

KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

REQUEST FOR PROPOSAL (RFP)

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING
AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ
UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF
RELIGIOUS AFFAIRS

Submission Deadline:

Wednesday, 22 October 2025, 2:00 PM

Submission Location:

Peti Sebutarga, 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 (RFP)

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

TITLE: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

PROPOSAL SUBMISSION DEADLINE: WEDNESDAY, 22 OCTOBER 2025, 2:00 PM

1. PROJECT OVERVIEW

The Ministry of Religious Affairs (MoRA), through the Information Technology Division (in collaboration with the Finance Division, Administration Department), invites qualified vendors to submit proposals for the Supply, Delivery, Installation, Configuration, Testing and Maintenance of Power over Ethernet (PoE) solutions at Kolej Universiti Perguruan Ugama Seri Begawan (KUPUSB). The project seeks to provide reliable PoE capability to support essential network-powered devices and enhance overall ICT infrastructure.

2. BACKGROUND AND OBJECTIVES

KUPUSB requires the supply, installation, configuration, and testing of new PoE access switches. This initiative aims to enhance reliability, support power-over-Ethernet enabled devices, and ensure a scalable network infrastructure that aligns with the institution's academic and administrative needs.

The primary objectives of this project are to:

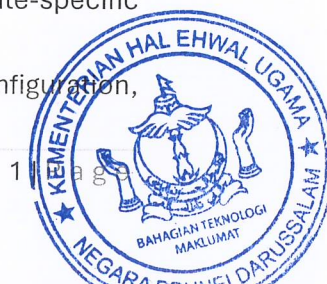
- Improve network reliability and performance across all building locations.
- Enhance security and management capabilities of the network infrastructure.
- Ensure consistency and standardisation in switch deployment across KUPUSB.
- Support future scalability and readiness for digital initiatives.
- Minimise downtime during migration and replacement.

3. SCOPE OF WORK

The successful vendor shall be responsible for the comprehensive implementation of the network project across six (6) locations. The scope of work is outlined below:

3.1 General Deliverables (all 6 locations)

- A detailed breakdown of departments, locations, and corresponding equipment quantities is provided in the List of Departments (see page 29 of this RFP document). Vendors must ensure their proposals account for all listed buildings/blocks.
- Provide complete labelling and inventory of all equipment installed.
- Deliver configuration backups, updated network diagrams, and site-specific documentation.
- Conduct one (1) day of hands-on training for MoRA / KUPUSB IT staff on configuration, management, and troubleshooting.



- Provide ongoing maintenance and support in accordance with the Service Level Agreement (SLA).

4. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria and weightings:

Criterion	Weight
Technical (70% total)	
<i>Technical compliance and solution design</i>	35%
<i>Vendor qualifications and past experience</i>	15%
<i>Implementation approach and timeline</i>	10%
<i>Maintenance and support capabilities</i>	10%
Commercial (30% TCO)	
<i>Total Cost of Ownership (TCO, 3–5-year life cycle)</i>	30%

The Ministry is committed to achieving **best value for money** in this procurement. Evaluation will therefore not be based solely on the lowest initial price, but on the overall ability of the proposal to fulfil the Ministry's requirements in terms of **performance, reliability, security, scalability, and total cost of ownership across the full life cycle of the equipment.**

5. QUALIFICATION REQUIREMENTS

Vendors must meet the following minimum requirements to be considered:

- Eligibility:** Demonstrated experience in implementing at least three (3) similar PoE switch network infrastructure projects within Brunei Darussalam over the past five (5) years, supported with client references.
- Certified Personnel:** The bidder shall ensure that engineers assigned to this project possess current and relevant professional certifications in network switching technologies (e.g., Cisco CCNA/CCNP, Aruba ACSP/ACMP, or equivalent certification for the proposed PoE switch brand). Proof of certification may be requested.
- Manufacturer Partnership:** Must be an authorised partner or reseller of the proposed equipment manufacturer(s). Evidence of partnership status shall be provided.
- Local Presence:** Vendors must have an established local presence in Brunei Darussalam with sufficient technical staff to provide ongoing support and maintenance.



6. SUBMISSION REQUIREMENTS

6.1 Proposal Content

Proposals must include the following components:

Envelope	Contents	Reference
Envelope A	Technical Proposal (no pricing information)	See Section 7.1
Envelope B	Commercial Proposal (pricing information only)	See Section 7.2

6.2 Submission Instructions

a. 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:

Proposal 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:

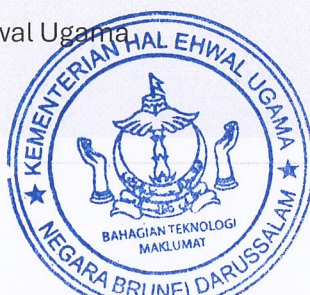
TO:
PENGERUSI JAWATANKUASA SEBUTHARGA
TINGKAT 1, BAHAGIAN KEWANGAN
KEMENTERIAN HAL EHWAL UGAMA
JALAN DEWAN MAJLIS, BERAKAS BB 3910
NEGARA BRUNEI DARUSSALAM

PROJECT: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

PROPOSAL REF. NO: 11/KHEU/BTM/2/RFP/2025
ENVELOPE [A / B]: TECHNICAL / COMMERCIAL PROPOSAL

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

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



7. CONTENTS OF EACH ENVELOPE

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

The Technical Proposal shall contain:

1. Executive Summary
2. Detailed Technical Proposal addressing:
 - Proposed equipment specifications and quantities (**Appendix B – Technical Compliance Form**)
 - Network design (if required), implementation approach, and project timeline (**Appendix C – Project Plan & Methodology Outline**)
 - Testing and acceptance methodology (**Appendix C**)
3. Documentation plan (**Appendix D**)
4. Vendor qualification:
 - Company profile and experience (**Appendix E – Vendor Qualification Form**)
 - Project team structure and qualifications (**Appendix E**)
 - References from similar projects (**Appendix E**)
 - Manufacturer certifications (**Appendix E**)
5. Vendor Information Form (**Appendix F – Borang Sebut Harga**)
6. Supporting Documents:
 - Product datasheets, technical brochures, and relevant certifications
 - Valid copies of:
 - Sijil Pendaftaran Perniagaan (Section 16 & 17) or Perakuan Penubuhan Syarikat Persendirian (Form X)
 - Certificate of TAP Compliance (for Sendirian Berhad companies)
 - Latest Annual Returns & AGM statements (for Sendirian Berhad companies)
 - Sijil Pendaftaran Tabung Amanah Pekerja (TAP)
 - Latest Penyata Pekerja Tabung Amanah Pekerja (TAP)
- a. Proof of **Quotation Fee Payment (BND \$5.00)**:
 - Official receipt from the Ministry of Religious Affairs, OR
 - Screenshot/confirmation of payment via BIBD Online Payment (**Appendix I**)

7.2 Envelope B – Commercial Proposal (Pricing information only):

The Commercial Proposal shall contain:

- **Completed Appendix G: Total Cost of Ownership (TCO) Breakdown Form**, showing:
 - Initial 3-year term costs
 - Separate, itemised pricing for optional Year 4 and Year 5 support



- Any Optional Items (with separate pricing)
- **Proposal Validity Period** – minimum 90 days (as stated in **Appendix F**)
- **Completed Appendix H – Declaration of Willingness Form**

8. IMPORTANT DATES

Event	Date
RFP publication	Thursday, 02 October 2025
Site visit/briefing	Vendors are required to register via the online form at https://bit.ly/kupusbnetwork The Ministry will notify all registered vendors of the confirmed date, time, and location of the site visit/briefing.
Deadline for clarification questions	Thursday, 16 October 2025, 4:00 PM
Proposal submission deadline	Wednesday, 22 October 2025, 2:00 PM
Expected contract award	Approximately One Month after Submission
Expected Project Start / Kick-off	Final week of November or early December 2025

Submission Compliance Notes

1. **Late submissions or incomplete proposals** (including missing forms or failure to separate technical and commercial envelopes) **will not be considered**.
2. All forms provided in the Appendices must be completed in full.
3. All pages must be **numbered** and **securely bound**.
4. All proposals must comply with the **two-envelope system** to maintain transparency and fairness in evaluation.

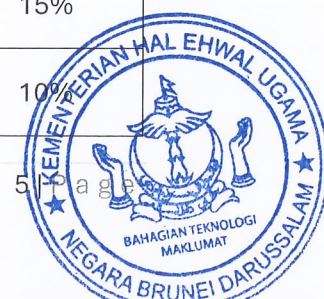
9. EVALUATION AND SELECTION PROCESS

9.1 The evaluation will follow a two-stage, two-envelope process to ensure fairness, transparency, and compliance with public sector procurement standards.

9.2 **Stage 1: Technical Evaluation (Envelope A)**

Conducted by an internal Evaluation Committee based on the following weighted criteria:

Evaluation Criterion	Weight
Technical compliance, performance, and solution design (including all Mandatory [M] specifications in Appendix A)	35%
Vendor qualifications, relevant certifications, and experience with similar public sector wireless network projects	15%
Implementation approach, phased deployment plan, and timeline	10%



Evaluation Criterion	Weight
Maintenance and support capabilities, including defined SLAs and escalation procedures	10%

Only proposals that meet all **Mandatory [M]** requirements and achieve at least 70% of the Technical score will proceed to Stage 2 (Commercial Evaluation).

9.3 Stage 2: Commercial Evaluation (Envelope B)

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

Evaluation Criterion	Weight
Total Cost of Ownership (TCO) over a 5-year life cycle, inclusive of hardware, licences, support, and maintenance (initial 3-year term + optional Years 4 and 5)	30%

The Ministry reserves the right to accept or reject any proposal, and is not bound to accept the lowest offer. Award of contract is subject to compliance with requirements, successful technical and commercial evaluation, and approval by the relevant authority.

9.4 Overall Evaluation Scoring

Category	Weight
Technical (Stage 1)	70%
Commercial (Stage 2)	30%
Total	100%

Scoring Methodology:

- Each criterion is scored out of 100 and multiplied by its respective weight.
- Only vendors scoring $\geq 70\%$ in the Technical Evaluation will proceed to the Commercial Evaluation.
- The lowest-priced compliant vendor does not automatically win – the final award is based on the highest total score across both stages.

10. PAYMENT TERMS (MILESTONE-BASED)

Payments shall be made in accordance with the following milestone structure. Each payment is contingent upon:

- Submission of corresponding deliverables;
- Formal verification and acceptance by the Ministry's IT Division; and
- Compliance with Brunei Government financial and audit governance requirements.



Milestone	Payment (% of Contract Value)	Conditions for Payment
1. Delivery of All Equipment	30%	Upon full delivery and verification of all hardware components (network switches, mounting kits, accessories, licences) at all designated sites.
2. Completion of Installation & Configuration	25%	Upon completion of installation (including rack mounting and cabling), configuration as per approved Low-Level Design (LLD), and initial connectivity verification at all sites.
3. Testing & Commissioning	25%	Upon successful completion of testing (signal coverage, throughput verification, failover, and security checks) and issuance of User Acceptance Test (UAT) sign-off by the Ministry.
4. Documentation Submission	15%	Upon delivery of all required documentation (network diagrams, configuration backups, inventory lists, implementation checklists, and SOPs)
5. Retention (Project Closure)	5%	Released after three (3) months from project completion, subject to no outstanding defects or performance issues being reported.

11. LEGAL & CONTRACTUAL CLAUSES

11.1 Intellectual Property Rights

All materials developed, configured, or provided under this contract, including software licences, documentation, configuration files, 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.

11.2 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.



11.3 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;
- Pandemics or epidemics;
- National emergencies; or
- Government orders.

In such cases, **revised timelines and/or milestones** shall be agreed upon in writing by both parties.

11.4 Dispute Resolution

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

- Governed by the laws of Brunei Darussalam; and
- Resolved through amicable negotiation or, if necessary, arbitration in accordance with applicable government procedures.

11.5 Non-Binding Nature Of RFP

This RFP does not constitute a binding contract.

The Ministry reserves the right to:

- Cancel, withdraw, or amend the RFP at any stage;
- Reject any or all proposals received; and
- Accept the proposal deemed to provide the best overall value to the Ministry, considering technical compliance, total life-cycle cost, and strategic fit

12. CONTACT & ENQUIRIES

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

- Vendors are advised to attend site visits where specified, as no claims for lack of familiarity with site conditions will be entertained.
- All clarification requests must be received no later than the date in Section 8 – Important Dates.
- Responses will be circulated in writing to all participating vendors to ensure equal access to information.



- All enquiries and clarification requests shall be submitted in writing via email only to the contact person stated in this RFP. Verbal or informal queries (including telephone calls or messaging applications) shall not be considered binding.

13. LIST OF APPENDICES

The following appendices form part of this RFP:

- **Appendix A:** Technical Specifications and Requirements (*network switches, cabling, and accessories solution*)
- **Appendix B:** Technical Compliance Form
- **Appendix C:** Project Plan & Methodology Outline
- **Appendix D:** Documentation Plan Outline
- **Appendix E:** Vendor Qualification Form
- **Appendix F:** Vendor Information Form (Borang Sebut Harga)
- **Appendix G:** Total Cost of Ownership (TCO) Breakdown Form
- **Appendix H:** Declaration of Willingness Form
- **Appendix I:** BIBD Online Payment



Appendix A: Technical Specifications and Requirements

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

PROJECT TITLE: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

Legend:

- **[M]** – Mandatory Requirement (non-compliance will result in rejection)
- **[D]** – Desirable Requirement (non-compliance will not result in rejection but may affect scoring)

A.1. GENERAL REQUIREMENTS (QUANTITY: 1 LOT)

Clause	Requirement	Class
A.1.1	The Bidder shall propose PoE Access Switches for Kolej Universiti Perguruan Ugama Seri Begawan (KUPU SB).	[M]
A.1.2	The Bidder shall agree that the project completion period is two (2) months / eight (8) weeks from date of award/purchase order.	[M]
A.1.3	The Bidder shall agree with the implementation plan: <ul style="list-style-type: none"> a) User requirement study – 1 week b) Delivery and installation of equipment – 2 weeks c) Implementation, configuration & testing – 5 weeks 	[M]

Note: This project involves a total of **six (6) building locations**:

A.2. KUPU SB DATA CENTRE REQUIREMENTS (QUANTITY: 1 LOT)

Clause	Requirement	Class
A.2.1	The Bidder shall replace, install, configure, and test all equipment using certified network engineers.	[M]
A.2.2	Provide detailed documentation, including User Guide and Configuration Guide.	[M]
A.2.3	Provide all necessary cables and accessories required for full installation.	[M]
A.2.4	Proposed hardware must be compatible and interoperable with existing PoE Access Points (e.g. ZF7363), switches, and other connected devices.	[M]
A.2.5	Bidder must demonstrate experience in implementing similar projects (minimum 3 references).	[M]

Clause	Requirement	Class
A.2.6	Include one (1) year professional support services and subscription.	[M]
A.2.7	Provide equipment with latest stable firmware version at the time of delivery.	[M]

A.3. POE SWITCH REQUIREMENTS – VENDOR PROPOSED (QUANTITY: 6 UNITS)

Clause	Requirement	Class
A.3.1	The Bidder shall propose PoE Access Switch appliance(s) and specify brand, model, and series, with product brochure.	[M]
A.3.2	Minimum 12 x 10/100/1000BASE-T PoE+ (IEEE 802.3af/at) ports.	[M]
A.3.3	Minimum 2 x 10G SFP+ uplink ports.	[M]
A.3.4	The Bidder shall provide transceiver modules that are compatible and interoperable with existing network devices (e.g. ZF7363 APs and current uplink switches).	[M]
A.3.5	The proposed switch must support Layer 2 switching and Layer 3 static routing (minimum).	[M]
A.3.6	Management Interfaces: Web GUI, CLI via SSH, SNMP v2/v3, RADIUS/TACACS+.	[M]

A.4. VENDOR QUALIFICATIONS

Clause	Requirement	Class
A.4.1	Minimum 5 years enterprise networking experience and at least 3 similar projects in Brunei Darussalam.	[D]
A.4.2	Must be an authorised partner/reseller for the proposed brand.	[M]
A.4.3	Must have local office and support capability in Brunei Darussalam.	[M]



A.5. LABELLING REQUIREMENTS (1 LOT)

Clause	Requirement	Class
A.5.1	Each switch must be clearly labelled with the following information: COMPANY NAME: CONTACT NO: ASSETID: MORA/KUPUSB/2025/PO-NO/POESWITCH/1-6 SERIAL NO: DELIVERY DATE: DD/MM/YYYY EXPIRY DATE: DD/MM/YYYY	[M]

A.6. WARRANTY, PROJECT MANAGEMENT & MAINTENANCE SUPPORT REQUIREMENTS (1 LOT)

Clause	Requirement	Class
A.6.1	The Bidder shall provide a minimum three (3) years manufacturer hardware warranty. Where available, limited lifetime warranty is acceptable.	[M]
A.6.2	Installation, configuration and testing must be carried out by a certified network engineer.	[M]
A.6.3	Provide initial one (1) year technical support contract, with option for extension.	[M]
A.6.4	Provide on-site support for troubleshooting and break-fix during warranty/support period.	[M]
A.6.5	All hardware must be labelled and inventory documented in editable format (e.g. Excel/Access).	[M]



Appendix B: Technical Compliance Form

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

Instructions:

- Vendors shall indicate compliance for each requirement in the table below.
- Use Yes (compliant), No (not compliant), or Partial (partially compliant).
- Remarks must specify brand, model, version, or relevant details.
- Non-compliance with [M] Mandatory requirements will result in rejection.

B.1. GENERAL REQUIREMENTS (QUANTITY: 1 LOT)

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.1.1	[M] The Bidder shall propose PoE Access Switch for Kolej Universiti Perguruan Ugama Seri Begawan (KUPU SB).		
B.1.2	[M] The Bidder shall agree that the term of the completion of this project for a duration of two (2) months / eight (8) weeks from the date of award/purchase order.		
B.1.3	[M] The Bidder shall agree with the implementation plan: a) User requirement study – 1 week; b) Delivery and Installation of equipment – 2 weeks; c) Implementation, configuration & testing – 5 weeks		

B.2. KUPU SB DATA CENTRE REQUIREMENT (QUANTITY: 1 LOT)

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.2.1	[M] The Bidder shall replace, install, configure, and test all equipment using certified network engineers.		
B.2.2	[M] The Bidder shall provide detailed documentation, including the User Guide and Configuration Guide.		
B.2.3	[M] Provide all necessary cables and accessories required for full installation.		



RASMI TIER 1A

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.2.4	[M] The Bidder shall ensure that the hardware is able to communicate and remain fully compatible with the existing PoE Access Points (ZF7363), switches, and other connected devices.		
B.2.5	[M] Bidder must demonstrate experience in implementing similar projects (minimum 3 references).		
B.2.6	[M] The Bidder shall provide one (1) year Pro Support Services and subscription.		
B.2.7	[M] The Bidder shall provide the latest firmware for all supplied equipment.		

B.3. POE SWITCH REQUIREMENTS – VENDOR PROPOSED (QUANTITY: 6 UNIT)

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.3.1	[M] The Bidder shall supply PoE Switch (with brand, series, brochure).		Appliance brand: _____ Version/Series: _____
B.3.2	[M] The Bidder shall provide switches with a Minimum 12x PoE ports.		
B.3.3	[M] The Bidder shall provide switches with a minimum of 2 × 10G SFP+ ports.		
B.3.4	[M] The Bidder shall supply transceiver modules that are fully compatible with the existing devices.		
B.3.5	[M] The proposed switch must support Layer 2 switching and Layer 3 static routing (minimum).		



RASMI TIER 1A

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.3.6	[M] The Bidder shall ensure that the management interface of the equipment supports Web GUI, CLI via SSH, SNMPv2/v3, and RADIUS/TACACS+.		

B.4. VENDOR QUALIFICATIONS

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.4.1	[D] The Bidder shall have a minimum of five (5) years of enterprise network experience and have completed at least three (3) similar projects in Brunei.		
B.4.2	[M] The Bidder shall be an authorised partner or reseller for the proposed brand		
B.4.3	[M] The Bidder shall have office and support capabilities within Brunei Darussalam.		

B.5. LABELLING REQUIREMENTS (1 LOT)

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.5.1	[M] The Bidder must label the switches as: COMPANY NAME: CONTACT NO: ASSETID: MORA/KUPUSB/2025/PO-NO/POESWITCH/1-6 SERIAL NO: DELIVERY DATE: DD/MM/YYYY EXPIRY DATE: DD/MM/YYYY		



B.6. WARRANTY, PROJECT MANAGEMENT & MAINTENANCE SUPPORT REQUIREMENTS (1 LOT)

Clause	Requirement	Compliance (Yes/No/Partial)	Bidder's Remarks
B.6.1	[M] Minimum three (3) years manufacturer hardware warranty. Where available, limited lifetime warranty is acceptable.		
B.6.2	[M] The Bidder shall ensure that all installation, configuration, and testing are carried out by a certified network engineer.		
B.6.3	[M] The Bidder shall provide an initial one (1) year technical support contract, with the option for extension.		
B.6.4	[M] The Bidder shall provide on-site support for troubleshooting and break-fix services.		
B.6.5	[M] All hardware must be labelled and inventory documented in editable format (e.g. Excel/Access).		

Declaration

I, the undersigned, certify that the information provided in this **Technical Compliance Form (Appendix B)** is accurate and complete, and that the proposed solution meets the specifications in **Appendix A** unless otherwise stated in the "Remarks" column. I understand that false or misleading information may result in disqualification or contract termination.

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.

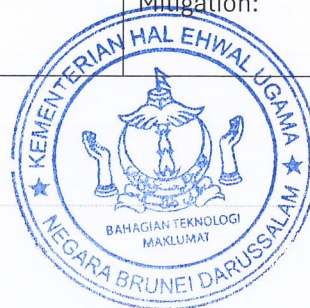
Bidder Name: _____

Section	Requirement / Prompt	Bidder's Response / Approach Description
1. Overall Approach	a. Describe methodology for executing the project across six (6) building locations. b. Clearly distinguish approach for: <ul style="list-style-type: none"> Six (6) building locations – including full site survey, Low-Level Design (LLD), detailed testing, site-specific documentation, and PoE switch replacement using the approved LLD template, implementation checklist, and inventory update. 	
2. Project Team Structure	Describe the proposed project team structure, roles, responsibilities and certifications.	
3. Project Timeline	a. Confirm adherence to 8-week schedule. b. Provide Gantt chart or WBS with key milestones, including:	
	Key Milestone 1: Project Kick-off	Proposed Date:
	Key Milestone 2: Site Survey & LLD Approval (Site Visit sites)	Proposed Date:
	Key Milestone 3: Equipment Delivery	Proposed Date:
	Key Milestone 4: Installation & Configuration	Proposed Date:
	Key Milestone 5: Testing and Commissioning	Proposed Date:
	Key Milestone 6: Documentation handover	Proposed Date:
	Key Milestone 7: Project Closure	Proposed Date:

RASMI TIER 1A

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Section	Requirement / Prompt	Bidder's Response / Approach Description
4. Site Survey & Design (Site Visit Locations only)	<ul style="list-style-type: none"> Methodology for conducting surveys. Contents of LLD (topology, VLAN, IP schema, cabling, rack layout, migration). 	
5. Installation Methodology	<ul style="list-style-type: none"> Approach to installation, rack mounting, cabling (all sites). Note distinction between Site Visit and Replacement sites. 	
6. Configuration Methodology	<ul style="list-style-type: none"> Site Visit sites: based on approved LLD. Replacement sites: based on LLD templates, checklist, inventory update. 	
7. Migration Strategy	<ul style="list-style-type: none"> Approach to replacing legacy switches with minimal downtime. 	
8. Risk Management	<ul style="list-style-type: none"> Identify key risks (delivery delays, compatibility, downtime). Propose mitigation strategies. 	Risk 1: Mitigation:
		Risk 1: Mitigation:
		Risk 1: Mitigation:



RASMI TIER 1A

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

Section	Requirement / Prompt	Bidder's Response / Approach Description
9. Project Management	<ul style="list-style-type: none"> Communication plan, reporting frequency, 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: Documentation Plan Outline

Instructions: Bidders must complete this outline, providing details of the documentation deliverables for the switches and network infrastructure upgrade project at multiple MoRA locations. The plan should be tailored to meet the needs of both MoRA IT Division staff and the designated IT focal personnel at the respective departments.

Bidder Name: _____

DOCUMENTATION PLAN

Section	Requirement / Prompt	Bidder's Response / Deliverable Description
1	Six (6) building locations – confirm delivery of full site-specific documentation, including approved LLD, network diagrams, rack layouts, VLAN/IP schema, configuration backups, test reports, migration records, implementation checklists (port mapping, cabling reuse, configuration snapshots), and updates to centralised documentation.	
2	Provide details on final documentation package contents for all sites (combined inventory list, master diagrams, operational guides).	
3	Confirm all documentation will be provided in editable formats (e.g., Microsoft Visio, Word, Excel) and softcopy via USB or secure file transfer.	
4	State timeline for submission of final documentation package relative to project completion.	

Declaration

I, the undersigned, certify that the Documentation Plan outlined herein is accurate, complete, and will be implemented as part of the project deliverables in accordance with the RFP requirements.

Name	Signature	Position	Company Stamp



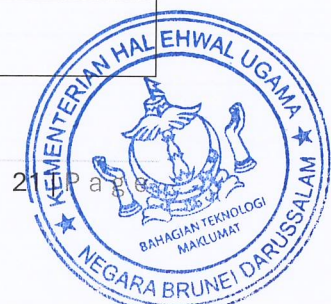
Appendix E: Vendor Qualification Form

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

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
E.1 Experience		
E.1.1	Minimum 5 years' enterprise network experience.	Years of Experience:
		Provide company registration date or similar evidence.
E.1.2	Details of at least 3 similar network implementation projects completed in Brunei within the last 5 years.	Provide project names, clients, brief scope, completion dates. Attach reference letters if available.
		Project:
		Client:
		Scope:
		Completion:
		Date:
		Project:
		Client:
		Scope:
		Completion:
		Date:
E.2 Manufacturer Partnership		
E.2.1	Authorised partner/reseller status for proposed brand(s).	Proposed Brand(s):
		Partnership Level:



RASMI TIER 1A

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

Req. ID	Requirement Description	Bidder's Response / Evidence Provided
		Attach proof of partnership (e.g., certificate, letter).
E.3 Local Presence		
E.3.1	Established office and technical support capability within Brunei Darussalam.	No. of technical staff stationed locally:
		Provide details of organisational chart, list of support engineers.
E.4 Certified Personnel		
E.4.1	Installation, configuration, and testing by certified network engineers (Cisco CCNA/CCNP, Aruba ACSP/ACMP, or equivalent)	Confirm Yes/No
E.4.2	List names, roles, certifications	List key team members, their roles, and relevant certifications. Attach copies of certificates if requested.
		Name: Role: Certification:
		Name: Role: Certification:
		Name: Role: Certification:

Declaration

I, the undersigned, certify that all information provided in this Vendor Qualification Form is accurate and truthful, and that supporting documents are available for verification upon request.

Name	Signature	Position	Company Stamp



Appendix F: Vendor Information Form

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

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

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

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 PoE Access Switches	:
Warranty Duration	:
Type of Switch	: Layer 2 <input type="checkbox"/> Layer 3 <input type="checkbox"/> Managed <input type="checkbox"/> Unmanaged <input type="checkbox"/>
Platform	: On-premises <input type="checkbox"/> Cloud-managed e.g. Aruba Central <input type="checkbox"/>

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		-	-
b. Hardware – SFPs/Transceiver Modules		-	-
c. Hardware – Accessories (racks, patch panels, mounting kits, etc.)		-	-
d. Initial software licensing (if any)		-	-
e. Installation & configuration services		-	-

RASMI TIER 1A

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

Category	Cost (BND)		
	Initial 3-Year Term	Optional Year 4	Optional Year 5
2. Operational Costs (OpEx)			
a. Annual support and maintenance (24x7 TAC, hardware replacement, software updates)			
b. Recurring licence/subscription fees (if applicable)			
3. Other Costs			
a. Training / knowledge transfer		-	-
b. Documentation		-	-
c. Contingency / Miscellaneous (if any)			
TOTAL ESTIMATED TCO			

Section C: Additional Notes (if any)

(Vendor may provide additional details on service levels, upgrade paths, assumptions, exclusions, 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

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

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: SUPPLIER'S LETTER OF COMMITMENT FORM

We, the undersigned, hereby certify and confirm that our company,

agrees to the quoted price of BND _____ for the **supply, delivery, installation, configuration, testing, and maintenance of PoE access switches, cabling, and accessories** under proposal number **11/KHEU/BTM/2/RFP/2025: The Supply, Delivery, Installation, Configuration, Testing and Maintenance of PoE Access Switches for Kolej Universiti Perguruan Ugama Seri Begawan, Ministry of Religious Affairs.**

We further declare that:

- The quoted price covers the initial **three (3) year contract term**, inclusive of all deliverables and services specified in the RFP.
- Indicative, separately itemised pricing for the optional **Year 4 and Year 5 extensions** has been provided in Appendix G (TCO Breakdown Form), for the Ministry's reference and consideration at its sole discretion.
- We accept the Ministry's right to evaluate proposals based on **best value for money** over the entire life cycle, and not solely on lowest initial price.
- We agree to comply with all technical, commercial, contractual, and legal requirements set forth in the RFP and its appendices.

Declaration

I, the undersigned, certify that the information provided above is true and correct, and that our company is willing and committed to fulfil the obligations of this proposal if awarded.

Name	Signature	Position	Company Stamp




Appendix I: BIBD Online Payment Instructions

BIBD QuickPay

progresif
PAY

Scan here to pay

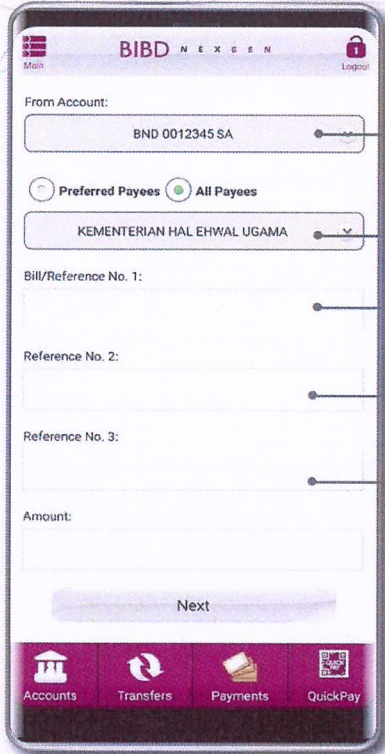


MINISTRY OF RELIGIOUS AFF
MORA

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

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025

(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 TAP 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).
- ☐ Proof of Quotation Fee Payment (BND 5.00) Receipt or online confirmation.
- ☐ Equipment / Goods / Services Brochure.



RASMI TIER 1A

REFERENCE NUMBER: 11/KHEU/BTM/2/RFP/2025: THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND MAINTENANCE OF PoE ACCESS SWITCHES FOR KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN, MINISTRY OF RELIGIOUS AFFAIRS

LIST OF BLOCKS/BULDINGS		PoE Access Switches
1	Pentadbiran	1
2	Perpustakaan	1
3	Blok C	1
4	Pusat Ilmu Teras	1
5	Pusat Pengajian Jawi dan Kitab Turath	1
6	Pusat Pengajian Siswazah	1
Total		6

