

KENYATAAN SEBUTHARGA

- 1 Bilangan Aduan MAINTENANCE JPPE - PRIORITY 1
- 2 Bilangan Sebutharga DP/JKSH/206 (JPPE-MAC-2024)
- 3 Kerja yang dicadangkan FOUR (4) YEARS FULLY COMPREHENSIVE MAINTENANCE OF ONE UNIT "SCHINDLER" ELEVATOR AT PADUKA SERI BEGAWAN SOAS PRIMARY SCHOOL, BELAIT DISTRICT, NEGARA BRUNEI DARUSSALAM
- 4 Segala penjelasan jika ada boleh dirujuk kepada yang dipertanggungjawabkan (O.I.C) EM5/ M&E Belait Team
- 5 Sebutharga hendaklah dimasukkan kedalam peti sebutharga yang disediakan. BLOCK 'C', GROUND FLOOR, KEMENTERIAN PENDIDIKAN NEGARA BRUNEI DARUSSALAM
- 6 Sebutharga akan diterima sehingga 9.00 PAGI (ISNIN)
- 7 Pengerusi tidak akan terikat untuk menerima sebarang tawaran atau tawaran yang termurah.
- 8 Penender yang mempunyai syarikat **bukan sendirian berhad** mestilah menyertakan salah satu 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

KPME02
OPEN
- 9 Penender yang mempunyai syarikat **sendirian berhad** mestilah menyertakan salah satu 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

KPME02
OPEN
- 10 Penender dikehendaki memuat turun dokumen sebutharga yang lengkap dari laman sesawang rasmi Kementerian Pendidikan dan mencetak dokumen sebutharga berkenaan [iaitu, www.moe.gov.bn dari menu : Services / Tenders and Quotations]
- 11 Sebutharga mestilah dimasukkan kedalam sampul surat yang tertutup tanpa membubuh nama penawar atau bentuk pengenalan. Sampul-sampul surat tersebut mestilah dialamatkan kepada :

PETI SEBUTHARGA
JAWATANKUASA SEBUTHARGA PROGRAM 2
PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM
ONE STOP CENTRE
BLOCK 'C', GROUND FLOOR,
KEMENTERIAN PENDIDIKAN
LAPANGAN TERBANG LAMA, BERAKAS, BB3510
NEGARA BRUNEI DARUSSALAM



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

Bilangan Sebutharga :

DP/JKSH/206 (JPPE-MAC-2024)

Tarikh Tutup :

25/03/2024

Projek :

FOUR (4) YEARS FULLY COMPREHENSIVE MAINTENANCE OF ONE UNIT "SCHINDLER" ELEVATOR AT PADUKA SERI BEGAWAN SOAS PRIMARY SCHOOL, BELAIT DISTRICT, NEGARA BRUNEI DARUSSALAM

b.p. Pengarah

Jabatan Perancangan dan Pengurusan Estet
 Kementerian Pendidikan Negara Brunei Darussalam.

Tarikh:

29.2.24

INSTRUCTIONS 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) Kenyataan Sebutharga
- e) Summary of Quotation (Works/Supply/Services)
- f) Schedule of Works (for Term Contract only)
- g) Declaration by Tenderers
- h) Information on the Local Content
- i) Information on the Distribution of Labour Quota
- j) Attachment C, C1 & C2
- k) Work Programme
- l) Particular Specification (if necessary)

2.0 SUBMISSION OF QUOTATION

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

QUOTATION

:

DP/JKSH/206 (JPPE-MAC-2024)

QUOTATION FOR

:

**FOUR (4) YEARS FULLY COMPREHENSIVE MAINTENANCE OF ONE UNIT
"SCHINDLER" ELEVATOR AT PADUKA SERI BEGAWAN SOAS PRIMARY
SCHOOL, BELAIT DISTRICT, NEGARA BRUNEI DARUSSALAM ✓**

To:

PETI SEBUTHARGA

JAWATANKUASA SEBUTHARGA PROGRAM 2

PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM

ONE STOP CENTRE

BLOCK 'C', GROUND FLOOR,

KEMENTERIAN PENDIDIKAN

LAPANGAN TERBANG LAMA, BERAKAS, BB3510

NEGARA BRUNEI DARUSSALAM ✓

on : 25/03/2024 , not later than 09.00 a.m.

- 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.
- 2.5 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 amendment figures above or adjacent to the original figures. All amendment shall be duly signed and stamped by the Tenderer.
- 2.6 All written information/prices and signatures are preferably be in BLUE INK. NO RED AND GREEN INK ALLOWED.

3.0 VALIDITY OF QUOTATION

- 3.1 Tenders shall remain valid for **SIX 6 MONTHS from the final date of submission of Quotation and no Tenderer may withdraw his Quotation within that Period.** The Superintending Officer shall reserve the rights to extend (or not extending) the tender validity period.

4.0 SITE VISIT

- 4.1 The tenderer shall be deemed to have visited the site while preparing the Quotation to ascertain himself the extent of the works involved, the nature of the working conditions and make himself thoroughly acquainted with any site restrictions, obstructions and all other details liable to affect his Quotation, and allow for the same in his Quotation, as no claim for extra payment regarding lack of information and knowledge in respect of the above shall be entertained.
- 4.2 The Tenderer shall also be responsible for making all the necessary arrangements with the Superintending-Officer in visiting the site (i.e. date and time of visit).

5.0 TENDERER'S RESPONSIBILITIES

- 5.1 Each Tenderer is held to have checked all pages as stated in the Contents of the Quotation Document and is to refer to the Superintending Officer for any missing or damaged pages, missing or damaged drawings or duplication.
- 5.2 No alterations or qualifications of any kind whatsoever may be made by the Tenderer to the text of the Quotation Documents. Any alteration or qualification made by the Tenderer shall be ignored and the original text shall be adhered to.
- 5.3 Any unauthorized condition, limitation or provision attached to the Quotation, or in any covering letter, shall be ignored and may result in the rejection of the Quotation.
- 5.4 Tenderers are instructed to treat this Quotation as strictly confidential and not reveal anything about this Quotation either to public or to the press.

6.0 DISCREPANCIES AND ERRORS

- 6.1 Should the Tenderer find any discrepancies, deviations, errors or omissions in the Quotation Documents prior to submitting his Tender, he shall notify the Superintending Officer in writing thereof before the Closing Date of Quotation.
- 6.2 Should the Tenderer make any errors in his extensions and/or in carrying forward to the "Total Amount of Quotation" or any obvious pricing errors, such errors shall be so rectified and adjusted that when correctly calculated, **the total to the "Total Amount of Quotation shall represent the same amount as that tendered by the Tenderer in the "Form of Quotation". The Form of Quotation shall take precedent to the Total Amount of Quotation.**
- 6.3 Any errors or omissions in the Tenderer's rates and extensions in the Quotation Documents shall be rectified and adjusted such that the total amount shall be the same amount as that in the Form of Quotation as tendered by the Tenderer.
- 6.4 Tenderers are advised that the rates inserted in the Quotation must correctly reflect the cost of the works. If during evaluation of Quotation, rates are found, which, in the Superintending Officer's opinion, do not correctly reflect the cost of the particular item, the Quotation may be rejected or if considered for acceptance, shall be subject to adjustment of rates with prior agreement from the Tenderer, to provide a more equitable distribution of cost.

7.0 AMENDMENT OF QUOTATION PRICES

- 7.1 All prices shall **be written in permanent ink, preferably in BLUE INK except (GREEN AND RED INK ALLOWED).**
- 7.2 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 by the Tenderer.

8.0 QUOTATION TO BE ON A FIRM PRICE BASIS

- 8.1 The Tender shall be made on the basis of the rates and prices in the Quotation Documents being firm and not subjected to any fluctuation in wage rates, prices of materials or any other costs.

9.0 AUTHORISED SIGNATORIES

- 9.1 Attestation of the "Form of Quotation", together with all appendices thereto the Quotation Documents shall only be signed by the Chairman, Managing Director, Partner, Sole Proprietor, or whoever the authorized signatories, Letter of Authorization shall be submitted with the Quotation. Such signature shall acknowledge that all details, prices and other particulars submitted with this Quotation have been checked, discussed, verified and agreed with him.
- 9.2 Tenderers shall submit with their Quotation a copy of the latest "Contractor's Registration Certificate", "Business Name Act Section 16 and 17" and "Particulars of Directors or Managers and of Any Changes Therein", where applicable.
- 9.3 Tenderers shall ensure that the name(s) stated in the aforesaid documents together with that in the Tenderer's Company Seal shall be the same as that stated in the "Contractor's Registration Certificate". All certificates must be valid at the time of tendering. Any invalid or non-compliance with this condition shall render the Tender liable to rejection. Any change to the sub-contractors must be informed in writing to the Superintending office for approval.

10.0 ACCEPTANCE OR REJECTION OF QUOTATION

- 10.1 Award of this Quotation shall not be based solely on the financial aspects but consideration shall be of organizational, programming and technical competence as demonstrated by the Tenderers in their overall Quotation submission.
- 10.2 The Government shall not bind itself to accept the lowest or any Quotation and no reasons shall be given for rejecting any Quotation.
- 10.3 It shall be the Tenderer's responsibilities to ensure that he shall comply with the current Government Regulations being enforced.

11.0 ADDENDA

- 11.1 Prior to the Date of Submission of the Quotations, the Superintending Officer may issue addenda to clarify or modify the Quotation Documents. A copy of each addendum shall be issued to every Tenderer, and shall become part of the Quotation Documents. Receipt of each addendum must be acknowledged on the form issued with the Addendum.

12.0 UNDERTAKINGS

- 12.1 In the event of a contract being awarded, any undertakings made by the Tenderer either at the Quotation assessment and recommendation interviews or in any subsequent correspondence, shall be incorporated into and shall form part of the Contract.

13.0 INFORMATION AND FULLY PRICED DOCUMENT

- 13.1 Tenderers are to submit with their quotation the information requested in the specification.
- 13.2 Failure to complete the "Form of Quotation", the "Additional Information to be supplied by the Tenderers" and any Quotation without the accompanying fully priced Summary of Quotation is liable to disqualification.

14.0 RATES AND PRICES

- 14.1 The rates set down against each item in the Quotation Document, unless expressly provided to the contrary, shall be deemed to include for the supply of materials including cutting and waste, loading, unloading, storage, packing, carriage and cartage, hoisting, all labor for fabricating, setting, fitting and fixing in position, use of plant, supervision, establishment charges, duty, profit and any other expense and everything else necessary for the due and proper completion of each item.
- 14.2 The value of any items which are not priced or have dashes or suitable marks inserted in the cash columns shall be deemed to be of no value, or have been allowed for in the prices of other items elsewhere in the Quotation. No claim for payment in respect of unpriced items shall be admitted.
- 14.3 Lump sums are not to be given when unit rates are applicable. Group of items are not to be bracketed together and lump sum amount given.

15.0 OTHERS

- 15.1 **DAYS AND HOURS OF WORKING** - No work shall be done on:

i) Friday (From 12.00 pm to 2.00 pm)

ii) Sunday

iii) Any Public Holidays or

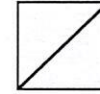
iv) Between school hours (From 7.00 am to 12.00 pm) WITHOUT THE WRITTEN PERMISSION OF SUPERINTENDING OFFICER

- 16.0 The Instruction to tenderers in so far as they affect the execution of the contract and shall be deemed to form part of the contract.



FORM OF QUOTATION

Quotation No : DP/JKSH/206 (JPPE-MAC-2024)
Open On : 11/03/2024
Close On : 25/03/2024



1. _____
2. _____
3. _____

FOR OFFICIAL USE ONLY

Quotation For : FOUR (4) YEARS FULLY COMPREHENSIVE MAINTENANCE OF ONE UNIT "SCHINDLER" ELEVATOR
AT PADUKA SERI BEGAWAN SOAS PRIMARY SCHOOL, BELAIT DISTRICT, NEGARA BRUNEI
DARUSSALAM

PART A - AGREEMENT

All written information/prices and signatures are preferably be in **BLUE INK. RED AND GREEN INK ARE NOT ALLOWED.**

1.0 On behalf of (Name of Company) _____

I, the undersigned, agree to carry out the above Works / Service / Supply* for a sum of

B\$ _____ (Brunei Dollars _____)

within a period of 4 Years / ~~Weeks~~* 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)

2.6 Date : _____

* Delete as necessary

Note :

1. All Company must submit and complete this form.
2. Failure to submit and complete this form will result in rejection and will not be entertained.
3. Any admendments are to be duly **signed and stamped**.
4. All Contractors must ensure that **owner/director** signed and company stamped at part 2.0 in Form Of Quotation and every page of BQ cost breakdown. Otherwise this quotation submitted will be rejected and disqualified.

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.
- 2.3.3 All works inside administration block, classrooms and science labs shall only be carried out after normal school hours.
- 2.3.4 The Contractor to comply with Occupational Safety & Health Specifications. All costs are deemed to be included in the quoted said works.
- 2.3.5 The contractor shall implement and maintain at all times a Safety and Health Management System for the purpose of ensure the safety and protecting the health of every person within the worksite, whether or not the person is at work or is an employee of the contractor.

- 2.3.6 Contractor to wear proper identification card and attire at all time when inside the premises and fill in visitor's book at the administration prior commencing with works.

3.0 TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

- 3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing.
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.
3.2.4 Any attempt on altering the period of completion on the Form of Quotation by The Contractor without the Extension of Time Certificate will be considered as non-compliance and will result in cancellation.
3.2.5 The Contractor may apply in writing to work in the school premise(s) after 6pm.

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 Officer 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 Contract Administrator's instructions;
- (c) Fails to comply with the Superintending Officer 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 Date:	4 Years / Weeks / Months
2.0	Liquidated and Ascertained Damages (LAD): (If none stated, then the Superintending Officer may certify a reasonable sum as compensation for delay)	B <u>\$25.00</u> Per Day
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)	6 <u>SIX</u> Months Work order not exceeding \$2,000.00 - No Shortfalls / Defects Liability Period Work order exceeding \$2,000.00 - 6 Months from the Date of Completion of Works
4.0	Retention Sum	<u>5%</u> of the Contract Sum Work order not exceeding \$2,000.00 - No retention money Work order exceeding \$2,000.00 - Retention of 5% of the Work order



QUOTATION NO. : DP/JKSH/206 (JPPE-MAC-2024)

QUOTATION TITLE: FOUR (4) YEARS FULLY COMPREHENSIVE MAINTENANCE OF ONE UNIT "SCHINDLER" ELEVATOR AT PADUKA SERI BEGAWAN SOAS PRIMARY SCHOOL, BELAIT DISTRICT, NEGARA BRUNEI DARUSSALAM

No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
	<p>Supply all labour, equipment, materials and tools including transportation to do the following repairworks to its good working conditions and to current good practice and make good to all works distributed to match the existing or to S.O's satisfaction.</p> <p>LIFT DETAILS Make : SCHINDLER Model : 3300 AP Capacity : 11 Person(s) / 800 kg Manufacture : Year of Installation : 2015</p> <p>A FULLY COMPREHENSIVE MAINTENANCE WORKS</p> <p>1 To replace all faulty/defective parts and any other item subjected for replacement required for the full normal and safety operation of the lift c/w testing and commissioning as per instructed by S.O. The work rates shall include supply new and install parts/components/items c/w necessary works and any other accessories required and needed (inclusive of special tools & materials) for the the whole period of contract. Contractor are to submit technical detail report inclusive of items breakdown, colour photograph and recommendation (if applicable) to S.O. before and after commencing any corrective repair work. To carry out twice monthly fully comprehensive maintenance of lift; cleaning, lubricating, adjusting, checking, testing, repair and parts replacement. The monthly rates shall include to provide 24 HOURS Call-Out and Repair Service 24 hours, 7 days per week for emergencies breakdown and provision of standby services for one technician as required by the client for the duration of this contract.</p> <p>Minimum maintenance standard and frequency of service visits requirements shall be as per describe in Schedule of Works of Part 1, Part 2, Part 3 & Part 4.</p>					
i)	<p>Passenger Lift 1</p> <p>NOTE : 1) Tenderer shall submit an undertaking letter from the respective Original Equipment Manufacturer (OEM) confirming their willingness to provide full co-operation and continuous support from them including supply of genuine spare parts and technical assistance for their OEM products.</p> <p>2) Successful tenderer will be responsible for ensuring safe condition of elevator and will be liable for any elevator accident result from poor maintenance during the maintenance period.</p> <p>3) All job/item to be done base on workorder.</p>	48	month(s)			
Total Amount carried to Form of Quotation						

Owner /
Director
Tandatangan
Pemilik /
Company name :
Nama Syarikat :

Company Stamp/Cop Syarikat

PART 1

GENERAL MAINTENANCE

Maintenance work on safety components shall be carried out by a competent persons and according to the maintenance instructions of the manufacturer by means of instruction manual.

1		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
MOTOR ROOM													
A													
General Check													
1	Check lighting, ventilation & cleanliness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Ensure schematic diagrams, notices complete & legible.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B													
Sheaves & Pulleys													
1	Check for loose shaft or key.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
2	Lubricate machine devetor pulley if applicable.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
3	Check the condition of grooves.	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>					
4	Check traction between sheave and and ropes.		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
C													
Ropes													
1	Check condition / tension of robe (wear, broken wire & rusty)		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
D													
Overspeed Governor.													
1	Check for abnormal noise and vibration.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Check condition of electrical & mechanical elements.		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
3	Check condition of rope, pulley groove & brake linings.		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
E													
Safety Switches													
1	Check function of all safety switches in motor room.		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
2	Check function final limit switch.			<input checked="" type="checkbox"/>									
F													
ARD													
1	Check battery voltage/condition top up water (if needed).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Check function & proper levelling / door opening status.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



PART 1

GENERAL MAINTENANCE

Maintenance work on safety components shall be carried out by a competent persons and according to the maintenance instructions of the manufacturer by means of instruction manual.

2	CAR / LANDING	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
A													
Ropes													
1	Check condition of anti-twist ropes.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
B													
Car Fixtures													
1	Check for abnormal noise, levelling and comfort.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Check alarm bell & intercom.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Check buttons, indicators / message display if applicable.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Check COP accessories.		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
5	Check condition / validity of certificate / notice / instruction.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
C													
Landing Door													
1	Service suspension rollers and track.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Service landing sill & shoes, ensure proper clearance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Check alignment of door contact.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Check transmission system for door	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Check alignment of cam rollers.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
6	Service landing door self closing device.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
D													
Landing Fixtures													
1	Check indicators / gongs / buttons.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Check breaking of Fireman glass and switch.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Check function of Fireman's control.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		



GENERAL MAINTENANCE

PART 1

Maintenance work on safety components shall be carried out by a competent persons and according to the maintenance instructions of the manufacturer by means of instruction manual.

CAR TOP / SHAFT		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
A Ropes													
1	Check rope anchorages and springs.		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
B Safety Switches													
1	Check function of all safety switches in shaft & on car.		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
C Car Top Equipment													
1	Check cleanliness of car top.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Check function of inspection control switches & lighting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Check condition and clean ventilator fan.			<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>
4	Check safety gear linkage.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
5	Check and lubricate car top pulley if applicable.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
6	Check tightness of electrical connection in terminal box.				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>			
D Car Guide Shoes / Rollers													
1	Check condition of damping pads.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
2	Check condition of rollers.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
3	Check running clearance between guides.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
4	Check tension of springs.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
5	Check tightness of screws.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
E Shaft Equipment													
1	Check abnormal noise in shaft.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Check guide rail joints / bracket bolts.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
F CWT Guide Shoes / Rollers													
1	Check condition of damping pads.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
2	Check condition of rollers.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
3	Check running clearance between guides.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
4	Check tension of springs.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
5	Check tightness of screws.				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>		
G Trailing Cables													
1	Check running clearance of trailing cables.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
2	Check for any damage and twisting in the trailing cables.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
3	Check tightness of suspension brackets.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>



PART 1

GENERAL MAINTENANCE

Maintenance work on safety components shall be carried out by a competent persons and according to the maintenance instructions of the manufacturer by means of instruction manual.

4 CAR BOTTOM / PIT		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
A Car Bottom / Pit													
1	Check bending of cables.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
B Car Bottom Equipment													
1	Check free movement of safety gears jaws / rollers.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
2	Check tightness of toe guard.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
3	Check for any corrosion of equipment.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
4	Check alignment of buffer strike plates.						<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
C Ropes													
1	Check runby of CWT.		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				
D Safety Switches													
1	Check function of all safety switches in pit.		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
E Pit Equipment													
1	Check function of stop switch.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Check pit cleanliness and lighting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Check clearance of governor pulley.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Lubricate pulleys if applicable.			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>



PART 2 PREVENTIVE MAINTENANCE

Preventive maintenance consists of regular inspection of the electrical and mechanical safety equipment, additional inspection and adjustment work on the entire installation, lubrication and cleaning.

Preventive maintenance carried out in accordance with the maintenance plan.

The contractor shall perform routine maintenance and examinations as are required to keep the elevator operating efficiently and safely.

Any legal requirements must also be complied.

The standards define the minimum requirements.

The contractor shall supply all lubricants and cleaning solvents.

Lubricants shall, as a minimum, be of a grade and quality equal to or better than that recommended by the original manufacturer.

The contractor shall maintain an adequate supply of spare parts for emergency service at all time.

The contractor shall at no time permit the operation/use of elevator while any of the safety devices, mechanical or electrical, are inoperative. The contractor shall lock out and tag out the equipment and immediately inform the S.O. & owner representatives.

The contractor shall maintain the cleanliness of the equipment and machine room floors, including any necessary painting due to damage caused by repairs.



PART 3 REPAIRS, PARTS REPLACEMENT AND OTHERS RELATED

REPAIRS

Only parts defined as spare parts are allowed to be replaced.
Other repairs are not allowed.

PARTS REPLACEMENT

Worn and / or defective safety components must be replaced by a new ORIGINAL spare parts only.
Non-OEM parts, modified parts or used components are STRICTLY not allowed.

LOGBOOK REGISTRATION

The replacement of a safety component must be registered in the logbook.
Any repair must be recorded accordingly in the logbook and a copy of the inspection report must be attached.

DISPOSAL OF MATERIAL

Lubricants, oils and other dangerous substances or materials which pollute the environment must be disposed in conformity with the regulations.

Parts, components and subsystems which are replaced during a repair must be disposed of in accordance with the legal requirements and to the agreement of Superintending Officer.

NOTICES

In cases where it becomes necessary to remove an elevator from service, a Bilingual notice clearly advising that the elevator is under maintenance shall be posted at each level/floor. These notices, approved by the owner and bearing the maintenance contractor's name, shall be of a permanent nature and capable of being reused at each shutdown.

Scheduled maintenance timetable should be displayed atleast two weeks prior to maintenance work.

SAFETY PRECAUTIONS

Before starting any maintenance work, precautions must be taken to eliminate the possibility of causing danger to person or property.

The safety component must be regularly maintained only by competent persons to ensure safe operation.

Only competent persons are authorised to do work on safety components such as adjustment, assembly, connection and maintenance including cleaning, lubrication, checks, repairs and reset after activation.

CLEANING

The areas to be cleaned are the inside of the car, floor coverings, carpet, car doors, landing doors, door frames, door grooves, push buttons, indicators, faceplates, tread plates, hoistway, pit area, car lining panels, threshold and landing door sills.

Cleaning agents containing strong solvents or abrasives are not allowed.

Contractor to use absorbent pads to collect oil leakage where required. Granular absorbent material will not be accepted.

RESTRICTED ACCESS

Only technically competent and / or trained persons are permitted to enter the hoistway.

Doors giving access to the drive control and to the hoistway must be locked at all times.



PART 4 CORRECTION OF FAULTS

Correction of faults includes the diagnosis and rectification of faults, as well as freeing of passengers in an emergency.

Fault correction does not usually require components to be replaced.

Correction of simple faults by trained persons includes the following tasks:

- a) Inspect the grooves of the door sills where the car is standing and clean them if necessary.
- b) Inspect the sensor and reflector openings for the light barrier or light curtain where the car is standing and clean them if necessary.
- c) Check the condition of all control elements, on the car and on all landings and if necessary clean and return them to the correct position.
- d) Check that all landing doors are completely closed and locked. If a door is not locked, the entrance must be closed off, the lift must be put to Out Of Service and the end-user must be notified.
- e) In case of an emergency. Release, rescue and evacuate the trapped passengers.
The instruction notice of rescuing passengers should be displayed in the control cabinet.

The use of force and the bypassing of safety equipment or making it inactive is strictly forbidden.



(a) TEMPATAN (jumlah dan bilangan %)

(b) ASING (jumlah dan bilangan %)

MAKLUMAN MENGENAI PENGGUNAAN QUOTA BURUH DAN SENARAI KERJA-KERJA YANG SEDANG DI BOAT
DINEGARA 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.	Nama Project	Letak	Harga	Tarikh Siap	% Kerja Siap	Jumlah Tenaga manusia
No.	(Name of Project)	(Location)	(Cost)	(Completion Date)	(% completed)	No of Quota Used
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
JUMLAH / TOTAL						
BAKI YANG BELUM DIGUNAKAN / BALANCE OF LABOUR QUOTA NOT USED						

Tandatangan Pemborong:
Signature of Tenderer:

.....

Tarikh:
Date:

.....

MAKLUMAN MENGENAI DENGAN SENARAI PEKERJA TEMPATAN
INFORMATION ON THE LOCAL CONTENT
(To be filled up by Contractors and returned with the Form of Quotation)

BIL.	SENARAI NAMA PEKERJA TEMPATAN	GELARAN JAWATAN	KADAR GAJI SEBULAN	LAIN-LAIN KEMUDAHAN
<i>No.</i>	<i>List of Local Staff</i>	<i>Designation</i>	<i>Monthly Salary</i>	<i>Other Facilities</i>

Tandatangan Pemborong & Cop:
Signature of Tenderer & Stamp:

.....

Tarikh:
Date:

.....



RANCANGAN KERJA
(PEMBORONG HENDAKLAH MEMBERI SATU TATACARA YANG AKAN DIGUNAKAN BESERTA RANCANGAN KERJA
UNTUK KERJA-KERJA YANG HENDAK DILAKSANAKAN SEPERTI DIBAWAH)
WORK PROGRAMME

(Tenderers must give below a summary of procedure they would adopt to complete the Works including a brief programme showing proposed order and time table for execution of the several parts of the Works.



*** Sila lampirkan lembaran tambahan jika perlu / Please attach additional sheet if required.**

Tandatangan Pemborong & Cop:

Signature of Tenderer & Stamp:

.....

Tarikh:

Date:

PENGAKUAN (DECLARATION)



BILANGAN SEBUTHARGA
(QUOTATION REFERENCE)

:

DP/JKSH/206 (JPPE-MAC-2024)

TAJUK SEBUTHARGA
(QUOTATION TITLE)

:

FOUR (4) YEARS FULLY COMPREHENSIVE
MAINTENANCE OF ONE UNIT "SCHINDLER" ELEVATOR
AT PADUKA SERI BEGAWAN SOAS PRIMARY
SCHOOL, BELAIT DISTRICT, NEGARA BRUNEI
DARUSSALAM.

JABATAN/KEMENTERIAN
(DEPARTMENT/MINISTRY)

:

PERANCANGAN DAN PENGURUSAN ESTET /
PENDIDIKAN

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

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 the same tender.

Tandatangan & Cap Syarikat
(Signature & Company Stamp)



SURAT PENGESAHAN

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

Nama Syarikat : _____

Alamat Premis Perniagaan : _____

Pos Kod : _____

Telefon Pejabat / Premis Perniagaan : _____

Faks Pejabat / Premis Perniagaan : _____

Telefon bimbit : _____

BIL.	NAMA PEMILIK SYARIKAT	BIL.KAD PENGENALAN	WARNA	BANGSA

Nama Pengurus : _____ Bangsa : _____

Bil.Kad Pinar : _____ Warna : _____ Telefon : _____

Sukacita memaklumkan bahawa segala keterangan di atas adalah benar.

[_____]

Tarikh : _____

COP SYARIKAT



PENGESAHAN UNTUK DIISIKAN OLEH PEMBEKAL / PEMBORONG

NAMA SYARIKAT : _____

ALAMAT : _____

**BORANG SENARAI-SENARAI PROJEK-PROJEK / PEMBELIAN / PEROLEHAN / PEMBEKALAN /
PEMELIHARAAN / PEMBAIKAN / PERKHIDMATAN-PERKHIDMATAN YANG SEDANG DILAKSANAKAN DAN
YANG TELAH DILAKSANAKAN**

BIL.	TAJUK PROJEK / NAMA PROJEK	
	SEDANG DILAKSANAKAN	TELAH DILAKSANAKAN

TANDATANGAN : _____

NAMA PEMILIK SYARIKAT /
CEO / PENGARAH : _____

TARIKH : _____

COP SYARIKAT



Rujukan : LTK/26

Kepada,

Pengarah Jabatan Perancangan Dan Pengurusan Estet
Jabatan Perancangan Dan Pengurusan Estet
Kementerian Pendidikan

(U:P : Bahagian Penyelaras Projek)

Tuan/Puan

PER: Borang Perakuan Kesanggupan Pembekalan

Sukacita membuat pengesahan perakuan yang Syarikat saya, _____
bersetuju untuk membuat pembekalan barangan / perkakas / perkhidmatan sebagaimana dalam
tawaran / sebutharga bilangan : **DP/JKSH/206 (JPPE-MAC-2024)**

Tarikh : _____

COP SYARIKAT

[_____
Nama dan Tandatangan
(Pemilik Syarikat/CEO/Pengarah)

Pengesahan Penerima Jabatan :		
Tarikh Penerima Pebekalan		
(Hendaklah Mengikut seperti yang		
telah dijanjikan di dalam borang		
dokumen tawaran asal / kebenaran)		

Perhatian :

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

Arahan :-

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