

REQUEST FOR PROPOSAL (RFP)

REFERENCE NUMBER: 01/KHEU/BTM/2/RFP/2025

NETWORK INFRASTRUCTURE REFRESH PROJECT:

THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), MINISTRY OF RELIGIOUS AFFAIRS

PROPOSAL SUBMISSION DEADLINE: WEDNESDAY, 16 JULY 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 Headquarters (Old Building). 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 Ministry's Headquarters (Old Building) 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 Ministry's Headquarters
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).

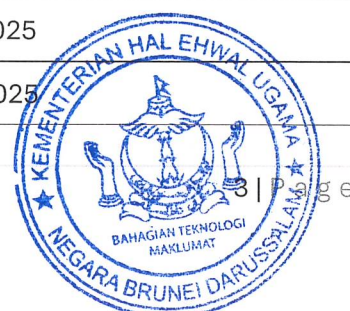
3. **Supporting Documents (as applicable):**

- 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
Pre-proposal meeting	NA
Site visit / Briefing	Monday, 30 June 2025, 9:30 AM
Deadline for clarification questions	Wednesday, 09 July 2025, 4:00 PM
Proposal submission deadline	Wednesday, 16 July 2025, 2:00 PM
Expected contract award	3 rd week of August 2025
Expected Project commencement	3 rd week of August 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:

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

NETWORK INFRASTRUCTURE REFRESH PROJECT:

THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), MINISTRY OF RELIGIOUS AFFAIRS

RFP REFERENCE NUMBER: 01/KHEU/BTM/2/RFP/2025

[Envelope A / B] – TECHNICAL / COMMERCIAL PROPOSAL

SUBMISSION DEADLINE: WEDNESDAY, 16 JULY 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, 16 July 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%

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

REFERENCE NUMBER: 01/KHEU/BTM/2/RFP/2025

**NETWORK INFRASTRUCTURE REFRESH PROJECT:
THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND
MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), MINISTRY OF
RELIGIOUS AFFAIRS**

1. PROJECT BACKGROUND

The Ministry of Religious Affairs (MORA) requires a comprehensive network infrastructure refresh at its Headquarters (Old Building) 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 SWITCH REQUIREMENTS

Based on the quantities provided (10 x 48-port, 4 x 24-port), the following roles and minimum specifications are defined:

3.1 Access Layer Switches (Quantity: 21)

- **[M] Minimum Ports:** 48 x 1GbE RJ45
- **[M] Uplink Ports:** 4 x 10GbE SFP+, supporting 10GBASE-LR transceivers
- **[M] Switching Capacity:** 176 Gbps minimum
- **[M] Forwarding Rate:** 130 Mpps minimum
- **[M] Compatibility:** Must be compatible with 10G SFP+ LR (J9151E) transceiver
- **[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.

3.2 Distribution/Aggregation Layer Switches (Quantity: 3)

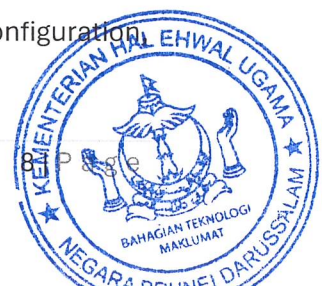
- **[M] Ports:** Min. 24 x 1GbE RJ45
- **[M] Uplink:** Min. 4 x 10GbE SFP+ (supports 10GBASE-LR)
- **[M] Capacity:** Min. 128 Gbps
- **[M] Forwarding Rate:** Min. 95 Mpps
- **[M] Compatibility:** Must be compatible with 10G SFP+ LR (J9151E) transceiver
- **[M] Warranty:** Min. 5-year hardware

3.3 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.

4. IMPLEMENTATION REQUIREMENTS

- 4.1 **[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.
- 4.2 **[M] Installation:** Perform professional installation including rack mounting and cable management.
- 4.3 **[M] Configuration:** Apply configurations from approved LLD, addressing security, QoS, management settings, and high availability.
- 4.4 **[M] Testing:** Follow the approved testing plan for connectivity, performance, failover, and security, and document results.
- 4.5 **[M] Knowledge Transfer:** Provide at least 1-day of training for IT staff on configuration, management, troubleshooting, and maintenance.



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

5. LABELLING

- 5.1. **[M]** Label all proposed hardware as specified in the RFP (Section 4) using durable labels.
- 5.2. **[M]** Provide an editable inventory list (Asset ID, Serial No, Location, Model, Delivery Date, Warranty Expiry), preferably in an Excel spreadsheet.

6. WARRANTY AND SUPPORT

- 6.1. **[M] Hardware Warranty:** Minimum 5-year comprehensive hardware warranty for all switches, including power supplies and fans.
- 6.2. **[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.
- 6.3. **[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).
- 6.4. **[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.
- ## 7. VENDOR QUALIFICATIONS
- 7.1. **[D] Experience:** At least 5 years in enterprise networks with details of 3 similar projects in Brunei.
- 7.2. **[D] Manufacturer Partnership:** Authorised partner for the proposed brand.
- 7.3. **[D] Local Presence:** Office and support capability in Brunei Darussalam.



8. PROPOSAL REQUIREMENTS

- 8.1. **[M] Compliance Statement:** Detailed point-by-point compliance statement against these technical specifications (using the provided form), explaining any deviations or enhancements.
- 8.2. **[M] Technical Details:** Datasheets for all proposed equipment.
- 8.3. **[M] Project Plan:** Detailed work breakdown structure and timeline.
- 8.4. **[M] Support Plan:** Detailed description of warranty and SLA terms.
- 8.5. **[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 SWITCH REQUIREMENTS			
3.1 Access Layer Switches (Quantity: 21)			
3.1.1	Proposed Model & Brand: _____		<i>Bidder to specify</i>
3.1.2	Minimum Ports: 48 x 1GbE RJ45		
3.1.3	Uplink Ports: Min. 4 x 10GbE SFP+ (supporting 10GBASE-LR standard)		
3.1.4	Switching Capacity: Min. 176 Gbps		<i>Bidder to specify offered value</i>
3.1.5	Forwarding Rate: Min. 130 Mpps		<i>Bidder to specify offered value</i>
3.1.6	Compatibility: Must be compatible with 10G SFP+ LR (J9151E) transceiver		Confirm compatibility and provide specific SFP+LR transceiver model(s) tested



Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
			<i>for compatibility.</i>
3.1.7	Warranty: Min. 5-year hardware warranty		
3.2 Distribution/Aggregation Layer Switches (Quantity: 3)			
3.2.1	Proposed Model & Brand: _____		<i>Bidder to specify</i>
3.2.2	Minimum Ports: 24 x 1GbE RJ45		
3.2.3	Uplink Ports: Min. 4 x 10GbE SFP+ (supporting 10GBASE-LR standard)		
3.2.4	Switching Capacity: Min. 128 Gbps		<i>Bidder to specify offered value</i>
3.2.5	Forwarding Rate: Min. 95 Mpps		<i>Bidder to specify offered value</i>
3.2.6	Compatibility: Must be compatible with 10G SFP+ LR (J9151E) transceiver		
3.2.7	Warranty: Min. 5-year hardware warranty		
3.3 Brand and Model			
3.3.1	Provide specific brand, model/series for ALL proposed switches		<i>Confirm provided in proposal</i>
3.3.2	Provide detailed datasheets/brochures for ALL proposed switches		<i>Confirm provided in proposal</i>
4. IMPLEMENTATION REQUIREMENTS			
4.1	Conduct detailed site survey & produce LLD document for MORA approval.		
4.2	Professional installation, rack mounting, and cable management.		
4.3	Implement configurations based on approved LLD.		
4.4	Execute approved testing plan & provide documented results.		
4.5	Provide min. 1-day hands-on training for MORA IT staff		



Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
4.6	Deliver comprehensive as-built documentation.		
5. LABELLING			
5.1	Label all hardware per specified format using durable labels.		
5.2	Provide inventory list in editable format (Excel).		
6. WARRANTY AND SUPPORT			
6.1	Hardware Warranty: Min. 5-year comprehensive warranty (incl. PSU/fans).		
6.2	Technical Support: Initial 3-year contract with separate pricing for optional years 4 & 5.		
6.2.1	Support includes software updates, patches, new releases.		
6.2.2	Support includes 24x7 access to technical support center.		
6.2.3	Provide defined SLA for support response & hardware replacement (Min: Critical 4hr resp/NBD replace; Major 8hr resp; Minor NBD resp).		Confirm SLA terms provided
6.3	On-site Support: Availability of qualified engineers for on-site support during contract period.		
6.4	Certified Engineers: Installation/Config/Test performed by certified engineers (e.g., ACSP/ACMP, CCNA/CCNP or equiv.).		Confirm & specify certs held by team
7. VENDOR QUALIFICATION			
7.1	Experience: Min. 5 years implementing enterprise networks.		Provide details/references
7.2	Manufacturer Partnership: Authorized partner status for proposed brand.		Provide proof
7.3	Local Presence: Established office and support capability in Brunei.		



RASMI TIER 1A

REFERENCE NUMBER: 01/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), MINISTRY OF RELIGIOUS AFFAIRS

Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks / Specification Offered
8. PROPOSAL REQUIREMENTS			
8.1	Provide detailed point-by-point compliance statement (this form).		<i>Confirm completion of this form</i>
8.2	Provide datasheets for all proposed equipment.		<i>Confirm provided in proposal</i>
8.3	Provide detailed project plan (WBS & timeline).		<i>Confirm provided in proposal</i>
8.4	Provide detailed support plan (warranty & SLA terms).		<i>Confirm provided in proposal</i>
8.5	Provide itemised pricing (hardware, install, train, support options).		<i>Confirm provided in proposal</i>

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: 01/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), 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 4.1.	
5. Installation Methodology	Describe your methodology for physical installation, rack mounting, and cable management (spec 4.2).	
6. Configuration Methodology	Describe your methodology for configuring the network equipment based on the approved LLD, including security and QoS settings (spec 4.3).	
7. Testing Methodology	Outline your testing plan, including types of tests (connectivity, performance, failover, security) and how results will be documented (spec 4.4).	
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

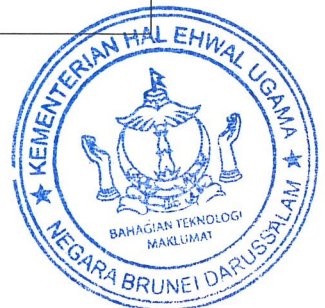
REFERENCE NUMBER: 01/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), MINISTRY OF RELIGIOUS AFFAIRS

Section	Requirement / Prompt	Bidder's Response / Approach Description
		<p>Risk 1:</p> <p>Mitigation:</p>
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 4.5).	<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 4.5).	<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 4.5). 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 4.6 (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 4.6).	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:
		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: 01/KHEU/BTM/2/RFP/2025 - NETWORK INFRASTRUCTURE REFRESH PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), 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 (As written in the Certificate of Registration 16/17 or Form X)	
Company Premise Address	
Postal Address (If different from above)	
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 (Minimum 90 days)	
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			

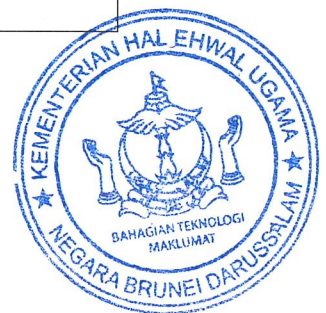
Section C: Additional Notes (if any)

(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 01/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION, TESTING AND MAINTENANCE FOR SWITCHES AT HEADQUARTERS (OLD BUILDING), 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

BIBD BRUNEI   



BIBD NEXGEN Wallet

Bill Payment Guide

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



GO!
DIGITAL!

The screenshot shows the BIBD NEXGEN app interface. At the top, there's a 'Login' button. Below it, the 'From Account' field is set to 'BND 0012345 SA'. There are two radio buttons for 'Preferred Payees' (selected) and 'All Payees'. The 'Preferred Payees' dropdown is set to 'KEMENTERIAN HAL EHWAL UGAMA'. Below this, there are three fields for 'Bill/Reference No. 1:', 'Reference No. 2:', and 'Reference No. 3:'. An 'Amount:' field is also present. A 'Next' button is at the bottom. At the very bottom, there's a navigation bar with four icons: 'Accounts', 'Transfers', 'Payments', and 'QuickPay'.

Bill/Reference No.1

Kod	Tajuk Hasil
H1	Lembaga Tawarn Kecil (LTK)
H2	Jawatankuasa Sebutharga (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



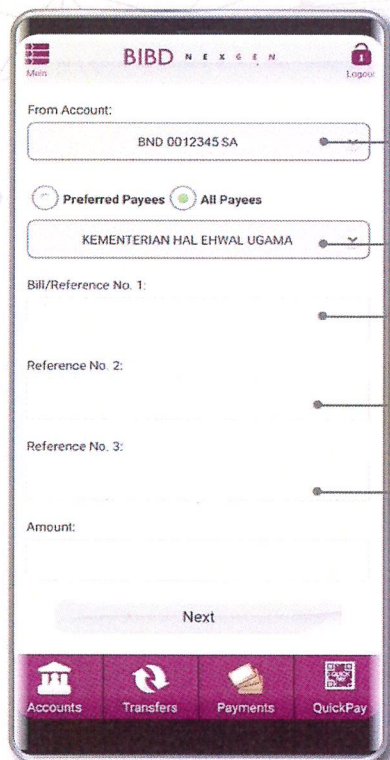
BIBD NEXGEN Wallet

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.

