



كَمَنْتَرِيَانْ هَالْ عَهْوَالْ أُغَامَا

KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

REQUEST FOR PROPOSAL (RFP)

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025

**ONE-YEAR TERM CONTRACT
TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR
THE MINISTRY OF RELIGIOUS AFFAIRS (MoRA)**

**Tender Submission Deadline:
Tuesday, 4 November 2025, 2:00 PM**

Submission Location:

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

Enquiries:

Information Technology Division
Ministry of Religious Affairs

 btm.quotation@mora.gov.bn

 +673 2382525 ext. 278



REQUEST FOR PROPOSAL

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025

ONE-YEAR TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS (MoRA)

TENDER SUBMISSION DEADLINE: TUESDAY, 4 NOVEMBER 2025, 2:00 PM

1. PROJECT OVERVIEW

The Ministry of Religious Affairs (MoRA), through its Information Technology Division, invites tenders from qualified vendors for the supply and delivery of genuine toner and ink cartridges for printers and multifunction devices deployed across MoRA Headquarters and its departments.

This procurement establishes a one-year term contract with pre-agreed unit pricing and call-off orders, ensuring reliable printing operations, maintaining the longevity of printing equipment, and guaranteeing compliance with manufacturer's warranty and performance standards.

The selected vendor(s) will be required to supply only genuine consumables, each with a minimum shelf-life guarantee, and to deliver within the specified timeframe throughout the 12-month period.

Quantities indicated in Appendix A and Appendix B are estimates for evaluation purposes only; actual purchases will depend on MoRA's operational requirements and budget availability within the financial year.

2. BACKGROUND AND OBJECTIVES

The Ministry of Religious Affairs (MoRA) has long utilised printers and multifunction devices to support its daily administrative and operational needs. However, the frequent use of non-genuine or incompatible consumables can affect print quality, reduce equipment lifespan, and compromise overall efficiency.

To safeguard service quality and ensure compliance with manufacturer standards, MoRA requires a consistent and reliable supply of genuine toner and ink cartridges through a structured term contract. This approach will provide stable pricing, clear supplier accountability, and assurance that supply continuity is not affected by fluctuations in local market stock availability.

The primary objectives are to:

- Ensure the supply and delivery of genuine toner and ink cartridges for MoRA's printers and multifunction devices.
- Maintain high-quality and durable printing output for official documents and daily operations.
- Safeguard the longevity and warranty compliance of existing printing equipment.



- Provide timely delivery to support uninterrupted operations.
- Achieve value for money through transparent evaluation of unit costs against estimated annual consumption.
- Support fiscal discipline by aligning call-off orders with approved budget allocations for each financial year.

3. SCOPE OF WORK

The successful vendor shall be responsible for:

- a. Supplying and delivering genuine toner and ink cartridges in accordance with the required technical specifications.
- b. Ensuring all supplied consumables are new, original, and comply with manufacturer warranty and performance standards.
- c. Guaranteeing that all consumables supplied have a valid shelf life to support continuous operational use.
- d. Providing documentation and product information, including warranty details, in both hardcopy and softcopy formats.
- e. Delivering consumables in a timely manner to prevent disruption of printing operations.
- f. Accepting that all orders will be issued on a call-off basis, subject to operational requirements and budget availability within the financial year.
- g. Replacing any defective or non-compliant items within three (3) working days at no additional cost to the Ministry.
- h. Coordinating deliveries with designated MoRA officers to ensure proper receipt and verification, supported by signed Delivery Orders (DOs).

4. EVALUATION CRITERIA

- 4.1** The evaluation of this tender will be carried out in accordance with the established criteria, with assessments made based on the weightage assigned to each component as outlined below. This approach ensures a fair, transparent, and comprehensive evaluation process, considering both technical and financial considerations to determine the most responsive and advantageous offer.

a. Technical Proposal Evaluation Criteria

Criterion Description	Weight
Compliance with all mandatory specifications in Appendix B .	40%

Note: Vendors failing to meet mandatory requirements will be disqualified and will not proceed to commercial evaluation.



b. Commercial Proposal Evaluation Criteria

Criterion Description	Weight
Total Evaluated Price (Appendix D – including estimated quantities)	40%
Delivery Commitment (≤10 working days from order)	20%

Prices should be listed in **Appendix D - Tender Summary** and valid for a minimum of **90 days**.

4.2 Overall Proposal Evaluation Scoring

Category	Weight
Technical Proposal Evaluation	40%
Commercial Proposal Evaluation	60%
Total	100%

4.3 Award Strategy

The Ministry reserves the right to award the contract to a single vendor covering all items, or to multiple vendors per brand/model based on lowest evaluated cost. Where operationally necessary, the Ministry may also establish a panel award for the same brand/model, in which case call-off orders will prioritise the lowest-priced vendor, with subsequent vendors serving as backup in case of non-availability.

5. QUALIFICATION REQUIREMENTS

All vendors must meet the following minimum requirements to be considered:

- 5.1 Eligibility:** Proposals are invited only from companies/contractors registered with the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam.
- 5.2 Experience:** Minimum 5 years of experience in supplying and delivering genuine toner and ink cartridges, with at least 3 relevant projects or services completed in Brunei. Documentary evidence such as reference letters, purchase orders, or completion certificates must be submitted in Appendix C.
- 5.3 Authorisation:** Vendors must be an authorised partner, distributor, or reseller of the proposed toner/ink brands. An official letter of authorisation from the manufacturer or principal distributor must be provided as part of Appendix C.
- 5.4 Integrity Declaration:** Vendors shall sign and submit an Integrity Declaration confirming that no bribes, inducements, or unethical practices have been or will be engaged in relation to this tender.



6. SUBMISSION REQUIREMENTS

6.1 Proposal Content

Envelope	Contents	Reference
Envelope A	Technical Proposal (no pricing information)	See Section 7.2.1
Envelope B	Commercial Proposal (pricing information only)	See Section 7.2.2

7. SUBMISSION INSTRUCTIONS

7.1 Submission Format – Two Separate Sealed Envelopes

All proposals must be submitted in two sealed envelopes clearly labelled

- **Envelope A – Technical Proposal (No pricing information)**
- **Envelope B – Commercial Proposal (Pricing information only)**

The outer envelope must clearly state:

Tender Reference Number and **Project Title** and must not display any company name or logo.

Both envelopes must be placed inside a **single sealed outer envelope** addressed to:

TO:

**PENGERUSI LEMBAGA TAWARAN KECIL
TINGKAT 1, BAHAGIAN KEWANGAN
KEMENTERIAN HAL EHWAL UGAMA
JALAN DEWAN MAJLIS, BERAKAS BB 3910
NEGARA BRUNEI DARUSSALAM**

**PROJECT: ONE-YEAR TERM CONTRACT TO SUPPLY AND DELIVER
GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF
RELIGIOUS AFFAIRS (MoRA)**

TENDER REF. NO: 09/KHEU/BTM/2/RFP/2025

ENVELOPE [A / B]: TECHNICAL / COMMERCIAL PROPOSAL

The outer envelope must be deposited in the **Tender Box** at:

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



7.2 Contents of Each Envelope

7.2.1 Envelope A – Technical Proposal (No pricing information):

The Technical Proposal shall include the following:

- **Appendix B – Vendor Technical Compliance Form** (fully completed and signed)
- **Appendix C – Vendor Qualification Form** with all required supporting documents:
 - Valid Business Registration Certificate
 - IC copies of owner/manager
 - TAP & SCP Certificates
 - Latest TAP Contribution Statement
 - Tax Compliance Certificate (Sdn Bhd only)
 - Authorisation Letter from the toner/ink manufacturer or authorised reseller (if applicable)
- **Proof of Tender Fee Payment of BND 10.00 (Appendix G)** – *Mandatory for participation; any submission without this proof in Envelope A will be disqualified and will not proceed to Technical Evaluation.*
- Product datasheets and supporting technical documentation
- Any additional information demonstrating compliance with the requirements in **Appendix B**
- Signed Integrity Declaration Form (**Appendix F**) – failure to submit will result in disqualification.

7.2.2 Envelope B – Commercial Proposal (Pricing information Only)

The Commercial Proposal shall include the following:

- **Appendix D – Tender Summary Form**
- **Appendix E – Declaration of Willingness Form** (signed)
- Any optional price breakdowns or cost schedules, if applicable
- Any other pricing-related documents requested in this Tender

7.3 General Submission Rules

- No pricing information shall be included in **Envelope A**.
- Proposals must be submitted no later than the date and time specified in **Section 8 – important Dates**.
- Late submissions will not be accepted.
- Vendors are responsible for ensuring all required documents are included in the correct envelope.
- All documents must be signed and stamped where applicable.
- Incomplete or non-compliant submissions shall be rejected without further consideration.



8. IMPORTANT DATES

Event	Date
Tender Release	Wednesday, 15 October 2025
Final Date for Clarification Requests	Tuesday, 28 October 2025, 2:00 PM
Proposal Submission Deadline	Tuesday, 4 November 2025, 2:00 PM
Award Notification (Estimated)	End of November 2025
Contract Start Date (Targeted)	1 st Week of December 2025

Note: All dates above are indicative and may be revised based on internal processing and approval timelines.

9. LEGAL & CONTRACTUAL CLAUSES

9.1 Intellectual Property Rights

All materials developed or provided under this contract, including licenses, documentation, and any related deliverables, shall become the exclusive property of the Ministry of Religious Affairs.

No reuse, distribution, or external publication is permitted without prior written consent from the Ministry.

9.2 Risk Management and Delay

Any delay or non-performance must be reported in writing within **three (3) working days** of occurrence.

The Ministry reserves the right to:

- Impose penalties for unjustified delays;
 - Terminate the contract for non-performance; and/or
 - Recover partial or full payments if deliverables are not satisfactorily completed.
- Vendors shall also be liable for any additional costs reasonably incurred by the Ministry in sourcing replacement supplies in the event of failure to perform.

9.3 Force Majeure

Neither party shall be held liable for failure to perform contractual obligations due to causes beyond reasonable control, including but not limited to:

- Natural disasters
- National emergencies
- Government orders

In such cases, revised timelines shall be agreed upon in writing. The affected party shall notify the other party in writing within five (5) working days of the event occurring, providing evidence and an estimate of the likely duration of impact.



9.4 Dispute Resolution

Any disputes arising from this Tender or resulting contract shall be:

- Governed by the laws of Brunei Darussalam; and
- Resolved through amicable negotiation or, if necessary, arbitration in accordance with government procedures. The decision of the authorised arbitration body shall be final and binding on both parties.

9.5 Non-Binding Nature of Tender

This Tender does not constitute a binding contract.

The Ministry reserves the right to:

- Cancel or amend the Tender at any stage;
 - Reject any or all proposals received; and
 - Accept the proposal deemed to provide the best overall value for the Ministry.
- The Ministry shall not be liable for any costs incurred by vendors in the preparation or submission of proposals in response to this Tender.

10. CONTACT & ENQUIRIES

All enquiries regarding this Tender must be submitted in writing to the following 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

- *All clarification requests must be received no later than the date specified in Section 8 – Important Dates.*
- *Responses to clarification requests will be circulated in writing to all participating vendors to ensure equal access to information.*
- *Verbal communications will not be considered binding.*

11. LIST OF APPENDICES

The following appendices form part of this Tender:

Appendix A: General Minimum Technical Specifications

Appendix B: Vendor Technical Compliance Form

Appendix C: Vendor Qualification Form

Appendix D: Tender Summary Form

Appendix E: Declaration of Willingness Form

Appendix F: Integrity Declaration Form

Appendix G: BIBD Online Payment Instructions



Appendix A: General Minimum Technical Specifications

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025

PROJECT TITLE:

ONE-YEAR TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

Instruction:

Requirements in Sections A.1 and A.3 are mandatory and apply to all vendors. Section A.2 lists required cartridges, for which vendors may quote partially or in full.

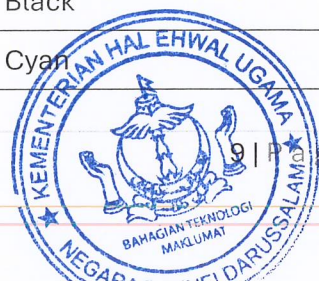
A.1 General Requirements

ID	Requirements	Class
A.1.1	All toner and ink cartridges must be genuine and original , sourced directly from the manufacturer or an authorised distributor/reseller.	[M]
A.1.2	All cartridges must be new, unused, and carry full manufacturer warranty .	[M]
A.1.3	Minimum shelf life of twelve (12) months from the date of delivery.	[M]
A.1.4	Delivery of all items must be within ten (10) working days from receipt of Purchase Order.	[M]
A.1.5	All deliveries must include product datasheets, warranty documentation, and a signed Delivery Order (DO).	[M]
A.1.6	Vendor must guarantee after-sales support, including replacement of defective or non-compliant items at no additional cost.	[M]
A.1.7	Installation or technical assistance (if required) must be provided by the vendor upon request.	[M]

A.2 List of Required Cartridges (Indicative for Evaluation)

The cartridges listed are required items under this term contract. Vendors are not required to supply all items. Proposals will be evaluated on a per item, per brand, or per category basis. However, for each item quoted, compliance with all mandatory requirements (genuine supply, warranty, compatibility, and shelf-life) is compulsory. Non-genuine or incompatible items will result in disqualification for that line.

ID	Printer/Device Model	Toner / Ink Code
A.2.1	HP OfficeJet Pro 7740	955XL – Black
A.2.2	HP OfficeJet Pro 7740	955XL – Cyan



RASMI TIER 1A

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025 – ONE YEAR-TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

ID	Printer/Device Model	Toner / Ink Code
A.2.3	HP OfficeJet Pro 7740	955XL – Yellow
A.2.4	HP OfficeJet Pro 7740	955XL – Magenta
A.2.5	HP LaserJet 400	HP80A – Black
A.2.6	HP LaserJet 402	HP26X – Black
A.2.7	HP Color LaserJet M479FDW	HP416X – Black
A.2.8	HP Color LaserJet M479FDW	HP416X – Cyan
A.2.9	HP Color LaserJet M479FDW	HP416X – Yellow
A.2.10	HP Color LaserJet M479FDW	HP416X – Magenta
A.2.11	HP PageWide Pro 477DW	HP 975X – Black
A.2.12	HP PageWide Pro 477DW	HP 975X – Cyan
A.2.13	HP PageWide Pro 477DW	HP 975X – Yellow
A.2.14	HP PageWide Pro 477DW	HP 975X – Magenta
A.2.15	HP OfficeJet Pro 9730	HP938e EvoMore - Black
A.2.16	HP OfficeJet Pro 9730	HP938e EvoMore - Cyan
A.2.17	HP OfficeJet Pro 9730	HP938e EvoMore - Yellow
A.2.18	HP OfficeJet Pro 9730	HP938e EvoMore - Magenta
A.2.19	HP Color LaserJet Enterprise CP4525dn	HP648 - Black
A.2.20	HP Color LaserJet Enterprise CP4525dn	HP648 – Cyan
A.2.21	HP Color LaserJet Enterprise CP4525dn	HP648 - Yellow
A.2.22	HP Color LaserJet Enterprise CP4525dn	HP648 - Magenta
A.2.23	Epson Workforce WF-C579R	T01C120 – Black
A.2.24	Epson Workforce WF-C579R	T01C220 – Cyan (extra high yield)
A.2.25	Epson Workforce WF-C579R	T01C420 – Yellow
A.2.26	Epson Workforce WF-C579R	T01C320 – Magenta
A.2.27	Brother HL-L3240CDW	TN-269XL Black
A.2.28	Brother HL-L3240CDW	TN-269XL Cyan
A.2.29	Brother HL-L3240CDW	TN-269XL Yellow
A.2.30	Brother HL-L3240CDW	TN-269XL Magenta
A.2.31	Brother HL-L3230CDN	TN-267 Black
A.2.32	Brother HL-L3230CDN	TN-267 Cyan
A.2.33	Brother HL-L3230CDN	TN-267 Yellow



ID	Printer/Device Model	Toner / Ink Code
A.2.34	Brother HL-L3230CDN	TN-267 Magenta
A.2.35	Brother MFC-T920DW	Brother BT D60 – Black
A.2.36	Brother MFC-T920DW	Brother BT 5000 – Cyan
A.2.37	Brother MFC-T920DW	Brother BT 5000 – Yellow
A.2.38	Brother MFC-T920DW	Brother BT 5000 – Magenta
A.2.39	Magicard Rio Pro 360 ID Card Printer	Magicard Rio Pro 360 Ribbons
A.2.40	Ricoh MC 2000	EDP CODE: 842418 – Black
A.2.41	Ricoh MC 2000	EDP CODE: 842411 – Cyan
A.2.42	Ricoh MC 2000	EDP CODE: 842409 – Yellow
A.2.43	Ricoh MC 2000	EDP CODE: 842410 – Magenta

A.3 Delivery and Quality Control

ID	Requirements	Class
A.3.1	Deliveries shall be made to MoRA Headquarters or designated departments/divisions as specified in Purchase Orders.	[M]
A.3.2	Vendors must coordinate delivery schedules with MoRA officers to avoid operational disruption.	[M]
A.3.3	Random inspections will be carried out by the IT Division to verify authenticity.	[M]
A.3.4	Non-compliant or counterfeit items will be rejected and must be replaced at the vendor's cost within three (3) working days.	[M]
A.3.5	Failure to comply with these requirements may result in contract termination and blacklisting in accordance with Government procurement regulations.	[M]



Appendix B: Vendor Technical Compliance Form**REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025****PROJECT TITLE:****ONE-YEAR TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS****Instruction to Vendors:**

- Vendors must complete this form in full.
- Mark Yes / No / Partial for each requirement.
- Provide details in the “Bidder’s Remarks / Specification Offered” column where necessary (e.g., model number, warranty terms).
- Vendors may leave blank any cartridge line (Section B.2) they are not offering.
- Failure to meet Mandatory [M] requirements in Sections B.1 and B.3, or providing non-genuine/incompatible items, will result in disqualification for that line item.

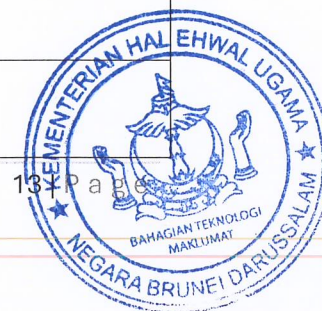
B.1 General Requirements (Mandatory for All Quoted Items)

Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks/ Specification Offered
B.1.1	[M] All toner and ink cartridges must be genuine and original , sourced directly from the manufacturer or an authorised distributor/reseller.		
B.1.2	[M] All cartridges must be new, unused, and carry full manufacturer warranty .		
B.1.3	[M] Minimum shelf life of twelve (12) months from the date of delivery.		
B.1.4	[M] Delivery of all items must be within ten (10) working days from receipt of Purchase Order.		
B.1.5	[M] All deliveries must include product datasheets, warranty documentation, and a signed Delivery Order (DO).		
B.1.6	[M] Vendor must guarantee after-sales support, including replacement of defective or non-compliant items at no additional cost.		
B.1.7	[M] Installation or technical assistance (if required) must be provided by the vendor upon request.		



B.2 List of Cartridges (Evaluation Basis – Vendors May Quote Partially)

ID	Printer/Device Model	Toner / Ink Code	Compliance (Yes/No/Partial)	Bidder's Remarks/ Specification Offered
B.2.1	HP OfficeJet Pro 7740	955XL – Black		
B.2.2	HP OfficeJet Pro 7740	955XL – Cyan		
B.2.3	HP OfficeJet Pro 7740	955XL – Yellow		
B.2.4	HP OfficeJet Pro 7740	955XL – Magenta		
B.2.5	HP LaserJet 400	HP80A – Black		
B.2.6	HP LaserJet 402	HP26X – Black		
B.2.7	HP Color LaserJet M479FDW	HP416X – Black		
B.2.8	HP Color LaserJet M479FDW	HP416X – Cyan		
B.2.9	HP Color LaserJet M479FDW	HP416X – Yellow		
B.2.10	HP Color LaserJet M479FDW	HP416X – Magenta		
B.2.11	HP PageWide Pro 477DW	HP 975X – Black		
B.2.12	HP PageWide Pro 477DW	HP 975X – Cyan		
B.2.13	HP PageWide Pro 477DW	HP 975X – Yellow		
B.2.14	HP PageWide Pro 477DW	HP 975X – Magenta		
B.2.15	HP OfficeJet Pro 9730	HP938e EvoMore - Black		
B.2.16	HP OfficeJet Pro 9730	HP938e EvoMore - Cyan		
B.2.17	HP OfficeJet Pro 9730	HP938e EvoMore - Yellow		



RASMI TIER 1A

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025 – ONE YEAR-TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

ID	Printer/Device Model	Toner / Ink Code	Compliance (Yes/No/Partial)	Bidder's Remarks/ Specification Offered
B.2.18	HP OfficeJet Pro 9730	HP938e EvoMore - Magenta		
B.2.19	HP Color LaserJet Enterprise CP4525dn	HP648 - Black		
B.2.20	HP Color LaserJet Enterprise CP4525dn	HP648 – Cyan		
B.2.21	HP Color LaserJet Enterprise CP4525dn	HP648 - Yellow		
B.2.22	HP Color LaserJet Enterprise CP4525dn	HP648 - Magenta		
B.2.23	Epson Workforce WF- C579R	T01C120 – Black		
B.2.24	Epson Workforce WF- C579R	T01C220 – Cyan		
B.2.25	Epson Workforce WF- C579R	T01C420 – Yellow		
B.2.26	Epson Workforce WF- C579R	T01C320 – Magenta		
B.2.27	Brother HL-L3240CDW	TN-269XL Black		
B.2.28	Brother HL-L3240CDW	TN-269XL Cyan		
B.2.29	Brother HL-L3240CDW	TN-269XL Yellow		
B.2.30	Brother HL-L3240CDW	TN-269XL Magenta		
B.2.31	Brother HL-L3230CDN	TN-267 Black		
B.2.32	Brother HL-L3230CDN	TN-267 Cyan		
B.2.33	Brother HL-L3230CDN	TN-267 Yellow		
B.2.34	Brother HL-L3230CDN	TN-267 Magenta		



ID	Printer/Device Model	Toner / Ink Code	Compliance (Yes/No/Partial)	Bidder's Remarks/ Specification Offered
B.2.35	Brother MFC-T920DW	Brother BT D60 – Black		
B.2.36	Brother MFC-T920DW	Brother BT 5000 – Cyan		
B.2.37	Brother MFC-T920DW	Brother BT 5000 – Yellow		
B.2.38	Brother MFC-T920DW	Brother BT 5000 – Magenta		
B.2.39	Magicard Rio Pro 360 ID Card Printer	Magicard Rio Pro 360 Ribbons		
B.2.40	Ricoh MC 2000	EDP CODE: 842418 – Black		
B.2.41	Ricoh MC 2000	EDP CODE: 842411 – Cyan		
B.2.42	Ricoh MC 2000	EDP CODE: 842409 – Yellow		
B.2.43	Ricoh MC 2000	EDP CODE: 842410 – Magenta		

B.3 Delivery and Quality Control Requirements (Mandatory)

Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks/ Specification Offered
B.3.1	[M] Deliveries shall be made to MoRA Headquarters or designated departments/divisions as specified in Purchase Orders.		
B.3.2	[M] Vendors must coordinate delivery schedules with MoRA officers to avoid operational disruption.		
B.3.3	[M] Random inspections will be carried out by the IT Division to verify authenticity		
B.3.4	[M] Non-compliant or counterfeit items will be rejected and must be replaced at the vendor's cost within three (3) working days.		



RASMI TIER 1A

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025 – ONE YEAR-TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

Req. ID	Requirement Description	Compliance (Yes/No/Partial)	Bidder's Remarks/ Specification Offered
B.3.5	[M] Failure to comply with these requirements may result in contract termination and blacklisting in accordance with Government procurement regulations.		

Declaration

I/We hereby declare that the information provided in this Technical Compliance Form is accurate and complete. All items offered comply with the specifications and requirements of RFP No. 09/KHEU/BTM/2/RFP/2025.

Name	Signature and Date	Position	Company Stamp



Appendix C: Vendor Qualification Form**REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025****PROJECT TITLE:****ONE-YEAR TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS****Instructions:**

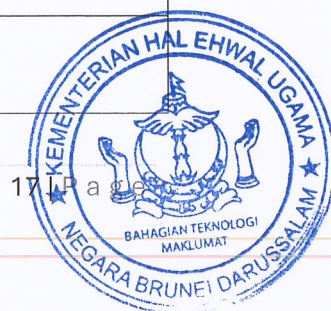
Bidders must complete this form and attach all required supporting documents. Evidence should be provided in clear copies, stamped and certified where appropriate (e.g., certificates, reference letters, authorisation letters). Failure to provide any mandatory documentation will result in disqualification.

C.1 Bidder Details

Bidder Name:	
Company Registration No.:	
Contact Person:	
Telephone / Email:	

C.2 Qualification Requirements

Requirement	Attached? (Yes/No)	Remarks / Reference
Valid Business Registration Certificate (Form 16/17 or Form X)		
IC copies of company owner and/or manager		
TAP & SCP Certificates		
Latest TAP Contribution Statement		
Tax Compliance Certificate (for Sdn Bhd only)		
Authorisation Letter from toner/ink manufacturer or authorised distributor (for each brand offered)		
Evidence of minimum five (5) years' experience in supplying genuine toner/ink cartridges		



RASMI TIER 1A

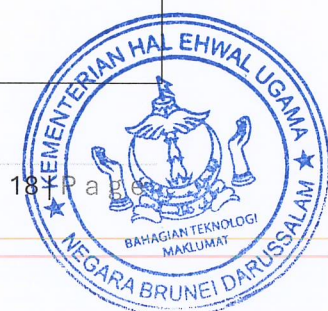
REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025 – ONE YEAR-TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

Requirement	Attached? (Yes/No)	Remarks / Reference
Evidence of at least three (3) relevant projects or contracts successfully completed in Brunei (reference letters, purchase orders, or completion certificates)		
Signed Integrity Declaration Form (Appendix F)		

Declaration

I/We hereby certify that the information provided in this form is accurate and complete, and that all supporting documents attached are valid as of the date of submission. I/We acknowledge that any false declaration or omission may result in immediate disqualification from this Tender.

Name	Signature and Date	Position	Company Stamp



Appendix D: Tender Summary Form**REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025****PROJECT TITLE:****ONE-YEAR TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS****Instructions:**

- Vendors must complete all relevant fields in the table below.
- Quantities provided are estimates for evaluation purposes only. Actual purchases will be made on a call-off basis, subject to operational requirements and budget availability.
- Prices quoted must be **fixed for the full 12-month contract term** and **inclusive of all costs** (delivery, consumables, warranty, and after-sales support).
- Vendors may quote for one or more items; however, each quoted item must meet the **mandatory requirements** in Appendix A.

Summary Table

ID	Printer/Device Model	Toner / Ink Code	Estimated Quantity (Units)	Unit Price (BND)	Total Quoted Amount (BND)
1	HP OfficeJet Pro 7740	955XL – Black	120		
2	HP OfficeJet Pro 7740	955XL – Cyan	101		
3	HP OfficeJet Pro 7740	955XL – Yellow	99		
4	HP OfficeJet Pro 7740	955XL – Magenta	98		
5	HP LaserJet 400	HP80A – Black	60		
6	HP LaserJet 402	HP26X – Black	37		
7	HP Color LaserJet M479FDW	HP416X – Black	7		
8	HP Color LaserJet M479FDW	HP416X – Cyan	7		
9	HP Color LaserJet M479FDW	HP416X – Yellow	7		
10	HP Color LaserJet M479FDW	HP416X – Magenta	7		



RASMI TIER 1A

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025 – ONE YEAR-TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

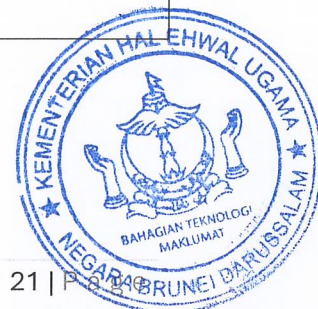
ID	Printer/Device Model	Toner / Ink Code	Estimated Quantity (Units)	Unit Price (BND)	Total Quoted Amount (BND)
11	HP PageWide Pro 477DW	HP 975X – Black	62		
12	HP PageWide Pro 477DW	HP 975X – Cyan	49		
13	HP PageWide Pro 477DW	HP 975X – Yellow	49		
14	HP PageWide Pro 477DW	HP 975X – Magenta	50		
15	HP OfficeJet Pro 9730	HP938e EvoMore - Black	17		
16	HP OfficeJet Pro 9730	HP938e EvoMore - Cyan	17		
17	HP OfficeJet Pro 9730	HP938e EvoMore - Yellow	17		
18	HP OfficeJet Pro 9730	HP938e EvoMore - Magenta	17		
19	HP Color LaserJet Enterprise CP4525dn	HP648 - Black	On Demand		
20	HP Color LaserJet Enterprise CP4525dn	HP648 – Cyan	On Demand		
21	HP Color LaserJet Enterprise CP4525dn	HP648 - Yellow	On Demand		
22	HP Color LaserJet Enterprise CP4525dn	HP648 - Magenta	On Demand		
23	Epson Workforce WF-C579R	T01C120 – Black	56		
24	Epson Workforce WF-C579R	T01C220 – Cyan	56		
25	Epson Workforce WF-C579R	T01C420 – Yellow	56		
26	Epson Workforce WF-C579R	T01C320 – Magenta	56		
27	Brother HL-L3240CDW	TN-269XL Black	14		
28	Brother HL-L3240CDW	TN-269XL Cyan	14		



RASMI TIER 1A

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025 – ONE YEAR-TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

ID	Printer/Device Model	Toner / Ink Code	Estimated Quantity (Units)	Unit Price (BND)	Total Quoted Amount (BND)
29	Brother HL-L3240CDW	TN-269XL Yellow	14		
30	Brother HL-L3240CDW	TN-269XL Magenta	14		
31	Brother HL-L3230CDN	TN-267 Black	18		
32	Brother HL-L3230CDN	TN-267 Cyan	18		
33	Brother HL-L3230CDN	TN-267 Yellow	18		
34	Brother HL-L3230CDN	TN-267 Magenta	18		
35	Brother MFC-T920DW	Brother BT D60 – Black	1		
36	Brother MFC-T920DW	Brother BT 5000 – Cyan	1		
37	Brother MFC-T920DW	Brother BT 5000 – Yellow	1		
38	Brother MFC-T920DW	Brother BT 5000 – Magenta	1		
39	Magicard Rio Pro 360	Magicard Rio Pro 360 Ribbons	15		
40	Ricoh MC 2000	EDP CODE: 842418 – Black	58		
41	Ricoh MC 2000	EDP CODE: 842411 – Cyan	57		
42	Ricoh MC 2000	EDP CODE: 842409 – Yellow	52		
43	Ricoh MC 2000	EDP CODE: 842410 – Magenta	52		
TOTAL ESTIMATED CONTRACT VALUE (BND)					



Declaration

I/We confirm that the prices stated above are fixed, inclusive of all costs (consumables, delivery, warranty, and after-sales support), and are for the complete supply of genuine toner and ink cartridges under RFP 09/KHEU/BTM/2/RFP/2025 for a one-year term contract.

Name	Signature and Date	Position	Company Stamp



Appendix E: Declaration of Willingness Form

To:

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: TENDERER'S DECLARATION OF WILLINGNESS

I/We hereby certify and confirm that our company,

agrees to the total quoted amount of BND _____ to supply and deliver **genuine toner and ink cartridges** for printers and multifunction devices as detailed in **TENDER No. 09/KHEU/BTM/2/RFP/2025** at the total fixed price stated in **Appendix D – Tender Summary Form**.

Declaration

*I/We, the undersigned, agree to supply and deliver genuine toner and ink cartridges for printers and multifunction devices as detailed in **TENDER No. 09/KHEU/BTM/2/RFP/2025**, at the fixed prices stated in Appendix D.*

We confirm that:

- *Each payment will only be invoiced and processed upon successful delivery, inspection, and formal acceptance by the Ministry of Religious Affairs.*
- *All goods supplied will be genuine and original, sourced from the manufacturer or an authorised distributor/reseller.*
- *We will honour the quoted prices for the full one-year term contract, without adjustment.*
- *We acknowledge that actual purchase quantities may vary from the estimates provided in Appendix D, as call-offs are subject to operational requirements and budget availability per financial year.*

Name	Signature and Date	Position	Company Stamp



Appendix F: Integrity Declaration Form



PENGAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION

Rujukan Tawaran <i>Tender Reference</i>	09/KHEU/BTM/2/RFP/2025
Tajuk Tawaran <i>Tender Title</i>	One-Year Term Contract to Supply and Deliver Genuine Toner and Ink Cartridges for the Ministry of Religious Affairs
Kementerian / Jabatan <i>Ministry / Department</i>	Kementerian Hal Ehwal Ugama, Bahagian Teknologi Maklumat

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)
 I/We (Fill in all the proprietor/shareholders' name below)

Bil. No.	Nama Name	No. Kad Pengenalan Brunei & Warna/ No. Paspot Antarabangsa Brunei Identity Card No. & Colour/International Passport No.	Tandatangan Signature

Beralamat/Address:

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

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

_____, (isikan nama Firma/ fill in the firm's name)
 dengan alamat perniagaan di, with its _____



place of business at _____

(atau / or)

ⁱⁱadalah pemegang saham dalam sebuah Syarikat yang bernama
a shareholder in a Company,

_____, dengan alamat berdaftar di / having its registered
address at _____

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

2. ⁱⁱⁱSaya/Kami **telah menghantar Penyata Tahunan** kepada Pendaftar Syarikat-Syarikat pada _____ (sila nyatakan tarikh terakhir menghantar Penyata Tahunan berkenaan).
I/We have **submitted Annual Returns** to Registrar of Companies on _____ (please state the date of latest Annual Returns submitted to Registrar of Companies).
3. ^{iv}Saya/Kami **tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain;** (sila lihat nota 3 dan 4 dibawah dan potong jika tidak berkenaan).
I/We **do not own any other firm(s)/ Company(ies)**; (see notes 3 and 4 below and delete where appropriate).
4. ^vSaya/Kami adalah juga **pemilik / pemegang saham** dalam senarai **Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat)** yang dinyatakan dalam Lampiran I.
I/We **also the proprietor / shareholder in the list of firm(s)/ Company(ies) described at Annex 1.**

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

5. Saya/Kami juga membuat PENGAKUAN selanjutnya:
I/We also hereby **DECLARE**:
 - a. bahawa sepanjang pengetahuan saya/kami, isteri/suami saya/kami atau Firma (Firma-Firma) Syarikat (Syarikat-Syarikat) kepunyaan isteri/suami saya/kami, tidak menghadapkan Tawaran untuk projek yang disebutkan diatas;
that to the best of my/our knowledge, neither my/our spouse or his/her firm(s)/ Company(ies) have submitted a Tender Proposal for the above mentioned project; and
 - b. bahawa saya/kami tidak berpakat sulit dengan Firma (Firma-Firma)/ Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan di atas.
that I/We have not colluded with any other firm(s)/Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.
6. ^{vi}Saya/Kami seterusnya membuat PENGAKUAN bahawa pemilik-pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.



I/We also DECLARE that neither I nor the other owners of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this tender, is/are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.

(Atau / Or)

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

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

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

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

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

I/We also DECLARE that I/We or any person representing my/our firm/Company will not offer or give or agree to give to any person any gift, gratification or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the tender/quotation for the above mentioned project or any other tender/quotation with the government. I/We am/are fully aware that if I/We or any person representing my/our firm/Company breached this declaration, I/We or any person representing my/our firm/Company shall have committed or abetted, attempted, conspired to commit an offence under the Prevention of Corruption Act (Cap. 131) or Section 161 to 165 of the Penal Code (Cap. 22) read with Section 109 or Section 120B or Section 511 of the same as reproduced in Annex 1.

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

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

- i. Penarikan balik tawaran kontrak bagi tawaran/sebutharga yang disebutkan di atas; atau



The withdrawal of the contract for the above tender/quotation; or

- ii. Penamatan kontrak bagi tawaran/sebutharga yang disebutkan di atas;
Termination of the above tender/quotation;
 - iii. Lain-lain tindakan tatatertib mengikut Peraturan Perolehan Kerajaan yang berkuat-kuasa; dan
Other disciplinary action in accordance with the Government Procurement Regulations in force; and
 - iv. Tindakan undang-undang mengikut undang-undang Negara Brunei Darussalam
Legal action in accordance to the Law of Brunei Darussalam.
10. Saya/Kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, saya/kami akan melakukan kesalahan yang boleh didakwa di bawah Kanun Hukuman Jenayah Bab 177 dan Bab 182 yang disertakan di LAMPIRAN I.
I/We fully aware that if I/We gave any information which is false, I/We committing an offence for which I/We liable to prosecution under the Penal Code. I/We also aware of Section 177 and 182 of the Penal Code reproduced below in Annex 1.
11. Saya/Kami juga difahamkan bahawa Firma/Syarikat saya/kami tidak akan dipertimbangkan bagi mengikuti Tawaran projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.
I/We also understand that my/our firm/Company will be disqualified for this tender in the event any information given herein is found to be false.
12. Saya/Kami memberi kuasa kepada _____ untuk menandatangani surat pengakuan ini sebagai pihak saya/kami sendiri, dan sebagai wakil saya/kami untuk **mengikatkan saya/kami dan Penender** kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan Integriti ini.
*I/We hereby authorize _____ to sign this Tenderer's Integrity Declaration on my/our behalf and also on behalf of the Tenderer to **bind ourselves and the Tenderer** to the matters set out in this declaration.*

Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya/kami mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.

Attached herewith Letter of Representation for me/us to represent the company as noted above to make this declaration.

Pada hari ini _____ haribulan _____, 20____

Dated this day _____ of _____, 20____

(Nama dan Tandatangan)

(Name and Signature)

vii (Pemilik Syarikat / CEO / Pengarah)

(The Owner of Co / CEO / Director)

(Cop Syarikat)

(Company Stamp)

¹ Masukkan disini jika orang yang membuat pengakuan adalah pemilik atau adalah seorang pemilik berdaftar Syarikat atau Nama Perniagaan



RASMI TIER 1A

REFERENCE NUMBER: 09/KHEU/BTM/2/RFP/2025 – ONE YEAR-TERM CONTRACT TO SUPPLY AND DELIVER GENUINE TONER AND INK CATRIDGES FOR THE MINISTRY OF RELIGIOUS AFFAIRS

Fill in here if an Owner of a Business Name

¹ Masukkan disini jika orang yang membuat pengakuan adalah pemegang saham dalam sebuah Syarikat (Sdn Bhd)

Fill in here if a shareholder in a Company (Sdn Bhd)

¹ Hanya untuk diisi oleh Syarikat Berhad atau Syarikat Sendirian Berhad sahaja

To be fill by Limited or Private Limited Company only

^{iv} Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain

If you DO NOT own other firms/Companies, please delete paragraph 3

^v Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain

If you DO NOT own other firms/Companies, please delete paragraph 3

^{vi} Potong perenggan 2 jika orang yang membuat pengakuan adalah pemilik atau pemegang saham dalam Firma-Firma / Syarikat-Syarikat lain

If you the Owner or Shareholder of other firms/Companies, please delete paragraph 2

^{vii} Potong Perenggan yang tidak berkenaan

Delete where inapplicable

¹ Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.

Must be signed by the Owner of Co or CEO or Director

LAMPIRAN 1

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

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

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

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

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

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

Bab 177 Kanun Hukuman Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)

Section 177 of the Penal Code (Cap 22 of the Laws of Brunei)

177. Barang siapa, yang terikat di sisi undang-undang untuk memberi maklumat mengenai apa-apa perkara kepada mana-mana penjawat awam, telah memberikannya sebagai benar, maklumat mengenai perkara itu yang dia tahu atau mempunyai sebab untuk mempercayai sebagai palsu, boleh dihukum penjara sehingga 6 bulan, atau denda sehingga \$4,000, atau kedua-duanya sekali, atau, jika maklumat yang dia terikat di sisi undang-undang untuk



memberi itu adalah mengenai sesuatu kesalahan yang dilakukan atau untuk mencegah sesuatu kesalahan daripada dilakukan, atau bagi penangkapan seorang pesalah, boleh dihukum penjara sehingga 2 tahun, atau dengan denda, atau dengan kedua-duanya.

Whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shall be punished with imprisonment for a term which may extend to 6 months, or with fine which may extend to \$4,000, or with both; or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment for a term which may extend to 2 years, or with fine, or with both

Bab 182 Kanun Hukuman Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)
Sections 182 of the Penal Code (Cap 22 of the Laws of Brunei)

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

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

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

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

- b) Menggunakan kuasanya yang sah disisi undang-undang yang mendatangkan kecederaan atau gangguan kepada seseorang.

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

Akan menerima hukuman penjara sehingga 6 bulan atau didenda sebanyak \$4,000.00 atau dengan kedua-duanya.

Shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.

Bab 6(b) Akta Pencegahan Rasuah (Penggag 131 Undang-Undang Negara Brunei Darussalam)
Section 6(b) Prevention of Corruption Act (Cap 131 of the Laws of Brunei)

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

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

maka ia adalah bersalah dan hukuman: Denda \$30,000 and penjara 7 tahun.

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

Bab 6(c) Akta Pencegahan Rasuah (Penggag 131 Undang-Undang Negara Brunei Darussalam)
Section 6(c) Prevention of Corruption Act (Cap 131 of the Laws of Brunei)

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

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

maka ia adalah bersalah dan hukuman: Denda \$30,000 dan penjara 7 tahun

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



Bab 9(a) Akta Pencegahan Rasuah (Penggag 131 Undang-Undang Negara Brunei Darussalam)
Section 9(a) Prevention of Corruption Act (Cap 131 of the Laws of Brunei)

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

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

maka ia adalah bersalah dan hukuman: Denda \$30,000 and penjara 7 tahun.

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

Bab 9(b) Akta Pencegahan Rasuah (Penggag 131 Undang-Undang Negara Brunei Darussalam)
Section 9(b) Prevention of Corruption Act (Cap 131 of the Laws of Brunei)

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

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

maka ia adalah bersalah dan hukuman: Denda \$30,000 dan penjara 7 tahun

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

Bab 161 Kanun Hukuman Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)
Section 161 of the Penal Code (Cap 22 of the Laws of Brunei)

161. Barangsiapa, yang menjadi atau menjangka akan menjadi seorang penjawat awam, menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, daripada seseorang, untuk dirinya atau untuk seseorang lain, apa-apa jua suapan, kecuali bayaran di sisi undang-undang, sebagai suatu galakan atau hadiah bagi melakukan atau supaya jangan melakukan apa-apa perbuatan rasmi, atau bagi memberi atau supaya jangan memberi, kemudahan atau kepayahan kepada seseorang, atau bagi memberi atau mencuba memberi apa-apa perkhidmatan atau halangan kepada seseorang, pada menjalankan kerja-kerja rasminya, dengan Kerajaan atau dengan seseorang penjawat awam,

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

hendaklah dihukum dengan penjara selama tempoh yang boleh sampai tujuh tahun dan denda.

shall be punished with imprisonment for a term which may extend to 7 years and with fine.

Bab 162 Kanun Hukuman Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)
Section 162 of the Penal Code (Cap 22 of the Laws of Brunei)

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

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

hendaklah dihukum dengan penjara selama tempoh yang boleh sampai tujuh tahun dan denda.

shall be punished with imprisonment for a term which may extend to 7 years and with fine.



Bab 163 Kanun Hukuman Jenayah (Penggalt 22 Undang-Undang Negara Brunei Darussalam)
Section 163 of the Penal Code (Cap 22 of the Laws of Brunei)

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

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

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

Bab 164 Kanun Hukuman Jenayah (Penggalt 22 Undang-Undang Negara Brunei Darussalam)
Section 164 of the Penal Code (Cap 22 of the Laws of Brunei)

164. Barang siapa, yang menjadi seorang penjawat awam, yang berkenaan dengannya salah satu kesalahan yang ditakrifkan dalam dua bab terakhir itu dilakukan, menyubahati kesalahan itu,

Whoever, being a public servant, in respect of whom either of the offences defined in the last 2 preceding sections is committed, abets the offence,

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

Bab 165 Kanun Hukuman Jenayah (Penggalt 22 Undang-Undang Negara Brunei Darussalam)
Section 165 of the Penal Code (Cap 22 of the Laws of Brunei)

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

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

hendaklah dihukum dengan penjara tidak melebihi 7 tahun dan denda.
shall be punished with imprisonment for a term which may extend to 7 years and with fine.

Bab 109 Kanun Hukuman Jenayah (Penggalt 22 Undang-Undang Negara Brunei Darussalam)
Section 109 of the Penal Code (Cap 22 of the Laws of Brunei)

109. Barangsiaapa yang menyubahati sesuatu kesalahan hendaklah jika perbuatan yang disubahati itu dilakukan oleh sebab subahat itu, dan tiada peruntukan yang nyata dibuat oleh Kanun ini berkenaan dengan seksaan bagi subahat itu, diseksa dengan seksaan yang diperuntukkan bagi kesalahan itu.

Whoever abets any offence shall, if the act abetted is committed in consequences of the abetment, and no express provision is made by this Code for the punishment of such abetment, be punished with the punishment provided for the offence.



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

120B. (1) Barang siapa menjadi satu pihak dalam suatu pakatjahat jenayah bagi melakukan suatu kesalahan yang boleh dihukum dengan bunuh, atau penjara selama tempoh dua tahun atau lebih, hendaklah jika tiada apa-apa peruntukan yang nyata ditetapkan oleh Kanun ini berkenaan dengan hukuman bagi pakatjahat itu, dihukum sama seperti seolah-olah ia telah menyubahati kesalahan itu.

(1) Whoever is a party to a criminal conspiracy to commit an offence punishable with death, or imprisonment for a term of 2 years or upwards, shall, where no express provision is made in this Code for the punishment of such a conspiracy, be punished in the same manner as if he had abetted such offence.

(2) Barang siapa menjadi satu pihak dalam suatu pakatjahat jenayah yang lain daripada pakatjenayah bagi melakukan suatu kesalahan yang boleh dihukum sebagaimana yang tersebut di atas, hendaklah dihukum dengan penjara sepuluh tahun dan denda.

(2) Whoever is a party to a criminal conspiracy other than a criminal conspiracy to commit an offence punishable as aforesaid shall be punishable with for 10 years and with fine.

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

511. Barang siapa mencuba melakukan sesuatu kesalahan yang boleh dihukum di bawah Kanun ini atau di bawah mana-mana undang-undang bertulis yang lain dengan penjara, denda atau sebatan atau dengan campuran hukuman-hukuman itu, atau mencuba menyebabkan kesalahan itu dilakukan, dan dalam percubaan itu membuat apa-apa perbuatan bagi melakukan kesalahan itu, hendaklah jika tiada peruntukan yang nyata dibuat di bawah Kanun ini atau di bawah undnagundang bertulis yang lain itu, mengikut mana yang berkenaan, bagi hukuman percubaan itu, dihukum dengan hukuman yang ada diperuntukkan bagi kesalahan itu: Dengan syarat bahawa apa-apa tempoh penjara yang dikenakan tidaklah boleh lebih daripada setengah daripada tempoh yang lama sekali diperuntukkan bagi kesalahan itu.

Whoever attempts to commit an offence punishable by this Code or by any other written law with imprisonment, fine or whipping or with a combination of such punishments, or attempts to cause such an offence to be committed, and in such attempt does any act towards the commission of the offence, shall, where no express provision is made by this Code or by such other written law, as the case may be, for the punishment of such attempt, be punished with such punishment as is provided for the offence:

Provided that any term of imprisonment imposed shall not exceed one half of the longest term provided for the offence.

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

12(a) Pegawai-Pegawai dan keluarga-keluarga mereka adalah ditegah daripada menerima hadiah-hadiah (selain daripada hadiah-hadiah daripada sahabat-sahabatnya sendiri atau waris-waris) samada yang berupa wang, barang-barang, tambang-tambang percuma atau faedah-faedah yang lain, dan daripada memberi hadiah-hadiah yang sedemikian.

Officers and their families are prohibited from receiving presents (other than gifts of personal friends or relatives) whether in the shape of money, goods, free passages or other pecuniary benefits, and from giving such presents.

Pengakuan Penender.
Tenderer's Declaration

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



Appendix G: BIBD Online Payment Instructions

BIBD QuickPay progresif
PAY

Scan here to pay



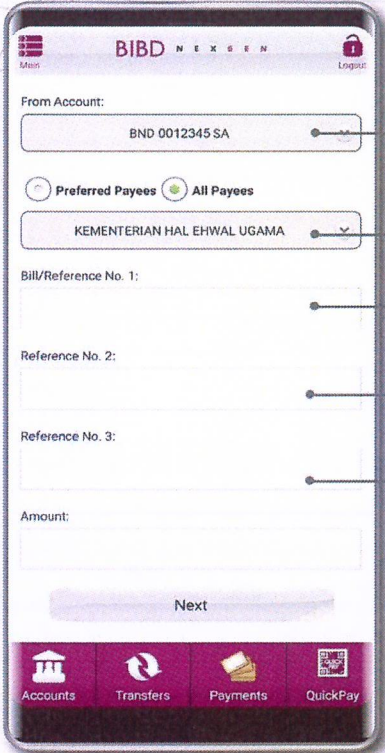
**QUICK
PAY**

MINISTRY OF RELIGIOUS AFF
MORA

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



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

Checklist for Submission of Offer*(Please tick (✓) the relevant items only.)*

- ☐ Declaration of Willingness.
- ☐ 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 Tender Fee Payment Receipt (Appendix F).
- ☐ Product datasheet or brochure for the genuine toner and ink cartridges.

