



بهاڭيان تيكنولوگي معلومات
كمنترين حال احوال اڭام

BAHAGIAN TEKNOLOGI MAKLUMAT, KEMENTERIAN HAL EHWAL UGAMA

REQUEST FOR PROPOSAL (RFP)

REFERENCE NUMBER: 01/KHEU/BTM/2/RFP/2026

**THE SUPPLY, DELIVERY, INSTALLATION, SETUP, CONFIGURATION,
TESTING AND MAINTENANCE OF NETWORK INFRASTRUCTURE AT
BANGUNAN DARUL HUDA, PUSAT DA'WAH ISLAMIAH**

Site Inspection Date:

Wednesday, 08 July 2026, 9:00 AM

Submission Deadline:

Wednesday, 22 July 2026, 2:00 PM

Submission Location:

Peti Sebutharga, Tingkat 1

Bahagian Kewangan

Kementerian Hal Ehwal Ugama

Jalan Menteri Besar, Berakas BB3910

Negara Brunei Darussalam

Enquiries:

Information Technology Division

Ministry of Religious Affairs

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Phone: +673 2382525 ext. 278





SECTION 1: INSTRUCTIONS TO VENDORS

1.1 Submission Procedure

- 1.1.1 This RFP operates on a **single-envelope** manual submission process.
- 1.1.2 Vendors must submit their entire technical and commercial proposal enclosed within **one (1) single, securely sealed envelope**.
- 1.1.3 The exterior of the envelope must be clearly labelled with the Document Reference Number, Project Title, and the Submission Deadline.
- 1.1.4 Submissions must be physically deposited into the Ministry of Religious Affairs Quotation Box (Peti Sebutharga) located at the **First Floor Finance Counter** no later than **22 July 2026, at 2:00 PM**. Late submission will be rejected automatically.

1.2 Document Fee and Registration

- 1.2.1 A non-refundable e-Document Fee of BND 5.00 applies to this procurement.
- 1.2.2 Payment of the e-Document Fee must be settled using one of the following official methods:
 - **Option A (Digital):** Paid digitally via BIBD NEXGEN Wallet using the specific project reference code (See Appendix).
 - **Option B (Physical):** Paid via cash physically at the Finance Division Counter (Bahagian Kewangan), Level 1, Ministry of Religious Affairs during official operational payment hours.
- 1.2.3 Vendors must enclose a copy of the successful digital transaction receipt (for Option A) OR a photocopy of the official government issued receipt received from the finance counter (for Option B) directly inside their submission envelope. Failure to include a valid proof of payment will result in immediate automatic disqualification.
- 1.2.4 **Registration** for mandatory physical site inspections must be completed via the designated online form at <https://forms.cloud.microsoft/r/ZmueWLCptz> before the scheduled site visit date.
- 1.2.5 The **mandatory site visit** will be conducted on **Wednesday, 08 July 2026 at 9:00 AM**. Vendors are required to ensure attendance at the scheduled session. Failure to attend the mandatory site visit will result in the proposal being rejected without further technical evaluation.
- 1.2.6 Vendors must complete and submit the Mandatory Site Inspection Participation Confirmation form in Section 5, Part F as part of their proposal submission. The Ministry may verify attendance against the official site inspection attendance record.
- 1.2.7 The purpose of the site visit is to allow vendors to familiarise themselves with the site conditions, installation requirements, and existing Ministry infrastructure prior to submission.

1.3 Mandatory Eligibility Requirements

- 1.3.1 This proposal invitation is restricted exclusively to companies duly registered and operating within Negara Brunei Darussalam.
- 1.3.2 Vendors must attach the following physical verification records directly inside their submission envelope:
- A clear photocopy of the valid Business Registration Certificate (*Sijil Pendaftaran Perniagaan / Form X / Section 16/17*);
 - A clear photocopy of the authorised Company Representative's Identity Card (*Kad Pengenalan*).
- 1.3.3 Entities registered as a Sendirian Berhad (Sdn Bhd) must also include a copy of their latest valid Certificate of Tax Compliance issued and validated by the Revenue Division (Bahagian Hasil), Ministry of Finance and Economy, alongside a copy of their most recent Form of Annual Returns submitted to ROCBN.
- 1.3.4 Failure to include any of these applicable mandatory eligibility documents will result in immediate automatic disqualification without technical grading.

1.4 Declaration-Based Corporate Verification

- 1.4.1 To minimise paper bloat and administrative complexity for statutory certificates not explicitly detailed in Section 1.3, vendors are **not required** to attach secondary physical corporate documents (such as historical contribution sheets) with this bid.
- 1.4.2 Vendors merely declare their valid registration numbers within the structured response packet fields.
- 1.4.3 The Ministry will verify these numbers independently. Full physical copies of supporting statutory certificates will only be required from the top-ranked vendor selected for the final intent-to-award stage prior to purchasing execution.



SECTION 2: EVALUATION METHODOLOGY

Proposals will be assessed using a structured, formulaic **70% Technical / 30% Commercial** weighted split. Evaluation steps proceed sequentially:

[STAGE 1: Eligibility Check, Mandatory Technical Compliance & Technical Evaluation]



▼ (Must achieve minimum passing mark of 49%)

[STAGE 2: Commercial Pricing & Value Ranking]

2.1 Stage 1: Eligibility Check, Mandatory Technical Compliance and Technical Evaluation Matrix (Weightage: 70%)

Step 1 – Eligibility Check (Pass/Fail):

The Ministry's opening committee will audit the mandatory documents listed in Section 1.3. If any required item or the BND 5.00 receipt is missing, the proposal is rejected instantly without technical reading.

Step 1A – Mandatory Technical Compliance

In addition to the eligibility requirements, the Ministry will assess whether the vendor has complied with the mandatory technical requirements specified in Section 3. Failure to comply with any mandatory technical requirement may result in immediate rejection without further technical evaluation.

Mandatory requirements include, but are not limited to:

- Attendance at mandatory site visit and submission of the completed Mandatory Site Inspection Participation Confirmation form.
- Provision of a complete network infrastructure solution covering all scope items.
- Inclusion of all required components such as structured cabling, network points, fibre cabling, switches, SFP+ transceivers, patch cords, labelling and cable management.
- Submission of manufacturer datasheets or product specifications for proposed equipment.
- Commitment to testing, labelling, documentation and commissioning of all installed infrastructure.
- Provision of warranty, project management and maintenance support.
- Compliance with installation safety requirements.
- Compatibility with the existing Ministry network infrastructure and ICT environment.

Step 1B – Desirable Technical Requirements

Desirable requirements are not automatic disqualification criteria. These will be considered as part of the technical scoring evaluation.

Examples include:





- Scalability and future expansion capability
- Enhanced SLA response and support commitments
- Quality and clarity of network design and topology
- Strength of documentation and labelling approach
- Preventive maintenance and post-installation services
- Proven experience in similar network infrastructure projects

Step 2 – Technical Scoring:

Proposals passing the eligibility and mandatory technical compliance checks will have their technical offerings scored against the matrix below. Vendors must achieve a minimum technical score of 49% (out of the 70% total allocation) to advance to the commercial ranking phase.

Evaluation of “Outcome Achievement” and “Solution Design & Functionality” will consider the vendor’s ability to clearly demonstrate, within their submitted solution description (Part B1), how the proposed network infrastructure meets the functional, integration, and operational requirements defined in Sec. 3.

Technical Evaluation Matrix

Technical Evaluation Domain	Description	Max Points
Outcome Achievement	Degree to which the proposed network solution meets and enhances the specified functional operational outcomes defined in Section 3	35
Solution Design & Functionality	Quality, robustness, scalability, and architectural design of the proposed network infrastructure	15
Delivery & Performance Commitment	Adherence to implementation timeline, warranty terms, and SLA service commitments	10
Vendor Capability & Experience	Verifiable corporate track record showcasing similar ICT or network infrastructure projects over the past 3 years	10
TOTAL POINTS (Minimum Passing Threshold Required to Advance = 49 Points)		70

2.2 Stage 2: Commercial Evaluation (Weightage: 30%)

2.2.1 Technical proposals scoring below 49% baseline are disqualified immediately.

2.2.2 For all compliant proposals that pass the technical threshold, their commercial tables will be unsealed and graded using a relative pricing calculation:

$$\text{Commercial Score} = (\text{Lowest Quoted Price} / \text{Vendor's Quoted Price}) \times 30$$

2.2.3 The vendor achieving the highest combined score (Technical + Commercial) will be recommended for the contract award.

SECTION 3: OUTCOME-BASED TECHNICAL SPECIFICATIONS

The technical benchmark and reference configuration in this section represent the Ministry's complete and minimum requirement for the supply, delivery, installation, setup, configuration, testing, and maintenance of network infrastructure at Bangunan Darul Huda, PDI.

Vendors may propose equivalent or improved configurations provided that all required operational outcomes, capacity requirements, quality standards, and integration needs defined within this RFP are fully met.

The successful vendor shall provide a complete and operational solution inclusive of all accessories, installation materials, labour, testing, labelling, project management, and maintenance support necessary to deliver a fit-for-purpose deployment at site.

Minimum Technical Benchmark (Guidance Matrix)

No.	Functional Component / Description	Qty	Target Operational Outcome
1	Patch cord – 1M	18	Provision of short patching connectivity for rack, endpoint, and related network interconnection needs.
2	Patch cord – 3M	18	Provision of medium-length patching connectivity for rack, endpoint, and related network interconnection needs.
3	Network Points	18	Provide complete and functional network outlet points for designated user or equipment locations.
4	Structured Cabling	1 lot	Deliver organised and standards-based structured cabling infrastructure for reliable site connectivity.
5	Cable Management with front cover	3	Provide neat, protected, and maintainable cable routing and rack management.
6	Fibre cabling (6 Cores – Server room to Darul Huda Building)	1 lot	Establish backbone fibre connectivity between the server room and Bangunan Darul Huda.
7	Fibre cabling (12 Cores – Darul Huda Main Rack to Different floor)	1 lot	Provide inter-floor fibre distribution from the main rack to the relevant floors/areas.
8	10G SFP+ Transceivers	14	Enable high-speed uplink/interconnection over the proposed fibre network infrastructure.
9	Distribution Switch	1	Provide central switching capability for traffic aggregation and distribution.
10	Network Switch (48 Ports)	4	Provide adequate access switching capacity to support network point termination and endpoint connectivity.
11	Labelling	1	Ensure that all infrastructure, devices, and relevant points are clearly and consistently labelled.

No.	Functional Component / Description	Qty	Target Operational Outcome
12	Warranty, Project Management & Maintenance support	1	Ensure post-installation coverage, implementation governance, and maintenance support for the completed works.

All technical requirements specified in this Section 3 shall be deemed complete and form the basis of evaluation under Section 2 of this RFP. Vendors are responsible for ensuring that their proposed solution fully complies with all stated requirements without reliance on supplementary appendices.

SECTION 4: STANDARD LEGAL AND PERFORMANCE CONDITIONS

This procurement operates under standard public purchasing rules that are proportionate to the scope and complexity of the requirement.

- 4.1 **The Binding Agreement:** This solicitation does not constitute an absolute promise of business. A legally binding agreement shall only arise when the Ministry issues an official Government Purchase Order and/or any other formal contract instrument accepted by the selected vendor.
- 4.2 **Termination for Default:** The Ministry reserves the right to cancel the Purchase Order or terminate the engagement if the vendor supplies defective goods or services, fails to perform the required scope of works, breaches applicable security, safety or compliance requirements, or fails to remedy any performance deficiencies within the period stated in the Ministry's written notice.
- 4.3 **Defect Rectification and Replacement:** The Vendor shall rectify and replace any defective, damaged, incorrectly installed, or non-compliant goods or infrastructure supplied under this RFP at no additional cost to the Ministry. Any defect or non-compliance identified after installation shall be rectified within the period specified in the Ministry's written notification.
- 4.4 **Variation of Scope and Quantities:** The Ministry reserves the right to adjust quantities or supporting installation requirements prior to award, where necessary, based on operational requirements, site conditions or budget considerations. Any such adjustment shall be mutually agreed with the successful vendor.
- 4.5 **Confidentiality and Compliance:** Any Ministry information, site access details, drawings, rack layouts, network topology, cabling infrastructure and related ICT information disclosed for quotation or implementation purposes shall be treated as confidential. Such information must not be disclosed to any third party without prior written approval from the Ministry.
- 4.6 **Non-Binding Nature of RFP:** The Ministry is not bound to accept the lowest proposal or any proposal and reserves the right to reject any or all proposal, amend, suspend, or cancel the RFP process, reissue the RFP in whole or in part at any time without incurring any liability to participating vendors.



SECTION 5: UNIFIED PROPOSAL RESPONSE PACKET

(This is the only section the vendor needs to physically fill out, sign, and return inside the sealed envelope, together with the mandatory eligibility documents listed in Section 1.3)

PART A: COMPANY PARTICULARS & ELIGIBILITY DECLARATIONS

Field	Vendor Response
Company Legal Name:	
Business Registration No. (Section 16/17):	
Company Type	☐ Sole Proprietorship / Partnership ☐ Sendirian Berhad
Company Representative Name	
Representative Identity Card Number	
Tax Compliance Certificate No. (for Sdn Bhd)	
Active TAP / SCP Employer Number	
Primary Contact Phone Number	
Official Corporate Email Address	

Eligibility Confirmation:

I confirm that my company is registered and operating in Negara Brunei Darussalam. I have attached the following required documents to this submission:

- ☐ Photocopy of Business Registration Certificate (Section 16/17 or Form X).
- ☐ Photocopy of the authorized Company Representative's Identity Card.
- ☐ (For Sdn Bhd only) Photocopy of the latest valid Certificate of Tax Compliance and Annual Returns.

PART B1: SOLUTION DESCRIPTION

Vendors must provide a concise technical narrative describing:

- The proposed network infrastructure solution and overall configuration.
- How the proposed solution achieves the operational and system outcomes defined in Section 3 of this RFP.
- Integration approach with the existing Ministry network infrastructure and ICT environment.





- Any value-added features or design considerations.
- Key assumptions or constraints.

Submissions without a solution description may be assessed as incomplete.

PART B2: PERFORMANCE DECLARATION

Item	Vendor Response
Delivery Timeline (Weeks):	
Warranty Duration (Months):	
Fault Response Time (Hours):	
Expected System Availability (%):	
Local Support Contact:	Name: Designation: Phone: Email: Support Availability during warranty period:

Note: Declared performance values will be considered during technical evaluation.

PART C: COMPONENT PRICING SUMMARY

Vendors must state their fixed commercial offers below. Quoted values must encompass all supply, delivery, installation, setup, configuration, testing, commissioning, labelling, project management, maintenance support, accessories, and any other works necessary to complete the project.

Item	Description	Qty	Unit Price (BND)	Total Price (BND)
1	Bangunan Darul Huda, PDI requirements – please refer to Section 3 of this RFP for detailed requirement	1 lot		
2	Patch cord - 1M	18		
3	Patch cord - 3M	18		
4	Network Points	18		
5	Structured Cabling	1 lot		
6	Cable Management with front cover	3		
7	Fibre cabling (6 Cores - Server room to Darul Huda Building)	1 lot		
8	Fibre cabling (12 Cores - Darul Huda Main Rack to Different floor)	1 lot		
9	10G SFP+ Transceivers	14		
10	Distribution Switch	1		
11	Network Switch (48 Ports)	4		
12	Labelling	1		
13	Warranty, Project Management & Maintenance support	1		
TOTAL LUMP-SUM QUOTATION VALUE				



PART D: TECHNICAL COMPLIANCE CHECKLIST

Indicate the equipment's and services' adherence to the core performance expectations. Vendors must complete all applicable fields and provide sufficient remarks, explanation, and supporting evidence where applicable.

Specification Domain	Requirement Type	Vendor Response (Yes/No/Partial)	Brand / Model Offered / Short Description	Remarks / Explanation	Evidence / Preference
Patch cords and endpoint accessories	Mandatory				
Network points and outlet readiness	Mandatory				
Structured cabling implementation	Mandatory				
Cable management with front cover	Mandatory				
6-core fibre backbone to Bangunan Darul Huda	Mandatory				
12-core inter-floor fibre distribution	Mandatory				



Specification Domain	Requirement Type	Vendor Response (Yes/No/Partial)	Brand / Model Offered / Short Description	Remarks / Explanation	Evidence / Preference
10G SFP+ optics compatibility	Mandatory				
Distribution switch capability	Mandatory				
48-port access switch capability	Mandatory				
Labelling and documentation	Mandatory				
Testing and Commissioning	Mandatory				
Warranty, project management, and maintenance support	Mandatory				
Network topology and design clarity	Desirable				



Specification Domain	Requirement Type	Vendor Response (Yes/No/Partial)	Brand / Model Offered / Short Description	Remarks / Explanation	Evidence / Preference
Enhanced SLA and support	Desirable				
Scalability and future expansion	Desirable				
Preventive maintenance proposal	Desirable				

Supporting Evidence Requirement

Manufacturer datasheets, product brochures, technical specifications, proposed diagrams, SLA statements, maintenance plans, project references, or other relevant supporting documents must be submitted where applicable as evidence of compliance.

Important Note on Mandatory and Desirable Requirements

Mandatory requirements are subject to pass/fail compliance assessment. Failure to comply with any mandatory requirement may result in the proposal being rejected without further technical evaluation.

Desirable requirements are not automatic disqualification criteria. They will be considered as part of the technical scoring evaluation where relevant. Vendors should provide clear remarks and evidence to support any desirable features or added value offered.



Installation Safety Declaration:

Requirement	Vendor Response (Yes/No)
Vendor complies with applicable workplace safety requirements during installation	
Qualified personnel will be assigned for cabling, mounting and ICT works	
Vendor will protect existing Ministry infrastructure during installation	
Public Liability / Workmen Compensation coverage available (if applicable)	

PART E: MASTER VALIDITY AND AUTHORISATION SIGN-OFF

By signing and stamping below, I certify that:

- My company is an active corporate entity duly registered and operating within Negara Brunei Darussalam.
- I have physically attached all mandatory eligibility items within this envelope as explicitly required in Section 1.3.
- My company accepts all operational requirements, technical specifications, pricing conditions, and standard performance obligations governing this RFP.
- The commercial pricing declared in this response remains fixed and valid for ninety (90) days from the closing date of this proposal.
- All corporate data inputs and technical compliance answers recorded in this response packet are truthful, accurate, and verifiable.
- My company confirms that this proposal is submitted independently and without any conflict of interest, false representation, collusion, improper influence or corrupt practice.

Authorised Signature & Company Stamp

Date of Execution

Printed Name of Authorised Representative: _____

Designation: _____



PART F: MANDATORY SITE INSPECTION PARTICIPATION CONFIRMATION

Instruction: Vendors are required to complete this section to confirm attendance at the mandatory site inspection for this RFP.

Site Visit Attendance Record

Field	Details
Company Legal Name	
Name of Company Representative Attending Site Inspection	
Representative Identity Card Number	
Contact Number	
Site Location	Bangunan Darul Huda, Pusat Da'wah Islamiah, KHEU
Date of Site Visit	Wednesday, 08 July 2026
Time of Site Visit	9:00 AM

Vendor Declaration

- By signing below, I confirm that my company representative attended the mandatory site inspection for this RFP and has reviewed the site conditions relevant to the supply, delivery, installation, setup, configuration, testing and maintenance of network infrastructure at Bangunan Darul Huda, Pusat Da'wah Islamiah.
- I further confirm that, in preparing this proposal, my company has considered the site conditions, installation and access requirements, cabling routes, existing Ministry infrastructure, and any relevant implementation constraints.

Name	Designation	Signature & Date	Stamp

Ministry Representative

Name	Designation	Signature & Date	Stamp



END OF DOCUMENT CHECKLIST FOR VENDORS

Before sealing your single submission envelope, verify with absolute certainty that it contains exactly the following items:

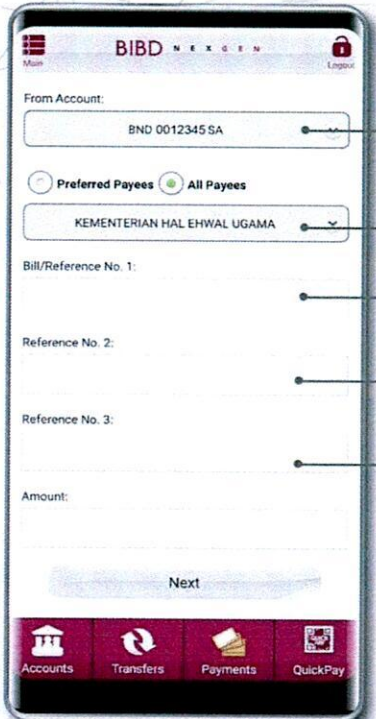
- ☐ This completed Section 5 Response Packet (all pages completed, signed, and stamped once).
- ☐ A printed copy of your BND 5.00 digital document fee payment receipt generated from BIBD Online/QuickPay (as required in Section 1.2).
- ☐ A clear photocopy of your valid Business Registration Certificate (*Sijil Pendaftaran Perniagaan / Form X / Section 16/17*).
- ☐ A clear photocopy of the authorised Company Representative's Identity Card (*Kad Pengenalan*).
- ☐ [FOR SDN BHD ONLY] A copy of the latest valid **Certificate of Tax Compliance** endorsed by the Revenue Division, Ministry of Finance and Economy.
- ☐ [FOR SDN BHD ONLY] A copy of the most recent **Form of Annual Returns** submitted to ROCBN.

IMPORTANT NOTE: Failure to include any of the applicable mandatory documents listed above within your single sealed envelope at the time of box closing will result in **immediate automatic disqualification** without technical evaluation.

END OF DOCUMENT



Appendix: BIBD Online Payment Instructions



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

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



Appendix: Mandatory Site Inspection Participation Confirmation

**001/KHEU/BTM/2/RFP/2026 - SITE
INSPECTION FORM**

