration 16/17 or Form X)</i>	
Company Premise Address	
Postal Address <i>(If different from above)</i>	
Company Manager Name	
Identity Card No. and Citizenship	
Email Address	
Office Phone No.	
Home Phone No.	
Mobile Phone No.	

PART B: OFFER DETAILS

Details	Information
Offer Validity Period <i>(Minimum 90 days)</i>	
Validity Period:	
Validity Start Date:	
Validity End Date:	

Declaration

I, the undersigned, certify that all company and offer validity information provided in this form is accurate and up-to-date.

Name	Signature	Position	Company Stamp



Appendix G: Total Cost of Ownership (TCO) Breakdown Form

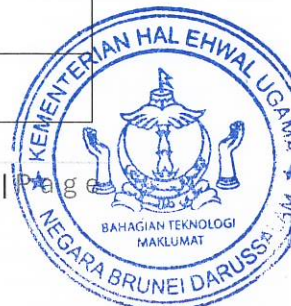
Instructions: Bidders must complete this TCO submission form in full. All cost components must be quoted in Brunei Dollars (BND) and inclusive of all applicable charges. Incomplete submissions may be disqualified.

Section A: Vendor and Solution Details

Item	Description
Vendor Name	:
Product Brand & Model	:
Proposed Quantity of Switches	:
Warranty Duration	:
Type of Switch	<input type="checkbox"/> Layer 2 <input type="checkbox"/> Layer 3 <input type="checkbox"/> Managed <input type="checkbox"/> Unmanaged
Platform	<input type="checkbox"/> On-premises <input type="checkbox"/> Cloud-managed (e.g., Aruba Central)

Section B: Total Cost of Ownership (TCO) – 3 to 5 Years Horizon

Category	Cost (BND)		
	Initial 3-Year Term	Optional Year 4	Optional Year 5
1. Capital Costs (CapEx)			
a. Hardware (switches, SFPs, rack kits)			
b. Initial software licensing (if any)			
c. Installation & configuration services			
2. Operational Costs (OpEx)			
a. Annual support and maintenance			
b. Recurring licence/subscription fees			
3. Other Costs			
a. Training / knowledge transfer			
TOTAL ESTIMATED TCO			



Section C: Additional Notes (if any)

(Vendor may provide additional information regarding service levels, upgrade paths, assumptions, etc.)

Declaration

I, the undersigned, certify that the above submission accurately represents the total expected cost for the initial three (3) year period and the separately priced optional years (Year 4 and Year 5), and includes all relevant charges for the solution proposed.

Name	Signature	Position	Company Stamp



Appendix H: Declaration of Willingness Form

Head of the Information Technology Division,
 Information Technology Division,
 2nd Floor, Ministry of Religious Affairs Building,
 Jalan Dewan Majlis, Berakas BB 3910,
 Brunei Darussalam.

(Attn: Corporate Services)

Dear Sir/Madam,

RE: SUPPLIER'S LETTER OF COMMITMENT FORM

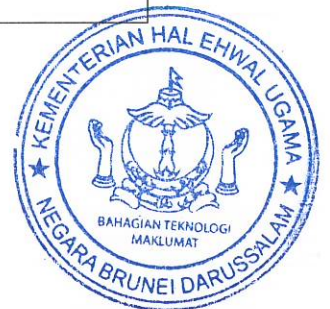
We hereby certify and confirm that our company,

_____ agrees to the quoted price for the initial 3-year cost of BND _____ for the supply of goods / equipment / materials / services as stated in the proposal number 02/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT DEPARTMENT OF MOSQUE AFFAIRS, MINISTRY OF RELIGIOUS AFFAIRS.

Declaration


I, the undersigned, certify that the above submission accurately represents the total expected cost for the initial three (3) year period and the separately priced optional years (Year 4 and Year 5), and includes all relevant charges for the solution proposed”.

Name	Signature	Position	Company Stamp




Appendix I: BIBD Online Payment Instructions

BIBD QuickPay



Scan here to pay



MINISTRY OF RELIGIOUS AFF MORA

Step 1

Log in to QuickPay on NEXGEN Mobile or Progresif Pay

Step 2




Scan the QR Code

Step 3

Enter the amount to pay & confirm

BIBD N E X G E N

Contact Centre +673 223 8181 | www.bibd.com.bn

BIBDBRUNEI   

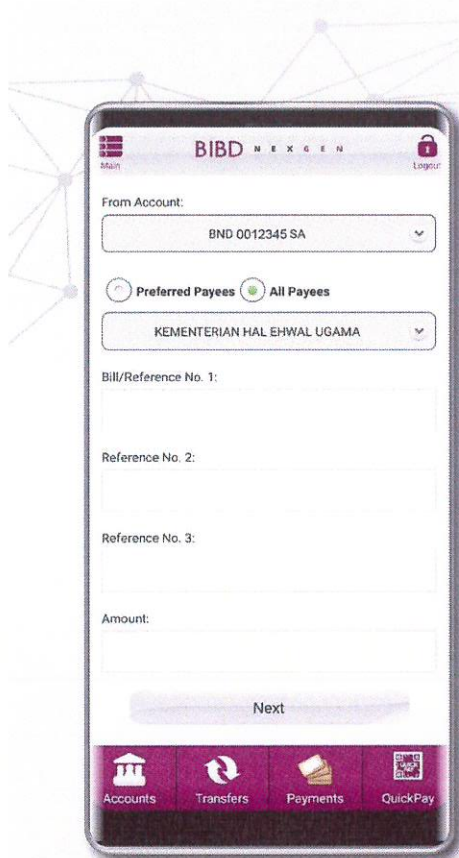


BIBD NEXGEN Wallet Bill Payment Guide

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 NEXGEN

Infinity of Possibilities

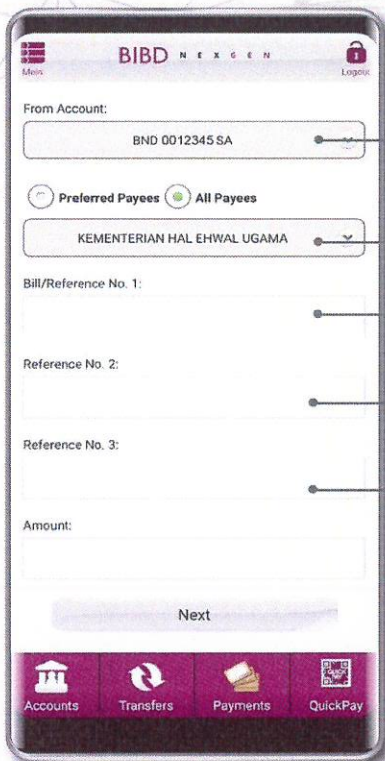


BIBD NEXGEN Wallet Bill Payment Guide

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 N E X G E N

Infinity of Possibilities



Checklist for Submission of Offer

(Please tick (✓) the relevant items only.)

- Original Offer Form.
- Copy of Business Registration Certificate (Forms 16 & 17 or Form X).
- Copy of Company Owner's Smart Card.
- Copy of Manager's Smart Card (if applicable).
- Letter of Confirmation / Appointment of Company Manager by the Company Owner (if applicable).
- Copy of Tax Compliance Certificate for Sdn Bhd (Sendirian Berhad) registered companies.
- Copy of Annual Returns Statement and Annual General Meeting (AGM) Report for Sdn Bhd registered companies.
- List of Local Employees (Local Content) and Foreign Workers (Foreigner Content).
- Copy of Company Certificate for Employees Trust Fund (TAP & SCP).
- Copy of the **LATEST** Employees Trust Fund Contribution Statement under the company's responsibility (for each contract, daily wage, and temporary worker).
- Copy of Quotation / Tender Fee Payment Receipt.
- Equipment / Goods / Services Brochure

