

BAHAGIAN BANGUNAN DAN PEMELIHARAAN
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

TAWARAN SEBUT HARGA

BIL. SEBUT HARGA: KHEU / BDP / 164 / 077 / 2024

TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE,
KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.

TARIKH TUTUP TAWARAN : ²⁸~~14~~ Ogos 2024 Jam 2.00 PM

Syarat-syarat untuk mengikuti tawaran kerja sebut harga adalah seperti berikut :

1. Tawaran hanyalah dipelawa kepada syarikat / pemborong yang berdaftar dengan Kementerian Pembangunan Kelas II & III dan Kategori KPB12 SAHAJA di Negara Brunei Darussalam.
2. Tawaran-tawaran mestilah dibuat di atas borang-borang tawaran yang tercetak oleh Kementerian ini dan penerangan lanjut bagi mengikuti sebut harga bolehlah datang terus ke **Unit Penyelaras dan Pemantauan Projek, Bahagian Bangunan Dan Pemeliharaan, Bangunan Pasar Basah, Jalan Residency, BS8111, Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam.**
3. Bagi Syarikat / Pemborong yang berminat untuk mengikuti tawaran sebut harga hendaklah mengikut proses-proses pembelian tawaran sebut harga seperti berikut:
 - i. Syarikat / pemborong hendaklah menyertakan 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
 - ii. Syarikat / pemborong hendaklah membuat pembayaran **BS5.00** di **Bahagian Kewangan, Tingkat 1, Kementerian Hal Ehwal Ugama** atau melalui **BIBD Online Payment** bagi pembelian tawaran sebut harga.
 - iii. Setelah membuat pembayaran dan mendapatkan **Resit Pembayaran** bagi pembelian tawaran sebut harga, syarikat / pemborong hendaklah **memuat turun (download)** dokumen tawaran sebut harga di **laman sesawang Kementerian Hal Ehwal Ugama: <https://www.mora.gov.bn/SitePages/Senaral%20Sebutharga.aspx>**.
4. Borang-borang tawaran sebut harga hendaklah diisi dengan lengkap dan memasukkannya ke dalam sampul surat yang bertutup rapi ('**Sealed Envelope**') dengan menyertakan Salinan **Resit Pembayaran, Sijil Pendaftaran 16 dan 17 dan Sijil Pendaftaran Kontraktor Dan Pembekal, Kementerian Pembangunan** serta menulis **Bilangan Tawaran, Nama Tawaran dan Tarikh Tutup** tanpa membubuh sebarang pengenalan atau identifi syarikat atau pemborong.
5. Semua tawaran hendaklah dimasukkan ke dalam

Peti Kotak Sebut harga
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 / 077 / 2024

**PROJECT : TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND
MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE,
KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA,
NEGARA BRUNEI DARUSSALAM.**

CLASS : II & III

CATEGORY : KPB12

CLOSING DATE : WEDNESDAY 28 AUGUST 2024 NOT LATER THAN 2.00 PM

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



**TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE
WORKS AT TANAH PERKUBURAN ISLAM PULAIE, KAMPONG ORANG KAYA BESAR IMAS,
DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.**

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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) Valid Tenderer's Registration Certificate from the Ministry Of Development.
- (c) Business Enactment Act Section 16 & 17.
- (d) 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.
- (e) 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.

- (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 or BIBD Online Payment.
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 **Ministry of Religious Affairs official website: <https://www.mora.gov.bn/SitePages/Senarai%20SebutHarga.aspx>**

The completed tender documents are to be lodged on or before 2.00 PM on 28 ~~14~~ Ogos 2024 in a sealed enveloped addressed to:-

TENDER / QUOTATION (QTN) BOX

PETI KOTAK SEBUT HARGA
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 / 077 / 2024 Quotation Closing Date : 28 ~~14~~ Ogos 2024
Project Title : **TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE, KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.**



**BUILDING AND MAINTENANCE SECTION
MINISTRY OF RELIGIOUS AFFAIRS
NEGARA BRUNEI DARUSSALAM**

Quotation For : TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE, KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.

Quotation No. : KHEU / BDP / 164 / 077 / 2024 Closed on : 28 ~~14~~ Ogos 2024 Receipt No. : _____

PART A - AGREEMENT

1.0 On behalf of _____ I, the undersigned, agree to carry out the above Works- / Service / Supply * for a sum of B\$ _____ (Brunei Dollars) _____

(or),

At Schedule of Rates attached subject to the adjustment percentage of an additional (+) / a deduction (-)* _____ % with an approximate Maximum Contract Sum as stated in PART C - APPENDIX Item 6.0.

And,

within the Contract Period 12 Days / ~~Weeks~~ / Months * in accordance with the terms and conditions below below.

2.0 Owner / Director*s : _____
Signature & Name : (_____)
IC No. : _____

2.1 Signature & Name of : _____
Witness : (_____)
IC No. : _____

2.2 Company Address : _____

B
Company Stamp

2.3 Tel. No. : _____ Fax No. : _____
2.4 Date : _____ Email : _____

Note : An asterisk * indicates text that is to be deleted as appropriate



PART B - TERMS OF QUOTATION

1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION

1.1 Overall Obligations of the Government:

- 1.1.1 To provide access at proper times for the Contractor to do his work.
- 1.1.2 To provide all information and facilities stated in this Contract to enable the Contractor to do his Works.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Contract Administrator to administer this Contract.
- 1.1.5 May take out or renew collateral warranty and insurance as referred to in Clause 1.2.3 and Clause 1.2.4 below if the Contractor fails to do so.

1.2 Overall Obligations of the Contractor:

- 1.2.1 To finish the Works to the quality standards provided in this Contract within the Completion Date(s) and Contract Period provided in this Contract.
- 1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to their Works.
- 1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Contract Administrator.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

1.3 Instructions, Certifications & Job Orders

- 1.3.1 The Contract Administrator can issue instructions and certifications including Job Orders to the Contractor on anything relating to the Works.
- 1.3.2 All instructions, certifications and Job Orders must be in writing, dated and clearly identified as Contract Administrator's Instructions, Certifications and Job Orders.
- 1.3.3 For each Job Order, the Contract Administrator must state a commencement date and a reasonable date for its completion and the Contractor must complete each Job Order by that completion date.
- 1.3.4 The minimum and maximum of any one Job Order to be issued as stated in the Appendix Item 5.0 and the maximum to be issued must be capable of being carried out and completed within the Contract Period.
- 1.3.5 The Contractor must comply with all instructions, certifications and Job Orders issued by the Contract Administrator.
- 1.3.6 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.5, and the Contractor shall pay for all extra costs incurred.

2.0 QUALITY, HEALTH, SAFETY AND ENVIRONMENT

2.1 Quality

- 2.1.1 The Contractor must do his Works based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator shall inform the Contractor of the shortfall(s) in writing. The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), the Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator can also certify either:
 - (a) The cost of rectifying such shortfall(s); or
 - (b) The reduced value of the completed Works due to such shortfall(s)as provided in the Payment Certification Clause.
- 2.1.4 The Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix Item No. 3.0) after the Contract Administrator confirms the Works is complete as provided in the Completion Clause.

2.2 Health, Safety And Environment

- 2.2.1 The Contractor must keep the site clean and safe at all times.
- 2.2.2 The Contractor must comply with all laws and regulations relating to Health, Safety and Environment Act, if any.

3.0 TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

- 3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing. The Contractor shall not be entitled to claim for any loss or damage caused by any delay of possession of site.
- 3.1.2 The Contractor must progress with the Works in a regular and diligent manner.
- 3.1.3 The Contract Administrator can instruct the Contractor to stop and restart at any time.
- 3.1.4 The Contractor must finish all the Works within the Completion Date(s) stated in this Contract or as instructed by the Contract Administrator.



3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other Contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's Works.
- 3.2.2 If any Completion Date(s) is affected the Contract Administrator must adjust the Completion Date(s).
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

3.3 Completion

- 3.3.1 When the Contractor practically completed all the Works, he shall inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works has actually practically completed by the Contractor.
- 3.3.4 The Contract Administrator must decide when all obligations of the Contractor are fully discharged.
- 3.3.5 This decision must be in a written certificate clearly identified as a Final Completion Certificate.
- 3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix Item No. 3.0) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Contract Administrator, whichever is later.

3.4 Delayed Completion

- 3.4.1 If the Contractor does not finish by the date stated in the Contract or Job Order, he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the Payment Certification Clause.
- 3.4.2 Liquidated Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completed the Works.

4.0 VARIATIONS TO WORK

- 4.1.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 4.1.2 If the Contract Administrator instructs the Contractor to vary any of the Works and there is a financial impact, the Contract Administrator must certify the value of the variation work as provided in the Payment Certification Clause.
- 4.1.3 The Contract Administrator must value the variation work using the Summary of Works rates and/or adjusted Schedule of Rates. If neither are available then using fair market rates.
- 4.1.4 This shall be done in a written certificate clearly identified as Variation Order certificate.

5.0 PAYMENT CERTIFICATION

5.1 Claims and Payment Certificate

- 5.1.1 The Contractor must submit a claim for the Works done before any payment certificate can be issued.

5.2 Contents of Payment Certificate:

- 5.2.1 The payment certificate must include the following:
Add the following:
 - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates and/or adjusted Schedule of Rates, if any. If none, then valued based on fair market rates.
 - (b) Value of variation work properly instructed by the Contract Administrator and properly done by the Contractor.
- 5.2.2 Deduct the following:
 - (a) Liquidated and Ascertained Damages which is calculated for delay between when the Contractor should have completed the Works and when he actually practically completed the Works.
 - (b) The value of any shortfall(s) due to Works done according to this Contract or due to any other breach of this Contract by the Contractor which the Contract Administrator has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Contract Administrator can certify either:
 - (i) The cost of rectifying such shortfall(s) by others; or
 - (ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.
 - (c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including Works that are not done according to this Contract and any other breach of contract by the Contractor identified by the Contract Administrator.



- (d) The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:
- (i) Adding the total under additions above;
 - (ii) Deducting the total of all deductions above; and
 - (iii) Deducting the cumulative amount certified previously.
- (e) The Contract Administrator may deduct any monies owed by the Contractor to the Government under this Contract or any contract(s) from the Contractor's payments.

6.0 TERMINATION OF CONTRACT

6.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause; and/or
- (b) Fails to proceed with the Works within the time stated in the Contract Administrator's Instructions; and/or
- (c) Fails to comply with the Contract Administrator's Instructions;

for fourteen (14) days after a notice sent to the Contractor, the Contract Administrator can determine this Contract by a written notice.

6.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Has offered or given or agreed to give to any person any gift 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 this Contract with the Government, or for showing or forbearing to show favour or disfavour to any person in relation to this Contract or any other contract with the Government or the like acts shall have been done by any person employed by the Contractor or acting on his behalf (with or without the knowledge of the Contractor), or if, in relation to this Contract or any other contract with the Government, the Contractor, or any person employed by the Contractor or acting on his behalf shall have committed or abetted to commit an offence under the Prevention of Corruption Act (Chapter 131) or section 161, 162, 163, 164, 165, 213, 214 or 215 of the Penal Code (Chapter 22).

this Contract is terminated by a written notice.

- 6.3 In either (6.1) or (6.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

6.4 Termination For Convenience

- (a) The Government may at any time, give the Contractor a written notice to terminate the employment of the Contractor under the Contract and the Contractor shall immediately or upon such other date as specified in the written notice;
 - (i) cease all works under the Contract, which shall include, but be not limited to such work for the purpose of protecting, making safe or tidying up such part of the works as may already have been executed, or may be in the course of execution.
 - (ii) vacate the site, remove all his plant, tools, equipment, goods and unfixated materials which have not been paid by the Government and handback possession of the site to the Government.
- (b) In the event of termination under this Clause, Contract Administrator shall certify the amounts payable to the Contractor and the Contractor shall provide all reasonable assistance to the Contract Administrator. In the event that the Contractor does not submit the necessary information required, the Contract Administrator shall make his certification on the information available. The amount certified shall be paid by the Government less any sums previously paid or due to or recoverable by the Government from the Contractor.



PART C - APPENDIX

<p>1.0</p>	<p>Completion Date: (If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period) For Term Contract, the Contract shall ends when the following conditions are met: (a) The actual expiration of the Contract Period; or (b) The limit of the Approximate Maximum Total Value of All Job Orders have been reached; Whichever of the above comes first but subject to Clause 3.2 and Clause 4.0.</p>	<p>_____</p>
<p>2.0</p>	<p>Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)</p> $\frac{\text{Total Contract Sum}}{\text{Total Contract Period (No. of Days)}} \times 15\%$	<p>B\$ _____ per day</p>
<p>3.0</p>	<p>Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)</p>	<p>_____ Months</p>
<p>4.0</p>	<p>Retention Sum: (If none stated, FIVE (5%) PERCENT of the Contract Sum)</p>	<p>_____ % of the Contract</p>
<p>5.0</p>	<p>Minimum and Maximum Values of Job Orders: Minimum value of any one Job Order to be issued Maximum value of any one Job Order to be issued (If none stated, the maximum value to be issued must be capable of being carried out and completed within the Contract Period)</p>	<p>≤ B\$ _____ ≥ B\$ _____</p>
<p>6.0</p>	<p>Approximate Maximum Total Value of All Job Orders for the Contract Period: (If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSANDS) The Contract Administrator gives no warranty or undertaking as to the actual amount of Works that will be issued through Job Orders and no variance in the actual value of Works ordered shall give rise to a change in any rate, price or percentage adjustment.</p>	<p>≤ B\$ _____</p>



BORANG PENGAKUAN
DECLARATION FORM

BILANGAN SEBUT HARGA <i>(QUOTATION NO.)</i>	: KHEU / BDP / 164 / 077 / 2024
TAJUK SEBUT HARGA <i>(QUOTATION TITLE)</i>	: TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE, KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.
KEMENTERIAN / JABATAN <i>(MINISTRY / DEPARTMENT)</i>	:

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

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

Dengan ini membuat PENGAKUAN seperti berikut / *make the following DECLARATION:*

1. Saya/Kami yang bernama diatas, adalah pemilik berdaftar sebuah Firma yang bernama
I/We as the name stated above, 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*)

2. adalah pemegang saham dalam sebuah Syarikat yang bernama
a shareholder in a Company _____, (isikan nama Syarikat/ *fill in the Company's name*)
dengan alamat perniagaan di,
with its place of business at

yang ikut serta Sebut harga di atas, dengan ini mengakui bahawa saya atau ahli keluarga saya tidak ada kepentingan dalam lain-lain syarikat yang turut serta menghadapkan tawaran yang sama.
Which participate in the above mention tender, hereby declare that I or any member of my family do not have any interest in the other companies competing for the same tender.

Tandatangan & Cop Syarikat
(Signature & Company Stamp)



SPECIFICATION AND WORKMANSHIP

TITLE : **TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE, KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.**

I / We have read and understood hereby undertake to comply with the following specification stated below in additional to the conditions of the agreement:-

- (1) To employ only Muslim healthy persons of good character, acceptable and provide security Clearance by His Majesty's Government of Brunei Darussalam.
- (2) To provide the minimum number of staffs of **3** persons

(The Contractors shall provide and employ the minimum of skilled or semi-skilled Muslim workmen as Enumerated in the breakdown of labour allocation below. This numbers of workmen may be reduced / increased Subject to actual numbers actually required on site.

REQUIRED NOS. OF LABOUR REQUIRED: 3 PERSONS

.....
Name and signature Of Tenderer

.....
Company Chop

.....
Date

SP/1



SPECIFICATION AND WORKMANSHIPS

1. PRELIMINARIES

The work specification shall be deemed to form and read and construed as an integral Part of the Agreement which the successful tenderer will be required to enter with His Majesty's Government of Brunei Darussalam.

2. CONTRACTOR TO INFORM HIMSELF

The Contractor shall be deemed to have satisfied himself as to the local conditions, restriction of the site, the accessibility, the full extent and character of the operation, the supply and conditions affecting labour and materials, the transportation of labour, materials equipment etc., and the execution of the Contract generally, as no claim on the ground of knowledge in this respect shall be entertained.

3. LANDSCAPING AND GROUND MAINTENANCE OPERATIONAL CONCEPT

The Landscaping works will be within office hours with minimum disruption of operation on a 5 day per week.

The contractor shall follow the SO instruction from time to time.

4. ATTENDANCE OF WORKERS

All the cleaning staffs including supervisor must be report to the daily attendance book which will be provided by the contractor

5. WORKING HOURS

Monday to Saturday : **8.00am to 12.00am**
Break Time
1.00pm until 5.00pm

Friday & Sunday : **Holiday**
Note: : **Strongly Highlight No Public Holiday**

6. SPECIFIC TASKS

DAILY WORK

- Cleaning and disposal of cut grass, weeds, litter, rubbish collecting every day and dump to dumping area and etc. to Driveway / Roadside / Compound area and surrounding and desalting the blockage to the drains and including weeding (weed free) from grass, bushes to the small growth trees plants, ground cover etc. where applicable.

WEEKLY WORK

- Pruning the obstructed branches and trim the small plants
- Grass Cutting shall be done 2 times per. Month

QUARTELY WORK

- Pruning the medium trees and the like 4 time per month as directed by SO
- Any additional works including cutting the obstructed trees or falling trees on the cemetery areas under unforeseen circumstances or special circumstance.



7. SUPERVISOR AND INSPECTION

Authorized person appointed from Ministry Of Religious Affair or Supervisors / officer in charge have the full responsibility and efficient supervision of the work. The shall inspect and certify the progress of valuation of work done (monthly) which will be claimed from the contractors as per contract.

8. WATER AND OTHER FACILITIES

All water required for the works will be provided free of charge by the SO. The contractor shall exercise every effort to prevent the abuse of this privilege and to economies in the used of water and electricity.

The contractor must ensure that his cleaning staffs will turn of all tapes as soon as their work is completed.

The contractor will be made liable for damages to the facilities services / installations and consequences for such damage that are caused by his/her carelessness.

9. MAKING GOOD

All finishing to existing surfaces affected by the new works shall be made good to match the finishing on the adjoining surfaces.

The contractors' price for new items deemed to include for the cost of making good.

10. CLEANLINESS AND TIDY

The contractor shall ensure that the site and the surrounding are always in good condition and clean till the completion work.

Materials are placed in proper place before transporting to dumping yard.

On completion of all works, clear up and removed from the site all rubbish, debris, plant surplus materials being the property of the Employer of those materials ordered to be left on site and leaves the works in clean condition as approved by the SO.

The contractor is also responsible for performing the works in a healthy and safe manner. The contractor shall ensure that their works are tidily attired at all time.

The workers shall wear proper attired shirts complete with the identification of the contractor names on the attired shirts.

11. INSURANCE AND WORKMEN COMPENSATION

The contractor is responsible to the injury of his/her workers or loss/damaged of his/her property or whatsoever arising at his/her own risk and expenses.

12. EQUIPMENT AND MATERIALS

The contractor shall supply all necessary equipment, instrument, tools, etc., for the efficient execution of the work. The contractor shall provide polythene bags to all dustbins, brooms and necessary equipment as directed by SO.

The SO shall have the absolute right to engage other contractor to execute works and / or service which in its opinion are specialized in nature or in which the contractor had failed to perform in accordance to the specification. The SO shall assess the coasts of this particular work and deduct if from any moneys due or become due to the contractor.



B. WORKMANSHIP

MAINTENANCE OF GRASS

1. CUTTING

- a) Grass shall be cut as short as possible following general contours of the ground. The stock or blade of grass after each cutting shall not stand higher than 20mm above the ground level.
- b) Mechanization in all maintenance operations for the cutting of grass, mowers of various capacities to suit site conditions. The SO may specify the types of machines to be use and the Contractor shall comply. For example cylinder or reel mowers shall be used for cutting fine turf such as Bermuda grass. A 'ride on' rotary-cut mower may be used for mowing the sports filed.
- c) In relation to the sports filed, mowing shall be carried out at 2 week intervals. The SO may order more frequent mowing of this area, in which case the Contractor will be paid at the rate agreed in the contractor for single mowing.

2. MAINTENANCE OF GRASS

2.1. TREIMMING OF EDGES

Grass growing in the cement joints of footpaths, pavior block and long the edges of the roads adjacent to or directly fronting the drains, side tables, center medians, circuses, etc., shall be cut or manually wedded out and cleared. The contractor shall allow for such provision in his tendered rate as claims for extra payment shall not be entertained.

2.2. CUTTING OF GRASS AROUND TREES, SHRUBS AND STREET FURNITURE ETC.,

The Contractor shall ensure that no damage is caused to tree, shrubs, street furniture etc., While cutting grass with mature trees (girth at and above 200mm measured at 1m above ground level) and street furniture, the contractor shall employ a weed eater or other proper grass-cutting machine to close cut the grass right up to the bases of tree or street furniture without causing any damage. To avoid damaged shrubs, young trees (girth less than 200mm) and other plants (the contractor shall cut grass right up to edge of the planting bed only or the weeded areas of such plants.

2.3. DISPOSAL OF CUT GRASS, RUBBISH ETC.

All cut grass, cutting, trimming, loose stones rubbish etc., shall be collected, cleared from the site and disposed of expeditiously to the approved dumping grounds so as not cause any nuisance to the public.

2.4. TURF REAPIR AND TOP DRESSING

Bare patches and dried up areas are often a result of soil compaction. When directed by the SO, the contractor shall rectify these areas regularly by vertical forking either manually or by use of verifying machines. This ground shall then be prepared for re-turfing, re-springging or re-seeding.

Top dressing shall be carried out as necessary or directed by the SO. This applies to all grassed areas and particularly to the sports playing filed where the aim is to achieve and maintain level and firm, grass-covered area free from bumps and depressions. Some initial top dressing and leveling may be necessary as part of this contract to achieve this standard. Materials to be used for top dressing shall firs to approve by the SO.

3. CLEARING OF COMPOUND AND DRINS

All refuse (paper, drink containers etc.) in the areas covered by this contract shall be collected daily and the site maintained in a clean and tidy condition. Collected refuse may be remove the site as specified for other waste garden materials or properly bagged and deposited at the disposal site.



BILL OF QUANTITIES



Tajuk / Title : **TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE, KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.**

Bil. Sebutharga : **KHEU/BDP/164/ 077 /2024**
Quotation No.

Ruj. Permohonan :
Request Ref.

No. JKR :
PWD No.

Muka 1 Dari 2
Page Of

Bil. No.	Keterangan / Description	Unit Unit	Kadar Rate	Jumlah Amount		
				Kuantiti Quantity	\$	€
	<p>The contractor shall supply all necessary equipment, machines, tools and materials for the proper and efficient execution of the both the daily routine cleaning works to ground maintenance, including prune and trim small branches and like, grass cutting, pruning and like with every day rubbish colleting after working hours.</p> <p>The contractor shall provide Three (3) MALE employ the minimum of skilled or semi-skilled MUSLIM workmen as enumerated in the breakdown of labour allocation and not exclude Supervisor. All works to be done to the satisfaction of the S.O. To be highlight *ALL THE WORKS MUST USED UNIFORM EVERY WORKING HOURES*</p>	NOTE			NOTE	
A.	<u>GROUND MAINTENACE WORKS</u>					
1.	<u>CLEANING WORK</u> To cleaning the compound area of the cemetery, clean and remove any litter, rubbish, dry leaves, branches etc., with wrapping bags to dustbins or collecting area and dispose of site, desalting any blockages to the drains, cleaning driveway leading to the main entrance gate / roadside, compound are etc., including to weed out unwanted grass, bushes to the small trees plants, ground cover where applicable, every day rubbish collecting after working hours and dump to debris dumping area etc., as per S.O and UTPI instruction. (Approx. Daily work)	Month		12		
2.	<u>PRUNE AND TRIM SMALL BRANCHES AND THE LIKE</u> To pruning the obstructed branches and trim small plants etc., shall be carried out weekly using necessary tools to rive nice looking shape and maintain the shape appearances as S.O and UTPI instruction and satisfaction where applicable. (Approx. 4 x Per Month)	Month		12		
3.	<u>GRASS CUTTING</u> To close cut grass on level, slopes, side table, centers medians, circuses, embankments etc., within the cemetery areas, open areas and along the perimeter fencing (2 meters away), including to cut grass to external compounds area at main entrance and surrounding as per S.O and UTPI instruction and satisfaction. (Approx. 2 x Cutting per month)	Month		12		
JUMLAH DIBAWA KE DEPAN						
AMOUNT CARRIED FORWARD						



Bil. No.	Keterangan / Description	Unit Unit	Kadar Rate	Jumlah Amount		
				Kuantiti Quantity	\$	¢
4.	<p>PRUNING AND THE LIKE To cut and pruning the medium trees and the like as directed by SO shall be carried out using necessary tools and ensure no disturbance / obstructions to the tombs / tomb markers and including additional works comprising to cut and removed the obstructed trees or falling trees that affected to the cemetery area (tomb / tomb markers) under unforeseen circumstance or special circumstances etc., as SO instruction and UTPPI instruction. (Approx. 4 x per year)</p> <p>Note : I / We have read and understood hereby undertake to comply with the following specification stated below in additional to the conditions of the agreement:-</p> <p>1) Contractors to provide uniforms, overall or recognition tags to all employees for easy identification to the SO and his representative.</p> <p>2) Contractors to submit monthly work reports for SO acknowledgement and record.</p> <p>3) Failure for the contractor to provide the required manpower without any prior notice to the Supervising Officer or his representatives, the contractor shall be penalized for \$30.00 per day to each worker and \$50.00 per day for supervisor not provided as decided by the SO</p> <p>4) Supervisor provided must be able to read, write, speak and understand either English or Malay.</p> <p>5) Supervisor provided are to report daily or weekly to the SO or his representatives as per SO instructions.</p> <p>6) To employ only Muslim healthy persons of good character, acceptable and provide security Clearance by His Majesty's Government of Brunei Darussalam.</p> <p>7) To provide the minimum number of staffs of 3 persons</p> <p>8) The Contractors shall provide and employ the minimum of skilled or semi-skilled Muslim workmen as Enumerated in the breakdown of labour allocation below. This numbers of workmen may be reduced / increased Subject to actual numbers actually required on site</p> <p>9) REQUIRED NOS. OF LABOUR REQUIRED: 3 PERSONS</p>	Month		12		
		-	-	NOTE	-	-
		-	-	NOTE	-	-
JUMLAH KEESELURUHAN BAGI RINGKASAN TAWARAN INI						
TOTAL AMOUNT FOR THIS SUMMARY OF TENDER						



APPENDIX



SENARAI JUMLAH TENAGA MANUSIA YANG AKAN DISERTAKAN UNTUK MEMBUAT PROJEK INI (JIKA BERJAYA)*Proposed Manpower Allocation and Additional Labour Quota Required (If Successful):*

Bil. <i>No.</i>	Nama Jawatan <i>Name of Posts</i>	Jumlah Tenaga Manusia <i>Total Manpower</i>
	Jumlah <i>Total</i>	

Jumlah quota buruh yang masih ada:*No. of labour quota still available (from table Appendix 3):***Jumlah quota buruh yang dikehendaki:***No. of labour quota required:***Tandatangan Saksi:***Signature of Witness:***Tarikh:***Date :***Tandatangan Saksi:***Signature of Witness:***Tarikh:***Date :*

SENARAI PERALATAN YANG AKAN DIGUNAKAN UNTUK PEKERJAAN INI (JIKA BERJAYA)*Proposed List of Equipment To Be Used For This Job (If Successful):*

Bil. No.	Jenis Type	Kuantiti Quantity	No. Modal Model No.	Kapasiti Capacity	Remarks

Tandatangan Saksi:

Signature of Witness:

Tarikh:

Date :

**Tandatangan Saksi:**

Signature of Witness:

Tarikh:

Date :

SENARAI PEKERJAAN YANG AKAN DI SUB-KONTRAK
Proposed List of Jobs To Be Sub-Contracted:

Bil. No.	Kerja Works	Kepada To	Remarks

Tandatangan Saksi:
Signature of Witness:

Tarikh:
Date :



Tandatangan Saksi:
Signature of Witness:

Tarikh:
Date :

SURAT PENGESAHAN

PENENDER/PEMBORONG/KONTRAKTOR/PENGUSAHA/PEMBEKAL
MEMILIKI 'BUSINESS PREMISE' / PREMISE PERNIAGAAN

Nama Syarikat: _____

Alamat Premise Perniagaan: _____

Pos Kod: _____

Telefon Pejabat / Premis Perniagaan: _____

Faks Pejabat / Premis Perniagaan: _____

Telefon Bimbit: _____

BIL.	NAMA PEMILIK SYARIKAT	BIL. KAD PENGENALAN	WARNA	BANGSA

Nama Pengurus: _____

Bil. Kad Pintar: _____ Warna: _____ Telefon: _____

Sukacita memaklumkan bahawa segala keterangan di atas adalah benar.

()

Tarikh: _____

COP SYARIKAT



Rujukan:
 Kepada,
 Ketua Bahagian Bangunan dan Pemeliharaan
 Kementerian Hal Ehwal Ugama
 Negara Brunei Darussalam

(U.P : Bahagian Penyelaras Projek (PPP))

Tuan/Puan

PER: Borang Pengakuan Kesanggupan Pembekal

Sukacita membuat pengesahan perakuan yang syarikat saya, _____
 Bersetuju untuk membuat pembekalan barang / perkakas / perkhidmatan sebagaimana dalam
 Tawaran / sebut harga bilangan : _____

Tarikh: _____

 (_____)
 Pemilik Syarikat / CEO / Pengarah

COP SYARIKAT

Pengesahan Penerima Jabatan:		
Tarikh Penerima Pebekalan		
(Hendaklah Mengikuti seperti yang telah dijanjikan di dalam borang dokuman Sebut harga / kebenaran)		

Perhatian:

Borang asal perakuan hendaklah dihantar bersama-sama dengan "Purchase Order"(P.O) and invoice

Arahan:

Borang yang siap disikan oleh pembekal yang diluluskan hendaklah disertakan bersama-sama dengan
 "Purchase Order"(P.O) dan invoice apabila tuntutan penyelesaian pembayaran dibuat.



SITE VISIT DECLARATION FORM
(Tenderer's Confirmation of Visit Project Site)

Quotation No. : KHEU / BDP / 164 / 077 / 2024

Project Title : TERM CONTRACT 12 MONTHS FOR GRASS CUTTING AND GROUND MAINTENANCE WORKS AT TANAH PERKUBURAN ISLAM PULAIE, KAMPONG ORANG KAYA BESAR IMAS, DAERAH BRUNEI DAN MUARA, NEGARA BRUNEI DARUSSALAM.

Name of Tenderer : _____

Date of Site Visit : 27 Ogos 2024 Time : 2.30 AM / PM

I/We hereby confirmed that I/We have:-

- Visited the site.
- A clear understanding on the nature and scope of works.
- Anticipated the constraints/restriction, etc. of the work site.
- Acknowledge the requirements to submit working drawing/any related works in quotation submission.
- The Tenderer inquiries (please specify, if any):

Note: Please attached this Form A together with the quotation submission

Company's Stamp

Tenderer's Signature : _____

Tenderer's Name : _____

Date : _____

Site Visit attendance:

No.	Name	Organisation	Contact No.	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

