



INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

DOKUMEN SEBUTHARGA

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT
INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH,
JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

TARIKH TUTUP:

Hari Rabu, 28hb Rabiulawal 1446H / 02hb Oktober 2024, tidak lewat jam 2.00 petang.



**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

**PROJECT : TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT
INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH,
BLOCK 2H JALAN ONG SUM PING, NEGARA BRUNEI DARUSSALAM.**

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**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

SYARAT-SYARAT DAN PERATURAN PENYERTAAN SEBUTHARGA

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

1. Tawaran hanyalah dipelawa kepada Syarikat-Syarikat / Pemborong-Pemborong yang berdaftar dengan Kementerian Pembangunan **Kelas I & II Kategori S 02 SAHAJA** Di Negara Brunei Darussalam.
2. Pemohon hendaklah menggunakan borang asal yang dikeluarkan oleh Institut Tahfiz Al-Quran Sultan Haji Hassanal Bolkiah, Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam dan borang asal bolehlah dimuat turun melalui laman sesawang <https://www.mora.gov.bn/> (**tender dan sebutharga**).
3. Pembayaran sebanyak **B\$5.00 (Tender Fee)** beserta salinan **lesen 16 & 17** atau **Form X** hendaklah dimasukkan dalam sarung surat yang berasingan dengan borang dokumen dengan menjelaskan nama syarikat, orang yang boleh dihubungi dan nombor telipon. Cover sarung surat pembayaran ada disediakan (bayaran tidak dikembalikan)
4. Cara bayaran adalah melalui **BIBD QuickPay / Progresif Pay** atau **BIBD Nexgen**. Tatacara pembayaran BIBD Online Payment adalah seperti berikut:
 - i) Klik '**PAYMENT**', pilih – **KEMENTERIAN HAL EHWAL UGAMA**, masukkan **Kod 1 – H2 (Jawatankuasa Sebutharga)**, **Kod 2 – No. Tawaran Sebutharga** dan kemudian tekan **NEXT** untuk submit/mengesahkan pembayaran. Bukti pembayaran yang telah selesai dibuat hendaklah dihantar ke talian **hotline (Hasil & Pembayaran)**, **KHEU : +673 8338400**.
5. Borang permohonan asal yang lengkap **HENDAKLAH DIHANTAR BERSERTA 02 (DUA) SALINAN** dengan lengkap. Dan hendaklah diisikan dan di Cap Syarikat dengan menggunakan dakwat berwarna **BIRU** sahaja.
6. Harga barang-barang yang dimasukkan dalam Borang Tawaran hendaklah termasuk perbelanjaan menghantar.
7. Salinan Sijil Pendaftaran Perniagaan 16 & 17 hendaklah disertakan bersama.
8. Permohonan Tawaran ini akan **diTOLAK** jika:-
 - i. Segala kehendak dalam borang ini tidak ditulis dan diisi dengan betul, terang dan lengkap.
 - ii. Sebarang perubahan Harga Tawaran (menggunakan "**Blanco**" atau tulisan berulang-ulang / bertindih) yang tidak ditandatangani / initial.



- iii. Borang Tawaran ditandatangani menggunakan **CAP JARI**.
 - iv. Salinan Sijil Pendaftaran Perniagaan 16 & 17 tidak disertakan dengan Borang Tawaran.
 - v. Pemohon didapati menggunakan Sijil Pendaftaran Perniagaan 16 & 17 orang yang sudah meninggal dunia.
9. Pemohon dikehendaki mengisi **Borang DEC (Declaration Form)** seperti yang dilampirkan bersama Borang Tawaran. Jika pemohon mempunyai lebih satu Syarikat dan / atau mempunyai pertalian keluarga dalam Syarikat-Syarikat lain yang menyertai tawaran yang sama hendaklah menulis dan menyenaraikan dalam Borang Pengakuan.
 10. Pemohon yang mempunyai "**Nature of Business**" didalam bidang pembekalan berkenaan, sebagaimana yang dinyatakan didalam Sijil Pendaftaran Perniagaan 16 & 17, akan diutamakan.
 11. Jika Tuan Punya Syarikat berlainan dengan Pengurus Syarikat, hendaklah menyertakan Surat Pengesahan / Pengakuan Lantikan Pengurus Syarikat berkenaan oleh Tuan Punya Syarikat itu.
 12. Syarikat yang berdaftar sebagai Sendirian Berhad hendaklah menyertakan salinan Certificate of Tax Compliance (COTC).
 13. Syarikat hendaklah menyertakan salinan Sijil Pendaftaran Tabung Amanah Pekerja (TAP) dan salinan Penyata Pekerja Tabung Amanah Pekerja (TAP) yang TERKINI.
 14. Setiap Borang Tawaran yang telah ditulis dan diisikan dengan lengkap hendaklah disertakan dengan **salinan Sijil Pendaftaran Perniagaan 16 & 17**.
 15. Tawaran-tawaran serta salinan Sijil Pendaftaran Perniagaan 16 & 17 hendaklah dihantar dalam **SAMPUL SURAT BIASA YANG TERTUTUP**, pada bahagian atas sampul surat tersebut ditulis dengan jelas **TAJUK** dan **BILANGAN TAWARAN** sebagaimana yang diiklankan serta tanpa menunjukkan identiti Pembekal dan dimasukkan kedalam **PETI TAWARAN** yang ditujukan kepada :-

**Pengerusi,
Jawatankuasa Sebutharga,
Tingkat 1, Bahagian Kewangan,
Kementerian Hal Ehwal Ugama,
Jalan Dewan Majlis,
Negara Brunei Darussalam**



16. Pembekal yang berjaya hendaklah mempunyai kewangan yang mencukupi bagi menjalankan perniagaan ini serta bersedia menyediakan kenderaan pengangkutan yang bersesuaian.
17. Hanya Pembekal yang berjaya / diberikan kebenaran bagi tawaran tersebut sahaja akan dibenarkan untuk mengendalikan perkhidmatannya (tidak dibenarkan / melibatkan sub-kontraktor).
18. Pembekal yang berjaya mestilah menyediakan kotak yang bersesuaian bagi penghantaran perkara tersebut.

19. Pembekal yang berjaya hendaklah mematuhi setiap Peraturan dan Perjanjian yang telah dipersetujui termasuk apa-apa jua maklumat yang terkandung didalam Borang Tawaran yang diisikan oleh Pemohon berkenaan.
20. Jika Pihak Tuan/Puan tidak menerima sebarang jawapan mengenai tawaran ini dalam tempoh 02 (dua) bulan dari Tarikh tutup, bermakna penyertaan pihak tuan /Puan adalah **tidak berjaya**

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

KHEU/ITQ/PK/24-25 - TL

Yang Mulia,

Pengerusi,
Jawatankuasa Sebutharga.
Tingkat 1, Bahagian Kewangan,
Kementerian Hal Ehwal Ugama,
Jalan Dewan Majlis,
Negara Brunei Darussalam.

Tarikh tutup :

Hari Sabtu, 28hb Rabiulawal 1446H / 02hb Oktober 2024, tidak lewat jam 2.00 petang.



NOTA:

- Keratan di atas hendaklah ditampal pada sampul surat dokumen sebutharga yang tertutup.
- Borang Tawaran Asal yang telah lengkap diisikan beserta dokumen hendaklah juga disertakan dengan Satu (01) Set Salinan yang lengkap ~~tanpa binding ring atau tanpa difaillen~~



BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

KHEU/ITQ/PK/24-25 - TL

Nama Syarikat: _____

Nama Orang yang boleh dihubungi: _____

Nombor telepon: _____

NOTA:



- Keratan atas hendaklah ditampal bagi kegunaan sampul surat pembayaran.





**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

BIL. TAWARAN: KHEU/ITQ/PK/24-25 - TL

BORANG SEBUTHARGA

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Borang Sebutharga asal yang telah lengkap diisikan berserta dokumen hendaklah juga disertakan dengan 01 (satu) salinan yang lengkap. Setiap Borang Tawaran hanya digunakan SATU (01) harga Tawaran / Offer Sahaja

1. SEBUTHARGA BAGI:

KHEU/ITQ/PK/24-25 - TL

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT

INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH,

JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM

2. NAMA SYARIKAT:

Seperi didaftarkan dalam Certificate of Registration - Sec. 16 atau Form X

(HURUF BESAR)

Bil. Sijil Pendaftaran Perniagaan : _____ Tarikh Pendaftaran : _____

Alamat : _____

Poskod : _____

No. Peti Surat : _____ No. Mobile : _____

No. Telefon (R) : _____ No. Telefon Pejabat : _____

No. Fax : _____ E-Mail Syarikat : _____

Tandatangan Pemilik Syarikat
/ CEO / Pengarah _____



Cop Syarikat

3. PEMILIK SYARIKAT:

Seperti didaftarkan dalam Certificate of Registration - Sec. 17 atau Form X

Nama Tuan Punya : _____
(HURUF BESAR)
 Tarikh Lahir : _____ Umur : _____ tahun
 Bil. Kad Pintar : _____ Warna : _____
 Bangsa/ Kaum : _____ Ugama : _____
 Alamat Tempat Tinggal : _____

_____ Poskod: _____
 No. Telefon : _____ (Rumah) _____ (Mobile)
 : _____ (Fax) _____ (e.mail)

Nama Suami / Isteri : _____
(HURUF BESAR)
 Tarikh Lahir : _____ Umur : _____ tahun
 Bil. Kad Pintar : _____ Warna : _____
 Bangsa/ Kaum : _____ Ugama : _____
 Alamat Pejabat : _____

_____ Poskod: _____
 No. Telepon Pejabat : _____ No. Telepon (Rumah) : _____ (Mobile) : _____

4. PENGURUS SYARIKAT:

Seperti didaftarkan dalam Certificate of Registration - Sec. 17

Nama : _____
(HURUF BESAR)
 Tarikh Lahir : _____ Umur : _____ tahun
 Bil. Kad Pintar : _____ Warna : _____
 Bangsa/ Kaum : _____ Ugama : _____
 Alamat Tempat Tinggal : _____

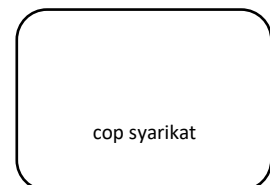
_____ Poskod : _____
 No. Telefon : _____ (Rumah) : _____ (Mobile) : _____

5. PENDAPATAN SYARIKAT SEBULAN:

- | | |
|---|---|
| <input type="checkbox"/> \$1,000.00 kebawah | <input type="checkbox"/> \$2,000.00 hingga \$5,000.00 |
| <input type="checkbox"/> \$1,000.00 hingga \$2,000.00 | <input type="checkbox"/> \$ 5,000.00 keatas |

**Sila tanda yang berkenaan sahaja.

Tandatangan Pemilik Syarikat
 / CEO / Pengarah



6. SENARAI NAMA-NAMA PEMILIK SYARIKAT:

Bil	Nama Pemilik	Bil kad Pintar dan Warna	Beralamat	Peratusan Hak Milik %	Jawatan Dalam Syarikat
1					
2					
3					
4					

7. Jika pernah berjaya memberikan perkhidmatan pembekalan, sila berikan keterangan berikut. Jika tidak pernah, sila isikan '**Tidak Pernah / Tidak Berkenaan**'.

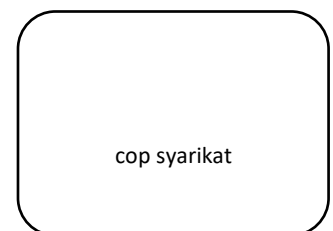
Bil	JABATAN / KEMENTERIAN	TAHUN
1		
2		
3		
4		

8. Nyatakan jenis Perniagaan / Perusahaan lain yang dibuat pada masa ini. Jika tidak ada, sila isikan '**Tidak Berkenaan**'

NAMA SYARIKAT	JENIS PERNIAGAAN / PERUSAHAAN SEKARANG	ALAMAT TEMPAT BERNIAGA

Tandatangan Pemilik Syarikat

/ : _____
CEO / Pengarah



Saya mengaku bahawa butir-butir di atas dan segala keterangan yang diisi dalam Borang Sebutharga ini adalah **BENAR**. Saya bersedia untuk memberikan perkhidmatan pembekalan sepertimana yang dikehendaki oleh Institut Tahfiz Al-Quran Sultan Haji Hassanal Bolkiah, Kementerian Hal Ehwal Ugama. Dengan ini, saya juga bersedia akan mematuhi kepada apa jua Peraturan-Peraturan dan Syarat-Syarat yang telah ditentukan oleh Kerajaan Kebawah Duli Yang Maha Mulia dari masa kesemasa.

Tandatangan :
Nama Pemilik
Syarikat / CEO
/ Pengarah :
Bil. Kad Pintar :
Jawatan :

Warna :

Tandatangan :





RINGKASAN TAWARAN

SUMMARY OF TENDER

Tajuk / Title : TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Bil. Sebutarga Quotation No. : KHEU/ITQ/PK/24-25 - TL **Ruj. Permohonan Request Ref.:** **No. JKR PWD No. :**

Muka Page 1 Dari Of 2

Bil. No.	Keterangan Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount	
					\$	¢
	<p>NOTE: 1. The monthly report is to be submitted for monthly progress payment purposes. 2. Contractor shall provide at least Seven (7) CLEANERS and One (1) SUPERVISOR at all time to ensure adequate and efficient cleaning works operation. The full-time cleaners shall also be available at our disposal for carrying out additional works as directed by the Officer in Charge (OIC). Cleaners provided are to be approved by OIC before commencement of the contract.</p> <p>PRELIMINARIES: - Allow the sum of preliminaries to comply with the conditions of contract and Specifications but not limited to the following:</p> <p>1. Plants, tools, vehicles, scaffolding and ladder etc.</p> <p>1.1 Health, Safety and Environment requirements as required by the Government of Brunei Darussalam.</p> <p>1.2 Insurance's policies: a) Workmen's compensation b) Public liability c) Fire Insurance</p> <p>2. JANITORIAL WORKS Supply all labour, materials, tools, machineries, equipment, etc. for the cleaning works to the satisfaction of the OIC.</p> <p>2.1 Floor carpet • Vacuumed (Once a week) • Spot stain cleaning (Once a week) • Spin-bonnet cleaning/shampooing (Once per 4 weeks)</p> <p>2.2 Floor tiles / Timber laminated / Vinyl / Rubber flooring • Sweeping and moping (Daily) • Burnishing/buffing (Once per 4 weeks) • Scrubbing and polishing with wax especially at Lobby area (Once per 13 weeks) • Shampooing the external tile area</p> <p>2.3 Toilet / Washrooms • Thorough toilet washing and deodorizing (Twice Daily) • General cleaning (Twice Daily) • Check and replenish tissue roll and hand soap (Twice Daily) • Floor scrubbing with approved chemicals (Once a week) • Spray air freshener / deodorizer after cleaning.</p>					
JUMLAH DIBAWA KE DEPAN AMOUNT CARRIED FORWARD						



Bil. No.	Keterangan Description	Unit Unit	Kadar Rate	Kuantiti Quantity	Jumlah Amount	
					\$	¢
Jumlah dibawa dari depan/ Amount brought forward						
2.4	Internal glass and Windows <ul style="list-style-type: none"> Dusting and wipe to remove smears (Daily) Glass window and door, panels grilles/lovers, member, partition cleaning and the like. (Once a week) 	Time		12		
2.5	External glass windows / Building façade including M&E features Thorough cleaning (Once per 26 weeks)	Time		2		
2.6	Tables / Workstation / Counters / Furniture / Fixtures / Computer / Telephones Dusting wiping of furniture and fixtures and internal cleaning. (Daily)	Time		12		
2.7	Rubbish bins <ul style="list-style-type: none"> Collect & dispose rubbish (Daily) Replace plastic liners 	Time		12		
2.8	Ceiling & Internal Walls <ul style="list-style-type: none"> Vacuum (Once per 4 weeks) High dusting and cleaning to internal ceiling, wall, light diffuser, chandelier and air-condition cleaning. 	Time		12		
2.9	Roof slabs, Rainwater Drainage & Gutters <ul style="list-style-type: none"> Remove all plants, other impurities etc.; that steak at the flat roof or roof finishes clean and unblock rubbish from gutter / downpipes to outlet / drain using necessary tools / external concrete drains / waterjet pressure where applicable. (Once a month) 	Time		12		
3.0	Apron / perimeter drain & external drain <ul style="list-style-type: none"> Jet wash and desilting of drain (Once per 4 weeks) Remove any plants, other impurities etc. 	Time		12		
3.1	Fountain / pools <ul style="list-style-type: none"> General cleaning all the fountain water / pool as per S.O's instruction. (Once a Month) 	Time		24		
3.2	Car park & Compound area <ul style="list-style-type: none"> Litter pickup (Daily and as required) Sweeping (Once a week and as required) 	Time		12		
	NOTE : a) Contractors to provide uniforms, overalls or recognition tags to all employees for easy identification to the OIC and his representatives. b) Contractors to submit monthly cleaning reports complete with pictures (before, during and after) for OIC acknowledgement and record. c) 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 for each cleaner and \$50.00 per day for supervisor not provided as decided by the OIC. d) Supervisor provided must be able to read, write, speak and understand either English or Malay. e) Supervisor provided are to report daily or weekly to the OIC or his representatives as per OIC instructions.					
JUMLAH KESELURUHAN BAGI RINGKASAN TAWARAN INI TOTAL AMOUNT FOR THIS SUMMARY OF TENDER						



PART A - 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 Services Department, 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) Valid Tenderer's Registration Certificate from the Ministry Of Development.
 - (b) Business Enactment Act Section 16 & 17.
 - (c) 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.
 - (d) 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. 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. 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.
8. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.
9. The tender must be done in the official printed tender forms which is available from <https://www.mora.gov.bn/>

The completed tender documents are to be lodged on or before 02:00 PM on 25th SEPTEMBER 2024 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 Ugama
Negara Brunei Darussalam**



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

Quotation No : KHEU/ITQ/PK/24-25 - TL

Quotation Closing Date : 02th OKTOBER 2024

Project Title : TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

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 Works.**
- 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 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 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.
- 3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
- 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 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 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:
- 5.2.2 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.
- 5.2.3 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 on 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 unfixed 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

1.0	<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 style="text-align: center;">(12 MONTHS) <hr style="width: 100px; margin: auto;"/></p>
2.0	<p>Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)</p>	<p style="text-align: center;">$LAD = B\\$ 45,000 \times 0.15$ <u>No. of Days</u></p>
3.0	<p>Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)</p>	<p style="text-align: center;">(-) Months <hr style="width: 100px; margin: auto;"/></p>
4.0	<p>Retention Sum: (If none stated, FIVE (5%) PERCENT of the Contract Sum)</p>	<p style="text-align: center;">(-) % of the Contract Sum <hr style="width: 100px; margin: auto;"/></p>
5.0	<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 style="text-align: center;">≤ B\$ (-) <hr style="width: 100px; margin: auto;"/> ≥ B\$ (-) <hr style="width: 100px; margin: auto;"/></p>
6.0	<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 style="text-align: center;">≤ B\$ (-) <hr style="width: 100px; margin: auto;"/></p>



SECTION A: SPECIFICATION FOR MATERIALS AND WORKMANSHIP**A.1 GENERAL**

Materials to be used shall be of the best quality approved by the Officer in Charge (OIC). Workmanship shall be equal to the best in prevailing trade practices. The Contractor shall ensure that all materials are stored properly to prevent deterioration and any handling or transporting of the materials shall be done with care to prevent damage.

Materials, which fail to comply with requirements of the specifications, will be rejected and shall be removed from site forthwith. No claim will be entertained if there is any delay arising thereof.

A.2 SCOPE OF WORK

2.1. The Contractor shall clean the Department of Building Services and its external surrounding which comprise the following: -

- i) Main DBS Building
- ii) SBM Store
- iii) SBM Workshop
- iv) Office Furniture Unit and Stores
- v) Parking area and compound

2.2 The Contractor sum shall be deemed to include all cost and expenses, for internal area, the cleaning of all common corridors, lobby, plants rooms, roof eaves, surfaces of wall, columns, partitions, glass panels, both sides of doors and windows ceiling, furniture telephones, fire extinguishers, fire hose-rail cabinets and all fittings, (i.e. switches, signboards, light diffuser, sanitary fittings, etc) and compound cleaning.

A.3 CONTRACTOR TO INFORM HIMSELF FULLY

3.1 The Contractor shall be deemed to have visited and examine the above mentioned buildings and compound at Old Airport Road, Bandar Seri Begawan and satisfied himself / herself as to the local conditions, accessibility, the full extent and character of the operation, supply and conditions affecting labour and material, transportation of labour, equipment etc. and the execution of the contract generally as no claim on the ground of weak of knowledge in this respect shall be entertained.

A.4 HOURS OF WORK

4.1 The Contractor shall provide general cleaning service daily or periodic cleaning service as specified in item A. 17.1

4.2 Cleaning of office and other areas inside the building can be carried out on normal working hours or even after 4.30 p.m. on a case-to-case basis as long as it does not disturb the Employer.

4.3 The Employer should be informed on the program for cleaning on Fridays and Sunday as described in item A.17.1.

4.4 Compound cleaning can be carried out daily during office hours or within a reasonable time after office hours, which will be determined by the Employer.

A.5 SPECIAL WORKS

5.1 The Contractor shall make allowance and no claim shall be made for any other work, which his / her workmen or employees may be required to perform outside their normal working hours as specified above in item A.4.

A.6 CONTRACTORS SUPERVISOR

6.1 The Contractor shall provide one (1) experienced & competent Malay/ English speaking Supervisor. He / She shall maintain contact with Employer's representative. He / she shall maintain written records as required showing the scheduled work completed each day and such records shall be made available to the Employer on demand, for inspection by him / her or his / her representative at any reasonable time.

6.2 The Supervisor shall be deemed to have full authority of the Contractor, and any instructions given to the Supervisor by the Employer's representative shall be deemed to the instructions given to the Contractor.

6.3 The Supervisors shall be stationed full time within the vicinity of the building for the efficient supervision of and for the effective execution of the contract.



A.7 CONTRACTOR'S STAFF

7.1 The Contractor shall provide and employ skilled or semi skilled workmen in numbers thereof as numerated in the summary of tender to ensure the proper and efficient execution of the works. Such workmen employed shall be in possession of the necessary work permits to allow them to work in Brunei Darussalam.

7.2 The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the building, or compound or any site, any person employed by the Contractor, who in the opinion of the Employer has misbehaved himself / herself, or is incompetent or negligent in the performance of his / her duties or whose employment is otherwise considered by the Employer to be undesirable. Any person so removed from the works shall be replaced as soon as practicable by a competent substitute approved by the Employer.

7.3 In the event of shortage of cleaning staff due to absenteeism/medical or annual leave, the Contractor shall take immediate steps to provide temporary replacement(s) to comply with the specification as specified in the documents and such replacement(s) must be presented before the Employer's representative (not later than three (3) hours after the commencement of any shift). For failure to provide such replacement(s) the Contractor shall be liable to pay liquidated damages in the scale shown hereunder: -

<u>Failure to provide</u>	Amount of Damages Payable
(i) Supervisor	\$ 50 per supervisor per day.
(ii) Cleaners	\$ 30 per cleaner per day.

The amount of damages shall be deducted from the Contractor's bill for the current month, with or without any prior notice to the Contractor.

7.4 However, the Employer may waive such amount of damages payable if the Employer is satisfied that the Contractor can give satisfactory reasons for staff(s) shortage.

7.5 The Contractor shall before the commencement of the contract provide the Employer's representative with a list showing the names and other particulars of the cleaning staff employed for the contract.

A.8 UNIFORM FOR CLEANING STAFF

8.1 The Contractor shall be required to provide the cleaning staff the uniform acceptable to the Employer. Each uniforms provided should be distinct in color from the other workers employed by other organizations at the complex.

A.9 CLEANING EQUIPMENT AND MATERIALS

9.1 The Contractor shall supply all necessary equipments machine, instruments, tools and materials for the efficient execution of the works including floor-burnishing machine, carpet shampooing machines, power sweepers, vacuum cleaners, suction machines, clean air vacuum and grass cutter. The Contractor must be in possession of high scaffoldings, ladder or if necessary crane out cleaning of the roof gutter & cladding etc. The Contractor shall also provide wicker baskets lined with polythene, trolleys with rubber castors for the transportation of wicker baskets, barriers, mops, brushes, methylated spirit, cloths, chamois, leather dusters, soaping powder, toilet cleaners, mirror cleaners, emulsion polish for floor, furniture and partitions, floor sealers, disinfectants, deodorants blocks and other materials all approved from design, type, made and brand, as may be directed by the Employer / S.O. The following list indicates plant and materials that may be approved for use in the execution of the works. The tenderer must state his/her stated brand below:-



STATED BRAND

	Sealer for tiled floors	:	PREMIUM SHIELD (KLENCO/IMEC)	_____
9.1.1				
	Emulsion floor polish	:	HIGH-SPEEDCOATING (KLENCO/IMEC)	_____
9.1.2				
	Wax-strip	:	ACTION 150 (KLENCO/IMEC)	_____
9.1.3				
	Furniture polish	:	SHINE-ON POLISH (KLENCO/IMEC)	_____
9.1.4				
	Liquid wax polish	:	SUPERCOATING (KLENCO/IMEC)	_____
9.1.5				
	Carpet shampoo	:	ACTION 170 (KLENCO/IMEC)	_____
9.1.6				
	Detergent/Disinfectant	:	POWER SANLENE (KLENCO/IMEC)	_____
9.1.7				
	Mirror cleanser	:	POWER VIEW (KLENCO/IMEC)	_____
9.1.8				
	Scrubber/Varnishing (Min 1,000 rpm speed)	:	SORMA PT-200 ULTRA-SPEED MACHINE	_____
9.1.9				
	Vacuum cleaner and suction machine	:	SORMA WET & DRY VACUUM CLEANER	_____
9.1.10				
	Clean Air Vacuum	:	MINUTEMEN	_____
9.1.11				
	Deep steam carpet cleaning machine	:	SORMA TGH 30-SHS STEAM CARPET EXTRACTION	_____
9.1.12				
	High Power Jet Pressure	:	BOSCH	_____
9.1.13				
	Deodorizer	:	POWER SCENT TABLETS /POWER FLORAL (KLENCO/IMEC)	_____
9.1.14				
	Hand Soap Liquid (Anti-bacterial)	:	DETTOL/IMEC	_____
9.1.15				
	Toilet roll tissue	:	KIMBERLY-CLARK SCOTT/IMEC	_____
9.1.16				

9.2 The above brand of products is indicative of the quality of products to be used and the Contractor shall be required to state the brand of products which he / she intends to use.

9.3 The Employer shall have the absolute discretion to determine the quantum of adequacy for toilet requisites.



A.10 SPECIALISED WORKS

10.1 The Employer reserve the absolute right to engage other contractors to execute works and/or services which in his / her opinion are specialized in nature or which the Contractor has failed to perform in accordance with the specifications.

A.11 WATER AND ELECTRICITY

11.1 All water and electricity required for the works will be provided free of charge by the Employer. The Contractor shall exercise every effort to prevent the abuse of this privilege and to economies in the use of water and electricity and to ensure that his cleaning staff strictly complies with all rules and regulations applicable to use of the same.

11.2 The Contractor shall ensure that his / her cleaning staff switch off all light and turn off all taps as soon as their work is completed.

11.3 Proper connections must be made to power points in accordance with the prevailing rules and safety precautions. The Contractor shall be liable for any damage to the electrical circuits and installations.

A.12 SECURITY

12.1 For security reasons the Contractor shall provide the Employer with particulars of his / her cleaning staff engaged from time to time i.e.: -



- (i) Name
- (ii) Address
- (iii) Identity Card Number
- (iv) Citizenship
- (v) Sex and Age

12.2 The Employer shall have the right to instruct the Contractor to remove any of his / her workmen in the opinion of the employer is considered to be undesirable or unfit for employment in the buildings or compound for security reasons.

12.3 For security reasons, cleaning of certain areas i.e. offices, stores, etc. shall be carried out with the permission and in the presence of the occupant.

A.13 DISPOSAL OF RUBBISH

13.1 Rubbish and all refuse shall be collected and deposited in polythene bags or any other approved containers and brought at the end of each day to the designated area for collection.

A.14 SAFETY ARRANGEMENTS

14.1 The Contractor shall at all times observe and comply with all prevailing laws and regulations relating to safety now and thereafter in force and shall bear all costs in connection with the compliance of same.

14.2 The Contractor shall be responsible to take all safety precautions to eliminate danger to his / her workmen, the general public and property of others.

14.3 Proper warning signboards and barriers are to be erected and maintained during the progress of work, which may be endangering the safety of the staff working there or others. The warning signboards and barriers shall be sufficiently large to attract attention and shall include words such as "Danger", "Keep out" etc as appropriate.

A.15 IRREGULARITIES COMMITTED

15.1 Should the Contractor be found to have committed any irregularities such as omitting cleansing materials, using inferior materials or workmanship or creating nuisance in the buildings to the inconvenience of the Employer or the public or other act at which are likely to bring the P.W.D. Building Management Sections into disrepute, the S.O reserves the right to charge the

contractor liquidated damages in the sum not exceeding \$ 2,000/- per occasion. Thereafter, the irregular work shall be made good to the satisfaction of the Employer at the Contractor's expense.

15.2 For any minor breach of the conditions of the contract, the following action shall be taken: -

- (i) Issue verbal warning on first day of offence.
- (ii) Issue a warning letter if offence is repeated for second time within a month or when no action has been taken to correct the irregularities.
- (iii) Issue a final warning if offence is repeated for a third time in a month or when contractor fails to correct the irregularities within the given time, before liquidated damages are imposed.

15.3 For any major breach of the terms and conditions of the contract, the Contractor shall be given seven days to explain why liquidated damages should not be imposed.

B.16 GENERAL GUIDELINES AS TO CLEANING

16.1 Flooring, columns, partitions, and glass panels of common areas shall be cleaned, sealed and polished, where necessary. The job is to be done in accordance with the operational frequency specified herein.

16.2 The Contractor shall instruct his / her cleaning staff exercise every care when dismantling and re-fixing all fittings, signs or pointing, etc. as the cost of repair or replacement of any such items damaged or broken as a result of careless handling or negligence on his / her part or that of his / her employees shall be charged to him.

16.3 All items of cleaning products shall be diluted or mixed in accordance with the manufacturer's instructions.

16.4 All scrubbing shall be done with an approved heavy duty-scrubbing machine.

16.5 Burnishing of floors shall be done with as approved high speed burnishing machine.

16.6 Waste matter from sanitary towel receptacles and water paper shall be collected as soon as the receptacles are full and at least once a day and sanitary receptacles shall be cleaned and disinfected immediately after complying.

16.7 The contractor shall replace new anti-bacterial hand wash liquid and toilet paper rolls once finish.

16.8 The Contractor shall empty all receptacles such as dustbins, waste paper basket on cleaning day specified.

16.9 The Contractor shall transport wasted collected all refuse collected from waste receptacles etc to the designated area then shall transport all wasted collected to government approved dumpsite or as approved by OIC.

16.10 The Contractor shall ensure that the compound (driveway, car park, drains and turfed area) be free from rubbish (dried leaves, cans, papers and cigarette butts etc.).



A.17 OPERATIONAL FREQUENCY

17.1 In conjunction with the operational frequency stated therein for the cleaning of the offices, the Contractor is required to follow the schedule proposed with the minimum manpower stated and comprehensive program for daily and periodic cleaning. The periodic cleaning program should include not only the cleaning cycle but also the time frame for cleaning a specific area of facility.

17.2 The program shall show the details of staff to be deployed a machine and materials are to be used:

17.2.1 Floor Carpets

- (i) Vacuuming to extract all grit, loose dirt, dust, debris etc **ONCE A WEEK**. For sensitive areas like musolla (surau), computer central room, optic fibre etc. dry air vacuuming must be used. Spin-bonnet cleaning/shampooing **ONCE PER 4 WEEKS**.

17.2.2 Floor Tiles/Timber Laminated or Vinyl/Rubber Flooring

- (i) Sweeping to remove all loose dirt, dust, debris, papers, etc and damp mop with a solution of water and approved detergent to remove all stains and embedded grime **DAILY**.
- (ii) Burnishing/buffing of floor tiles are to be done **ONCE PER 4 WEEKS**. Scrubbing and polishing with wax to be done **ONCE PER 13 WEEKS**.

17.2.3 Toilets / Washrooms

- (i) Damp cleaning and serialize all sanitary fittings, washbasins, kitchen sinks, mirror and fixtures **TWICE DAILY** with a solution of water and approved detergent. For pedestal W.C seat and cover, an approved bactericidal cleanser is to be used. Scrub bottom and sides of urinal seat and W.C. pans with nylon brush and bactericidal toilet cleaner. Scrub the floor tiles **WEEKLY** with proper brush and approved detergent. Sanitary supply must be checked regularly and replenish once finished. Air freshener / deodorizer is to be sprayed every time after cleaning.

17.2.4 Internal Glass & Windows

- (i) Dusting and wiping to remove smears **DAILY**.
- (ii) Thorough cleaning **ONCE A WEEK**.

17.2.5 External glass window & Building façade including M&E features

- (i) Thorough cleaning to be done **ONCE PER 26 WEEKS**.

17.2.6 Tables / Workstation / Counters / Furniture / Fixtures / Computer / Telephones

- (ii) Dusting and damp clean all furniture shelves, cabinet and table to remove dust, dirt, etc **DAILY**.

17.2.7 Rubbish bins

- (i) Collect and dispose rubbish including replacing plastic liners as required (**DAILY**).
- (ii) Transport all collected wastes to approved dumpsite or as approved by OIC (**THREE TIMES A WEEK**).

17.2.8 Ceiling & Internal Walls

- (i) Vacuuming and dusting to ensure surfaces free from cobwebs and dusts (**ONCE PER 4 WEEKS**).

17.2.9 Roof Slabs, Rainwater Drainage & Gutters

- (i) Disposal of rubbish, dry leaves, undergrowth, debris, fungus/wild plants etc **ONCE PER 4 WEEKS**. Rainwater down pipe must also be checked ensuring no blockage and if seen water jetting to be used immediately.

17.2.10 Apron / perimeter drain & External drain

- (i) Jet wash and desilting of drain (**ONCE PER 4 WEEKS**).

17.2.11 Fountain / Pool

- (i) General cleaning all the fountain water / pool as per S.O's instruction. (**TWICE A MONTH**).

17.2.12 Carpark & Compound area

- (i) Litter pickup **(DAILY AND AS REQUIRED)**
- (ii) Sweeping **(ONCE A WEEK AND AS REQUIRED)**

17.2.13 Report Faulty Defects

Any faulty / defects must inform the employer soon after the defects discovered for immediate rectification.

17.2.14 Cleaning / Housekeeping Report

Comprehensive completion report certified by the employer must be submitted monthly as a requirement for Progress Payment.



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

Quotation No. : _____

Title : _____

Name of Tenderer : _____

Date of Site Visit : ____ / ____ / 2024 Time : _____ 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 attach this Form together with the quotation submission

Tenderer's Signature : _____

Tenderer's Name : _____

Date : _____

Company's Stamp

Site Visit attendance:

No.	Name	Organisation	Contact No.	Signature
1.				
2.				
3.				
4.				



**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

**PENGAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION**

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Rujukan Tawaran / Sebutharga Tender Reference	KHEU/ITQ/PK/24-25 - TL
Tajuk Tawaran / Sebutharga Tender Title	TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.
Kementerian / Jabatan Ministry / Department	KEMENTERIAN HAL EHWAL UGAMA / INSTITUT TAHFIZ AL-QURAN SULTAN HAJII HASSANAL BOLKIAH

Saya / Kami, (isikan nama setiap Pemilik Syarikat / Pemegang Saham di bawah)
I / We, (fill in all the Proprietor / Shareholder's name below)

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



Beralamat
/ Address

dengan ini membuat **PENGAKUAN** seperti berikut / *make the following **DECLARATION**.*

1. Saya / Kami yang bernama di atas,
I / We as the name stated above,
i 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)

ii adalah 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. iii Saya/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 di bawah 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. v Saya / 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 I.

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 di atas.

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 di atas; dan
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 menghadapi 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 sebutbarga / tawaran bagi projek yang disebutkan di atas atau sebarang sebutbarga / 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 sebutbarga / tawaran bagi projek yang disebutkan di atas atau sebarang sebutbarga / 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 (Penggagal 131), atau Bab 161 hingga 165 dari Kanun Hukuman Jenayah (Penggagal 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 of 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 Annex1.*
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 / sebutbarga yang disebutkan di atas; atau
The withdrawal of the contract for the above tender / quotation; or
 - ii. Penamatan kontrak bagi tawaran / sebutbarga yang disebutkan di atas;
Termination of the above tender / quotation;
 - iii. Lain-lain tindakan tatatertib mengikut Peraturan Perolehan Kerajaan yang berkuatkuasa; 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 dibawah Kanun Hukuman Jenayah Bab 177 dan 182 yang disertakan di LAMPIRAN 1.

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 mengikut 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.

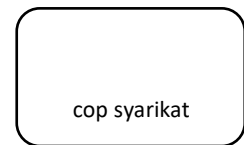
I / We hereby authorize _____

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 tis 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's Stamp)

- i Masukkan disini jika orang yang membuat pengakuan adalah Pemilik atau adalah seorang Pemilik berdaftar Syarikat atau Nama Perniagaan.
Fill in here if an Owner of a Business Name.
- ii 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.).
- iii 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 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.
- vi Potong perenggan yang tidak berkenaan.
Delete where inapplicable.
- vii Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.
Must be signed by the Owner of Co. or CEO or Director



ANNEX I

Mengikuti 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:

Bil. / No.	Nama / Name	Firma / Firm
1		
2		
3		
4		
5		

Mengikuti 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:

Bil. / No.	Nama / Name	Syarikat / Company
1		
2		
3		
4		
5		

Bab 177 Kanun Hukum Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)
Section 177 of the Penal Code (Cap 22 of the Laws of Brunei)

177 Barangsiapa, yang terikat disisi 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 \$4,000.00, atau kedua-duanya sekali, atau, jika maklumat yang dia terikat disisi 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 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 \$4,000.00, 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 Hukum Jenayah (Penggag 22 Undang-Undang Negara Brunei Darussalam)
Section 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 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 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 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-keduanya.
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 Corrupt 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 of 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 \$30,000.00 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 6(c) Akta Pencegahan Rasuah (Penggag 131 Undang-Undang Negara Brunei Darussalam)
Section 6(c) Prevention of Corrupt 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 \$30,000.00 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 Corrupt 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 \$30,000.00 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(b) Akta Pencegahan Rasuah (Penggag 131 Undang-Undang Negara Brunei Darussalam)
Section 9(b) Prevention of Corrupt 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 \$30,000.00 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 161 Kanun Hukum 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 disisi 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 kepayahan 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 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

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

- 162 Barangsiapa 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 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

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

- 163 Barangsiapa 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 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 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 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

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

- 164 Barangsiapa, 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 two preceding sections is committed, abets the offence;

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



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

- 165 Barangsiapa, yang menjadi seorang 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 dibawahnya 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 selama tempoh yang boleh sampai 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

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

- 109 Barangsiapa 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, disiksa dengan seksaan yang diperuntukan 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 Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam)
Section 120B of the Penal Code (Cap 22 of the Laws of Brunei)

- 120B (1) Barangsiapa yang 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) Barangsiapa menjadi satu pihak dalam suatu pakatjahat jenayah yang lain daripada pakatjahat jenayah 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 Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam)
Section 511 of the Penal Code (Cap 22 of the Laws of Brunei)

- 511 Barangsiapa 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 undang-undang bertulis yang lain itu, mengikut mana yang berkenaan, bagi hukuman percubaan itu, dihukum dengan hukuman yang ada diperuntukan bagi kesalahan itu;
- Dengan syarat bahawa apa-apa tempoh penjara yang dikenakan tidaklah boleh lebih daripada setengah daripada tempoh yang lama sekali diperuntukan 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 Tata tertib), 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 (Cap 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) samaada 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 Integriti Penender
Tenderer's Integrity Declaration & Cop Syarikat

Tarikh: _____



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





**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

BORANG PENGAKUAN SYARIKAT / PEMBEKAL (DECLARATION FORM)

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Syarikat saya / kami yang tersebut dibawah ini mengaku dan sanggup untuk memberikan perkhidmatan seperti yang dimaksudkan, jika Syarikat saya / kami terpilih didalam sebutharga ini dan akan mematuhi syarat-syarat yang telah ditentukan.

NAMA SYARIKAT DAN ALAMAT	COP SYARIKAT

Nama & Tandatangan Pemilik

Jika pemohon mempunyai lebih dari satu Syarikat dan / atau mempunyai pertalian keluarga dalam Syarikat-Syarikat lain yang menyertai tawaran yang sama hendaklah menyenaraikan seperti dibawah.

NAMA SYARIKAT	NAMA PEMILIK SYARIKAT	NO. KAD PINTAR

No. Telefon

_____ (Rumah)
 _____ (Pejabat)
 _____ (Fax)
 _____ (Telefon Bimbit)

Tarikh

cop syarikat





**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

PENGALAMAN SYARIKAT / PENENDER

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Disenaraikan projek-projek yang selesai dan sedang dilaksanakan oleh syarikat kami

_____ (Nama syarikat).

BIL.	TAJUK PROJEK	NAMA JABATAN/ KEMENTERIAN	TARIKH PROJEK BERMULA	TARIKH PROJEK BERAKHIR

*Sila lampirkan maklumat-maklumat yang berkaitan sekiranya ruang yang disediakan tidak mencukupi

Nama
& Tandatangan Pemilik Syarikat
/ CEO / Pengarah

Bil. & Warna Kad Pintar

Tarikh

cop syarikat





**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

TEMPOH SAHLAKU HARGA TAWARAN

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

UNTUK DIISIKAN OLEH JABATAN FOR DEPARTMENT TO FILL IN		UNTUK DIISIKAN OLEH SYARIKAT FOR COMPANY TO FILL IN		
KETERANGAN DESCRIPTION				
A.	TEMPOH SAHLAKU TAWARAN DAN HARGA TAWARAN (Minima 09 (sembilan bulan))	TARIKH BERMULA		
		Hari Rabu, 28hb Rabiulawal 1446H / 02hb Oktober 2024M		
		TARIKH BERAKHIR		
		Hari Day	Bulan Month	Tahun Year
B.	TEMPOH PEMBEKALAN Delivery's Period			
C.	HARGA TAWARAN Price Offer	BND\$ _____ (_____ RINGGIT)		

Nama
& Tandatangan Pemilik Syarikat
/ CEO / Pengarah

Bil. & Warna Kad Pintar

Tarikh

cop syarikat





**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

BILANGAN SEBUTHARGA: KHEU/ITQ/PK/24-25 - TL

BORANG NAMA PENJAGA / PEKERJA

TERM CONTRACT (12 MONTHS) FOR JANITORIAL SERVICES AT INSTITUTE TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Syarikat tempatan (Negara Brunei Darussalam) adalah dimestikan untuk menyenaraikan dan melengkapkan maklumat pekerja tempatan yang sedang dalam perkhidmatan dengan syarikat untuk pelaksanaan cadangan tawaran projek.

1. PEKERJA TEMPATAN/ LOCAL CONTENT

BIL	NAMA PEKERJA TEMPATAN	BIL. KAD PINTAR WARNA (K/U)	GELARAN DALAM JAWATAN	KADAR GAJI SEBULAN	TAP		LAIN-LAIN KEMUDAHAN
					NO PENDAFTARAN	CARUMAN	
1							
2							
3							
4							
5							
6							

*** PERHATIAN:**

Sila sertakan salinan sijil TABUNG AMANAH PEKERJA PENGGAL 167 (TAP) syarikat dan salinan penyata kira-kira bagi pekerja dibawah tanggungan syarikat yang TERKINI.

2. PEKERJA ASING/ FOREIGNER CONTENT

BIL	NAMA PEKERJA	BIL. KAD PINTAR WARNA (H)	GELARAN DALAM JAWATAN	KADAR GAJI SEBULAN	LAIN-LAIN KEMUDAHAN
1					
2					
3					
4					
5					
6					



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

Bil. No.	Nama Jawatan Name of Posts	Jumlah Tenaga Manusia Total Manpower
	Jumlah Total	

Jumlah Quota buruh yang masih ada:

No. of labour Quota still available :

Jumlah Quota buruh yang dikehendaki:

Total additional labour quota required:

Tandatangan Pemilik

Syarikat :

Nama Pemilik Syarikat :

Tarikh :



PERHATIAN:

Jika ruang untuk senarai nama pekerja tidak mencukupi, hendaklah disertakan LAMPIRAN TAMBAHAN

SENARAI SEMAK BAGI SALINAN-SALINAN YANG PERLU DISERTAKAN

- Bahagian A – H
- Salinan Sijil Pendaftaran Perniagaan 16 & 17 / Form X
- Salinan Kad Pintar Pemilik
- Salinan Kad Pintar Pengurus (jika berkenaan)
- Surat Pengesahan / Pengakuan Lantikan Pengurus Syarikat oleh Pemilik Syarikat (jika berkenaan)
- Pengesahan Prestasi Syarikat (jika pernah berkontrak dengan kementerian lain)
- Salinan Pas Pekerja Asing (jika berkenaan)
- Salinan Sijil Pematuhan Cukai (dikeluarkan oleh Pihak Pemungut Cukai Pendapatan)
- Salinan Nombor Rujukan Pendaftaran dan caruman Tabung Amanah Pekerja (bagi setiap pekerja kontrak, bergaji hari dan sementara)
- SATU (1) SET BORANG TAWARAN ASAL** yang telah lengkap diisi bersama dokumen hendaklah juga disertakan dengan **SATU (1) SET SALINAN** yang lengkap **tanpa *binding ring* atau difailkan**

Tandatangan Pemilik Syarikat : _____
Nama Pemilik Syarikat : _____
Tarikh : _____

