

**BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

TAWARAN SEBUTHARGA

BIL. SEBUTHARGA: KHEU /BDP / 164 / 063 / 2023

**TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING / HOUSEKEEPING WORKS AT OLD & NEW BUILDING
MINISTRY OF RELIGIOUS AFFAIRS, JALAN MENTERI BESAR, BANDAR SERI BEGAWAN.**

TARIKH TUTUP TAWARAN: ^{02 06105}
26HB JULAI 2023 Jam **2:00 Petang**

Syarat-Syarat untuk mengikuti tawaran kerja sebutarga adalah seperti berikut :

1. Tawaran hanyalah dipelawa kepada Syarikat-Syarikat / Pemborong-Pemborong yang berdaftar dengan Kementerian Pembangunan **Kelas I & II dan Kategori SO 2 SAHAJA** Di Negara Brunei Darussalam.
2. Tawaran-tawaran mestilah dibuat diatas borang-borang tawaran yang tercetak oleh Kementerian ini dan Penerangan lanjut bagi mengikuti sebutarga bolehlah datang terus ke **Unit Penyelaras dan Pemantauan Projek, Bahagian Bangunan Dan Pemeliharaan, Bangunan Perdagangan Baitulmal, Kementerian Hal Ehwal Ugama, Jalan Kota Batu, Negara Brunei Darussalam.**
3. Bagi Syarikat / Pemborong yang berminat untuk mengikuti tawaran sebutarga hendaklah mengikut proses-proses pembelian tawaran sebutarga seperti berikut:
 - i. Syarikat / Pemborong hendaklah menyertakan dan menghadapkan salinan **Sijil Pendaftaran 16 dan 17** yang dikeluarkan oleh Bahagian Pendaftaran Syarikat-Syarikat, Jabatan Peguam Negara, Negara Brunei Darussalam dan juga menyertakan salinan sijil pendaftaran Kontraktor Dan Pembekal, Kementerian Pembangunan, Negara Brunei Darussalam yang masih sah laku.
 - ii. Selepas di sah laku oleh Unit Penyelaras dan Pemantauan Projek, Syarikat / Pemborong hendaklah menghadapkan **Slip Pengesahan** kepada Bahagian Kewangan, Tingkat 1, Kementerian Hal Ehwal Ugama untuk membuat pembayaran **B\$5.00** bagi pembelian tawaran sebutarga.
 - iii. Setelah membuat pembayaran dan mendapatkan **Resit Pembayaran** bagi pembelian tawaran sebutarga, Syarikat / Pemborong hendaklah menghadapkan resit pembayaran tersebut kepada Unit Penyelaras dan Pemantauan Projek, Bahagian Bangunan dan Pemeliharaan, Kementerian Hal Ehwal Ugama untuk mendapat dokumen tawaran sebutarga tersebut.
4. Borang-borang tawaran sebutarga hendaklah diisi dengan lengkap dan memasukkannya ke dalam sampul surat yang bertutup rapi (**'Sealed Envelope'**) dengan menyertakan Salinan **Resit Pembayaran** dan **Slip Pengesahan** serta menulis **Bilangan Tawaran, Nama Tawaran dan Tarikh Tutup** tanpa membubuh sebarang pengenalan atau identiti Pemborong atau Syarikat.
5. Semua tawaran hendaklah dimasukkan kedalam

**Peti Kotak Sebutarga
Tingkat 1 Bahagian Kewangan,
Bangunan Ibu Pejabat
Jalan Menteri Besar
Kementerian Hal Ehwal Ugama
Negara Brunei Darussalam**
6. Tawaran yang diterima lewat dari tarikh dan masa yang telah ditetapkan atau tawaran yang tidak lengkap, tidak akan dilayan atau diterima dan ianya tidak sah.
7. Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Dan Yang Dipertuan Negara Brunei Darussalam melalui Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam, tidak akan terikat untuk memilih sebarang tawaran yang lebih murah atau yang difikirkan tidak munasabah.


[Ar. HAJI AWANG AZMI BIN HAJI AWANG TAHIR]

Ketua Bahagian Bangunan dan Pemeliharaan
Kementerian Hal Ehwal Ugama
Negara Brunei Darussalam



**MINISTRY OF RELIGIOUS AFFAIRS
JALAN MENTERI BESAR, BERAKAS BB33910
NEGARA BRUNEI DARUSSALAM**

QUOTATION NO.: KHEU/BDP/164/ 063 /2023

FOR

**PROJECT : TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING /
HOUSEKEEPING WORKS AT OLD & NEW BUILDING MINISTRY
OF RELIGIOUS AFFAIRS, JALAN MENTERI BESAR, BANDAR SERI
BEGAWAN.**

CLASS : KELAS 1& II

CATEGORY : S 02

CLOSING DATE : WEDNESDAY, 26th JULY 2023, NOT LATER THAN 2.00 PM
02nd August

**SUBMISSION : PETI KOTAK SEBUTHARGA
TINGKAT 1 BAHAGIAN KEWANGAN
BANGUNAN IBU PEJABAT
JALAN MENTERI BESAR
KEMENTERIAN HAL EHWAL
NEGARA BRUNEI DARUSSALAM**

**TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING /
HOUSEKEEPING WORKS AT OLD & NEW BUILDING MINISTRY OF
RELIGIOUS AFFAIRS, JALAN MENTERI BESAR, BANDAR SERI
BEGAWAN.**

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NOTE: ** Insert If Necessary*

TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)

1. Before tendering, the tenderer shall visit the site where the Works are to be carried out and shall also carefully examine the relevant Terms and Conditions of Contract, Drawings, Specification and all other accompanying schedules, etc.

If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the Contract Administrator (C.A.), Building and Maintenance Section, Ministry of Religious Affairs. The C.A.'s decision shall be final and binding upon the Contract.

On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration :-
 - (a) Copy of Receipt payment for the Quotation document from the Finance Section, Ministry of Religious Affairs.
 - (b) A copy of approved form Slip from Unit Penyelaras dan Pemantauan Projek, Building and Maintenance Section, Ministry of Religious Affairs.
 - (c) Valid Tenderer's Registration Certificate from the Ministry Of Development.
 - (d) Business Enactment Act Section 16 & 17.
 - (e) The Tender Form **MUST** be signed by the Owner, or the Director of Shareholder(s) of the Company stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development.
 - (f) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry Of Development. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated written in **blue ink ONLY**. Any tender which is incomplete or unsigned will render the tender to be rejected.

3.
 - (a) Tenders and documents in connection therewith as specified above , must be delivered to the place at or before the time specified.
 - (b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
 - (c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

Tenders shall remain valid for **3 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.
5. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.
6. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.
7. The tender fee shall be **B\$ 5.00** . Payment shall be made at Finance Section, 1st Floor, Ministry of Religious.
8. No unauthorised alteration or use of 'correction pen' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialled.
9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.
10. The tender must be done in the **OFFICIAL PRINTED tender forms** which is available from the **UNIT PENYELARAS DAN PEMANTAUAN PROJEK, BAHAGIAN BANGUNAN DAN PEMELIHARAAN, KEMENTERIAN HAL EHWAL UGAMA.**

The completed tender documents are to be lodged on or before **02.00 PM** on **26th JULY 2023** in a sealed enveloped addressed to :-

TENDER / QUOTATION (QTN) BOX

PETI KOTAK SEBUTHARGA
TINGKAT 1 BAHAGIAN KEWANGAN
BANGUNAN IBU PEJABAT
JALAN MENTERI BESAR
KEMENTERIAN HAL EHWAL
NEGARA BRUNEI DARUSSALAM

The top part of the sealed envelope must be written stating the following :-

Quotation No. : **KHEU / BDP / 164 / 063 / 2023** Quotation Closing Date : **02nd August 26th JULY 2023**

Project Title : **TERM CONTRACT (12 MONTHS) FOR JANITORIAL CLEANING / HOUSEKEEPING WORKS AT OLD & NEW BUILDING MINISTRY OF RELIGIOUS AFFAIRS, JALAN MENTERI BESAR, BANDAR SERI BEGAWAN.**

* Delete As Necessary