

**KENYATAAN SEBUTHARGA**

Bilangan Aduan

Bilangan Sebutharga

1 Kerja yang dicadangkan

2 Segala penjelasan jika ada boleh dirujuk kepada yang dipertanggungjawabkan (O.I.C)

3 Sebutharga hendaklah dimasukkan kedalam peti sebutharga yang disediakan.

4 Sebutharga akan diterima sehingga

5 Pengerusi tidak akan terikat untuk menerima sebarang tawaran atau tawaran yang termurah.

6 Penawar yang mempunyai syarikat bukan sendirian berhad mestilah menyertakan salinan asal sijil-sijil berikut:

- i. Sijil Perniagaan (16 & 17) yang sah;
- ii. Sijil Pendaftaran Kementerian Pembangunan yang sah dengan kategori/kelas;
- iii. Lain-lain sijil yang berkenaan

7 Penawar yang mempunyai syarikat sendirian berhad mestilah menyertakan salinan asal sijil-sijil berikut:

- i. Sijil Pendaftaran Kementerian Pembangunan yang sah dengan kategori/kelas;
- ii. Sijil Penubuhan syarikat Sendirian Berhad (Incorporation);
- iii. List of Directors' (Form X);
- iv. Lain-lain sijil yang berkenaan

8 Sebutharga mestilah dibuat diatas borang-borang yang tercetak yang mana boleh didapati daripada Kaunter Tawaran &amp; Sebutharga Ibu Pejabat Biro Kawalan Narkotik, Jalan Tungku Negara Brunei Darussalam.

9 Sebutharga mestilah dimasukkan kedalam sampul surat yang tertutup tanpa membubuh nama penawar atau bentuk pengenalan. Sampul-sampul surat tersebut mestilah dialamatkan kepada :

**JAWATANKUASA TERTINGGI SEBUTHARGA****IBU PEJABAT BIRO KAWALAN NARKOTIK, JALAN TUNGKU****( PETI SEBUTHARGA )****NEGARA BRUNEI DARUSSALAM**

Pada bahagian atas sampul surat tersebut mestilah ditulis dengan perkataan :-

Bilangan Sebutharga :

Tarikh Tutup :

**BKN (DAF)/Q/01/2022****24 MEI 2022 : 2 PETANG (SELASA)**

Projek :

**PERKHIDMATAN KERJA MEMBERSIH TANDAS SELAMA SATU TAHUN (12 BULAN)****(MOHAMED FAIRUZ BIN HAJI SULONG)****b.p. Pengarah****Biro Kawalan Narkotik****Jabatan Perdana Menteri****Negara Brunei Darussalam**

Tarikh:

30/04/2022

## **INSTRUCTION TO TENDERERS**

### **1.0 QUOTATION DOCUMENTS**

- 1.1 Tenderers will each be provided with The Quotation Document, which shall consists of:
- a) Instructions To Tenderers
  - b) Form of Quotation (Part A)
  - c) Terms of Quotation (Part B)
  - d) Particular Specification (if necessary)
  - e) Summary of Quotation (Works/Supply/Services)
  - f) Schedule of Works (for Term Contract only)
  - g) Information on the Distribution of Labour Quota
  - h) Attachment C, C1 & C2

### **2.0 SUBMISSION OF QUOTATION**

- 2.1 Tenderers are to submit a set of the Quotation Document duly completed in a sealed envelope marked,

<b>QUOTATION NO</b>	:	<b>BKN (DAF)/Q/01/2022</b>
<b>QUOTATION FOR</b>		<b>PERKHIDMATAN KERJA MEMBERSIH TANDAS SELAMA SATU TAHUN (12 BULAN)</b>

To:

**PENGERUSI**

**JAWATANKUASA TERTINGGI SEBUTHARGA**

**IBU PEJABAT BIRO KAWALAN NARKOTIK, JALAN TUNGKU**

**JABATAN PERDANA MENTERI**

**NEGARA BRUNEI DARUSSALAM**

on : **24 MEI 2022 : 2 PETANG (SELASA)**

- 2.2 In the case of a Quotation not being delivered by hand, the Tenderer must arrange for his/her quotation and other documents to be posted in time to reach the stipulated place not later than the time stated.
- 2.3 Any quotation received after the stipulated time, from whatever cause arising, will not be considered.
- 2.4 In no case will the Government be responsible for any expense or loss incurred by a Tenderer in the preparation of this Quotation.
- 3 The Government shall disqualify Quotation with amendment of Quotation Prices using correcting fluid or other erasing agent. Any amendment shall be made by duly crossing out the original figures and writing the amended figures above or adjacent to the original figures. All amendment shall be duly signed and stamped by the Tenderer.
- 3 All written information/prices must be in blue ink.

# **VALIDITY OF QUOTATION**

- 3 Quotation shall valid for **SIX (6) MONTHS** from the date for submission of quotation and no Tenderer may withdraw his/her quotation within that period.

# **PAYMENT**

- 4 **5%** of the payment shall be retained and becomes payable only when the SO certifies that all defects that appear during the **6 months 'Defect Liability Period'** are made good by the tenderer.

# **OTHERS**

- 5 The 'Instructions to Tenderers', in so far as they affect the execution of the Contract, shall be deemed to form part of the Contract.

BIRO KAWALAN NARKOTIK  
JABATAN PERDANA MENTERI  
NEGARA BRUNEI DARUSSALAM

QUOTATION NO: BKN (DAF)/ Q/01/2022

**PROJECT:**

**PERKHIDMATAN KERJA MEMBERSIH TANDAS SELAMA SATU TAHUN (12 BULAN)**

Item No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
	<p><b>QUANTITY IN THE B.Q ARE PROVISIONAL ONLY AND SUBJECTED TO FINAL MEASUREMENT ON SITE ON COMPLETION OF WORKS.</b></p> <p>Supply of <b>labour, tools, materials, supervision and all necessary equipment</b> for the proper execution of the works such as follows:</p> <p><b>SCOPE OF WORK</b>  A. DAILY CLEANING OF TOILETS  B. DAILY CLEANING OF WASH BASIN  C. DAILY CLEANING OF TOILET BOWL &amp; URINAL BOWL WITH APPROPRIATE TOOLS AND CHEMIACAL  D. WEEKLY CLEANING OF EXHAUST FAN  E. WEEKLY SCRUBBING OF TILES WITH APPROPRIATE MACHINE AND CHEMICALS</p> <p><b>NO OF TOILET: 63</b>  HEADQUATERS: 19  PB BANGLO: 5  BRO: 5  DRP: 11  DPDE: 10  BANGUNAN HIJAU : 6  MPH: 4  DEWAN PERMAI: 2  SECURITY: 1</p> <p><b>WORKING HOURS:</b>  7.00AM - 4.00PM MONDAY TO SATURDAY  EXCEPT FRIDAY, SUNDAY AND PUBLIC HOLIDAY</p>					
<b>Total Amount of Quotation</b>						



**MAKLUMAN MENGENAI DENGAN PENGGUNAAN QUOTA BURUH DAN SENARAI KERJA-KERJA YANG SEDANG DIBUAT DI NEGARA BRUNEI DARUSSALAM /**  
**INFORMATION ON THE DISTRIBUTION OF APPROVED LABOUR QUOTA AND LIST OF CURRENT JOBS IN NEGARA BRUNEI DARUSSALAM**

**BIL. QUOTA BURUH YANG TELAH DIBENARKAN / QUOTA NUMBER APPROVED:** .....

**TARIKH KEBENARAN / DATE OF APPROVAL:** .....

BIL. NO.	NAMA PROJEK NAME OF PROJECT	LETAK LOCATION	HARGA / COST	TARIKH SIAP / COMPLETION DATE	% KERJA SIAP / % COMPLETED	JUMLAH TENAGA MANUSIA NO QUOTA USED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>JUMLAH / TOTAL</b>						
<b>BAKI YANG BELUM DIGUNAKAN / BALANCE OF LABOUR QUOTA NOT USED</b>						

**TANDATANGAN PEMBORONG / SIGNATURE OF TENDERER** .....

**TARIKH / DATE :** .....

**PENGAKUAN (DECLARATION)**

BILANGAN SEBUTHARGA  
(QUOTATION REFERENCE)

:

**BKN (DAF)/ Q/01/2022**

TAJUK SEBUTHARGA  
(QUOTATION TITLE)

:

**PERKHIDMATAN KERJA MEMBERSIH TANDAS  
SELAMA SATU TAHUN (12 BULAN)**

JABATAN/KEMENTERIAN  
(DEPARTMENT/MINISTRY)

:

**BIRO KAWALAN NARKOTIK, JPM**

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Saya,.....pemilik / salah seorang pemilik  
Syarikat ..... yang ikut serta menghadapkan  
sebutharga di atas, dengan ini mengakui bahawa saya atau ahli keluarga saya tidak ada  
kepentingan dalam lain-lain syarikat yang tur

---

That I, ..... the owner / one of the owners of  
..... Company which participate in the  
above mention tender, hereby declare that I or any member of my family do not have any  
interest in other companies competing for

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**Tandatangan & Cap Syarikat  
(Signature & Company Stamp)**

**BIRO KAWALAN NARKOTIK  
JABATAN PERDANA MENTERI  
NEGARA BRUNEI DARUSSALAM**

**FORM OF QUOTATION**

**Quotation No** : \_\_\_\_\_

**Open On** : 10/05/2022

**Closed On** : 24/05/2022

**Quotation For** : PERKHIDMATAN KERJA MEMBERSIH TANDAS SELAMA SATU TAHUN (12 BULAN)

<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>	<div>1. _____</div> <div>2. _____</div> <div>3. _____</div>
<b>FOR OFFICIAL USE ONLY.</b>	

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

within a period of \_\_\_\_\_ Days / Weeks / Months \* in accordance with the terms and  
conditions (PART C – APPENDIX).

2.0 Name & Signature : \_\_\_\_\_  
As Owner /Director\* ( \_\_\_\_\_ )

2.1 IC No. : \_\_\_\_\_

2.2 Name & Signature : \_\_\_\_\_  
of Witness ( \_\_\_\_\_ )

2.3 IC No. : \_\_\_\_\_

2.4 Address : \_\_\_\_\_  
\_\_\_\_\_

2.5 Telephone No. : \_\_\_\_\_ (Office) / \_\_\_\_\_ (H/P)

Fax No. : \_\_\_\_\_ E-Mail : \_\_\_\_\_

2.6 Date : \_\_\_\_\_

\* Delete as necessary

**Note:**

All Contractors must submit and complete this form. Failure to submit and complete this form will result in rejection and will not be entertained.

## **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 work.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Superintending Officer to administer this Contract.
- 1.1.5 May take out or renew insurances referred to in 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 timeframes and completion 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 them.
- 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 Superintending Officer.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

#### **1.3 Instructions & Certifications**

- 1.3.1 The Superintending Officer 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 Superintending Officer's instructions, certifications or job orders.
- 1.3.3 The Contractor must comply with all instructions, certifications and job orders issued by the Superintending Officer.
- 1.3.4 The Superintending Officer may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.3, and the Contractor shall pay for all extra costs incurred.

### **2.0 QUALITY, HEALTH AND SAFETY**

#### **2.1 Quality**

- 2.1.1 The Contractor must do his work based on the documents referred to in this Contract and other instructions and information given to him by the Superintending Officer.
- 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 Superintending Officer must inform the Contractor of the shortfall(s). The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), The Superintending Officer may arrange others to rectify the shortfall(s). The Superintending Officer 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 Superintending Officer can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Superintending Officer confirms the Works is complete as provided in the completion clause.

#### **2.2 Variations To Work**

- 2.2.1 The Superintending Officer can issue instructions to vary the Works to be done.
- 2.2.2 If the Superintending Officer instructs the Contractor to vary any of the Works and there is a financial impact, the Superintending Officer must certify the value of the variation work as provided in the payment certificate clause.
- 2.2.3 The Superintending Officer must value the variation work using the Summary of Works rates. If there are no Summary of Works rates then using schedule of rates or if neither are available using fair market rates.
- 2.2.4 This shall be done in a written certificate clearly identified as Variation Order Certificate.

#### **2.3 Health and Safety**

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



### **3.0 TIME OBLIGATIONS**

#### **3.1 Starting, Progress and Finishing**

- 3.1.1 If not stated in this Contract, the Superintending Officer will inform the Contractor when to start work in writing.
- 3.1.2 The Contractor must progress with the Works in a regular and diligent manner.
- 3.1.3 The Superintending Officer can instruct the Contractor to stop and restart at any time.
- 3.1.4 The Contractor must finish all the Works within the deadlines stated in this Contract or as instructed by the Superintending Officer.

#### **3.2 Adjusting Time for Completion**

- 3.2.1 If the Government or Superintending Officer 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 Superintending Officer must assess the impact of this disruption on the Contractor's work to be done.
- 3.2.2 If any Completion Date is affected the Superintending Officer must adjust the Completion Date.
- 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 completes all the Works, he may inform the Superintending Officer stating he has completed.
- 3.3.2 The Superintending Officer must decide when the Works was 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 Superintending Office 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) 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 Superintending Officer , whichever is later.

#### **3.4 Delayed Completion**

- 3.4.1 If the Contractor does not finish within any deadline 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 and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completes the Works.

### **4.0 PAYMENT CERTIFICATION**

#### **4.1 Claims and Payment Certificate**

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

#### **4.2 Contents of Payment Certificate:**

- 4.2.1 The payment certificate must include the following:
- 4.2.2 Add the following:
  - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates or schedule of rates, if any. If none, then valued based on fair market rates.
  - (b) Value of variation work properly instructed by the Superintending Officer and properly done by the Contractor.
- 4.2.3 Deduct the following:
  - (a) Liquidated and Ascertained Damages for delayed completion. Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually practically completes the Works.
  - (b) The value of any shortfall(s) due to work done according to this Contract or due to any other breach of this Contract by the Contractor which the Superintending Officer has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Superintending Officer 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 work that is not done according to this contract and any other breach of contract by the Contractor identified by the Superintending Officer .

4.2.4 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.

4.2.5 The Superintending Officer may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.

## 5.0 TERMINATION OF CONTRACT

5.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause;
- (b) Fails to proceed with the Works within the time stated in the Superintending Officer 's instructions;
- (c) Fails to comply with the Superintending Officer 's instructions;

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

5.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Is guilty of any offence under the Prevention of Corruption Act (Chapter 131) or an offence under sections 161 to 165 or 213 to 215 of the penal code (Chapter 22).

this Contract is terminated by a written notice.

5.3 In either (5.1) or (5.2) above, the Superintending Officer may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

## PART C - APPENDIX

1.0	Completion Period:	____ MONTH
2.0	Liquidated and Ascertained Damages (LAD): (If none stated, then the Superintending Officer may certify a reasonable sum as compensation for delay)	B\$ _____ Per Day
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)	____ Months
4.0	Retention Sum	5 % of the Contract Sum