

KENYATAAN SEBUTHARGA

- | | |
|---|---|
| <p>Bilangan Aduan</p> | ROUTINE MAINTENANCE |
| <p>Bilangan Sebutharga</p> | DP/JKSH/003 (JPPE-APRIL-2024) |
| <p>1 Kerja yang dicadangkan</p> | TWENTY (20) MONTHS COMPREHENSIVE MAINTENANCE OF 4 NOS "MITSUBISHI" LIFT FOR BLOCK A AND B AT TASEK APARTMENT HOUSING UNDER MINISTRY OF EDUCATION, BRUNEI DARUSSALAM |
| <p>2 Segala penjelasan jika ada boleh dirujuk kepada yang dipertanggungjawabkan (O.I.C)</p> | M&E |
| <p>3 Sebutharga hendaklah dimasukkan kedalam peti sebutharga yang disediakan.</p> | BLOK D, TINGKAT 2
KEMENTERIAN PENDIDIKAN
NEGARA BRUNEI DARUSSALAM. |
| <p>4 Sebutharga akan diterima sehingga</p> | 09.00 PAGI (ISNIN) |
| <p>5 Pengerusi tidak akan terikat untuk menerima sebarang tawaran atau tawaran yang termurah.</p> | |
| <p>6 Penender yang mempunyai syarikat <u>bukan sendirian berhad</u> mestilah menyertakan salah satu salinan asal sijil-sijil berikut:</p> <ul style="list-style-type: none"> i. Sijil Perniagaan (16 & 17) yang sah; ii. Sijil Pendaftaran Kementerian Pembangunan yang sah dengan kategori/kelas iii. Lain-lain sijil yang berkenaan | KPME02 |
| <p>7 Penender yang mempunyai syarikat <u>sendirian berhad</u> mestilah menyertakan salah satu salinan asal sijil-sijil berikut:</p> <ul style="list-style-type: none"> i. Sijil Pendaftaran Kementerian Pembangunan yang sah dengan kategori/kelas; ii. Sijil Penubuhan syarikat Sendirian Berhad (Incorporation); iii. List of Directors' (Form X); iv. Tax Compliance v. Lain-lain sijil yang berkenaan | KPME02 |
| <p>8 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: <i>Services / Tenders and Quotations</i>]</p> | |
| <p>9 Sebutharga mestilah dimasukkan kedalam sampul surat yang tertutup tanpa membubuh nama Penender atau bentuk pengenalan. Sampul-sampul surat tersebut mestilah dialamat kan kepada :</p> | |

PETI SEBUTHARGA
JAWATANKUASA SEBUTHARGA PROGRAM 2
PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM
PUSAT PERKHIDMATAN SETEMPAT
BLOK C, ARAS BAWAH
KEMENTERIAN PENDIDIKAN
LAPANGAN TERBANG LAMA, BERAKAS, BB 3510
NEGARA BRUNEI DARUSSALAM



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

Bilangan Sebutharga :	Tarikh Tutup :
DP/JKSH/003 (JPPE-APRIL-2024)	22/04/2024

Projek : TWENTY (20) MONTHS COMPREHENSIVE MAINTENANCE OF 4 NOS "MITSUBISHI" LIFT FOR BLOCK A AND B AT TASEK APARTMENT HOUSING UNDER MINISTRY OF EDUCATION, BRUNEI DARUSSALAM

[Signature]
 b.p. Pengarah
 Jabatan Perancangan dan Pengurusan Estet
 Kementerian Pendidikan Negara Brunei Darussalam.

Tarikh: 14/3/24

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) 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,

QUOTATION	:	DP/JKSH/003 (JPPE-APRIL-2024)
QUOTATION FOR	:	TWENTY (20) MONTHS COMPREHENSIVE MAINTENANCE OF 4 NOS "MITSUBISHI" LIFT FOR BLOCK A AND B AT TASEK APARTMENT HOUSING UNDER MINISTRY OF EDUCATION, BRUNEI DARUSSALAM

To:

PENGERUSI

JAWATANKUASA SEBUTHARGA PROGRAM 2

PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM

PUSAT PERKHIDMATAN SETEMPAT

BLOK C, ARAS BAWAH

KEMENTERIAN PENDIDIKAN

LAPANGAN TERBANG LAMA, BERAKAS, BB 3510

NEGARA BRUNEI DARUSSALAM

on : 22/04/2024 , 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.

INSTRUCTIONS TO TENDERERS

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 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.**

INSTRUCTIONS TO TENDERERS

- 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.

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.

INSTRUCTIONS TO TENDERERS

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.

INSTRUCTIONS TO TENDERERS

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.

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.

- 14.2 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 and Sunday**
- ii) **Any Public Holidays or**
- iii) **After office hours (From 4:30 pm onwards) 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/003 (JPPE - APRIL - 2024)
Open On : 08/04/2024
Closed On : 22/04/2024



1. _____
2. _____
3. _____

FOR OFFICIAL USE ONLY

Quotation For : TWENTY (20) MONTHS COMPREHENSIVE MAINTENANCE OF 4 NOS "MITSUBISHI" LIFT
FOR BLOCK A AND B AT TASEK APARTMENT HOUSING UNDER MINISTRY OF
EDUCATION, 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 Contractor) _____
I, the undersigned, agree to carry out the above Works/Service/Supply* for a sum of
B\$ _____ (Brunei Dollars _____)
within a period of 20 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 (_____)

Company Stamp

2.3 IC No. : _____

2.4 Address : _____

2.5 Telephone No. : _____ (Office) / _____ (H/P)

2.6 Date : _____

* Delete as necessary

Note :

1. All Contractors 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 amendments are to be duly signed and stamped.
4. All companies must ensure that the owner/director signed and company stamped at Part 2.0 in the Form of Quotation and every page of BQ cost breakdown. Otherwise the submitted quotation 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 lab shall only be carried out after normal school hours
- 2.3.4 Contractor to comply with Occupational Safety and Health Specifications. All costs are deemed to be included in the quoted said work.
- 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 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 The contractor may apply in writing to work in the school permise(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.

5.4 The Government Representative the right, by issue of a written notice to the Contractor, to cancel or terminate a Work Order either before or after commencement, but prior to completion, without any prior notice or notification to the contractor and may furthermore require to have the works carried out/or completed by others not under the control of the Contractor. NO claims for additional costs as a result of compliance with this clause will be admitted

PART C - APPENDIX

1.0	Completion Date:	<u>20</u> Days / 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)	<u>0</u> Months
4.0	Retention Sum	0% of the Contract Sum

JABATAN PERANCANGAN DAN PENGURUSAN ESTET
KEMENTERIAN PENDIDIKAN
NEGARA BRUNEI DARUSSALAM



QUOTATION NO. :
DP/JKSH/003 (JPPE-APRIL-2024)

PROJECT TITLE:

TWENTY (20) MONTHS COMPREHENSIVE MAINTENANCE OF 4 NOS "MITSUBISHI" LIFT FOR BLOCK A AND B AT TASEK APARTMENT HOUSING UNDER MINISTRY OF EDUCATION, BRUNEI DARUSSALAM

No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
	<p>MAINTENANCE WORKS 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>					
A	<p>PRELIMINARIES Health and safety requirement according to occupational and safety specification.</p>	Lump	Sum			
B	<p>LIFT Model : Mitsubishi Make : Japan/Thailand Date of Installation : APRIL 1996</p>					
1	<p>To carry out twice monthly comprehensive maintenance of lifts; cleaning, checking, testing, repair and parts replacement. The monthly rates shall include to provide 24 HOURS Call-Out and Repair Service 24 hour, 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. Minimum maintenance standard and frequency of service visits requirements shall be as per describe in LIFT MAINTENANCE PROCEDURES of Appendix A and SCHEDULED MAINTENANCE CHECK CHART of Appendix B.</p>					
a)	<p>Passenger Lift for Block A</p>					
	i) Lift 1	20	months			
	ii) Lift 2	20	months			
b)	<p>Passenger Lift for Block B</p>					
	i) Lift 3	20	months			
	ii) Lift 4	20	months			
	<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. 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>					
Total amount of Quotation						

Owner/ Director Signature
Tandatangan Pemilik / Pengarah Syarikat:

Company Stamp/
Cop Syarikat

APPENDIX A

LIFT MAINTENANCE PROCEDURES

A. SERVICES TO BE PERFORMED EVERY TWO WEEKS

1. Check all bearing oils, oil rings, oil chains etc all machines should be carefully checked for abnormal temperature rise.
2. Check all load wires of relays and contacts, check their movement.
3. Clean traction machine N-G set, relay panel, control panel, starting panel, selector governor, car gate, sill and pit.
4. Check brake action and adjust necessary.
5. Check movement of door switches, gate switches and emergency stop switch.
6. Check indicator lamp and indicator.
7. Check annunciator lights, buzzer and car lights.
8. Check leveling difference, brake slippage, acceleration, deceleration and riding comfort.
9. Check movement of car control buttons, switches etc.
10. Check operation of weighting device.
11. Inspect all relay contacts for pitting and cleanliness. Clean if necessary with a contact abrading tool and then adjust contact gap and follow through to manufacture's specification. Replace worn out contacts
12. Inspect printed circuit boards for over heated components, replace if confirmed
13. Replace faulty charger circuit, indicating bulbs & meters, weak batteries with suitable capacity Ni-Cad wet type battery bank, or maintenance free battery. Top-up inverter supply batteries & ARD panel batteries with distilled water where applicable
14. Clean motor room and ensure Cooling/ventilation is sufficient
15. Inspect hoistway pits for accumulation of water, report to authority if confirmed. If the raising level damage the equipment or unsafe for passengers using the lift, pump out the water immediately until further repair works are carried out by the building maintenance authority
16. Clean and vacuum the lift car. Use appropriate Johnson Aerosol wax to clean & polish the lift car interior finishing (Fomica, louvers etc)
17. Test emergency Alarm/Intercom system and replace faulty equipment & batteries
18. Check all the safety micro switches in the Escalator/Dumbwaiter for proper function and replace if found defective
19. Check alignment of comb-plate to steps for Escalators and replace broken comp-plate .also replace all the the fused balustrade lighting lamps where applicable



B. SERVICE TO BE PERFORMED EVERY MONTH

1. Turn grease cups for speed governor and compensating pulley
2. Check and oil selector
3. Top up rail lubricator
4. Clean ropes oil if necessary
5. Clean M-G set's brush, brush holder and inside frame. Adjust slip ring if necessary. Check commutator.
6. Oil electric brake pin.
7. Oil all pins of door operator, door opening mechanism and door level.
8. Clean, oil and adjust door close and lever.
9. Clean hoisty, beans slow down cams, outside cage, rails and counterweight rails.
10. Clean main sheave, secondary sheaves and rope sheaves on car top and counterweight top.
11. Clean brake wheel.
12. Oil compensating rope tensioning pulley.

C. SERVICES TO BE PERFORMED EVERY TWO MONTHS

1. Clean and oil door hangers, door rails, interior of hanger case. If necessary, adjust eccentric roller, car door hanger, door connecting ropes and chain.
2. Check door shoes.
3. Clean and oil safety gear.
4. Check oil and clean interior of door switch, gate switch. Replace worn parts if necessary.
5. Check flexible cable.
6. Check movement of limit switches.
7. Clean and check push buttons of car control switches.
8. Check and voltage of exciter and automatic voltage regulator.
9. Check the condition of commutator brushes of traction motor.
10. Check and clean the sleeve and plunger of the electro-magnetic brake.

D. SERVICES TO BE PERFORMED EVERY THREE MONTHS

1. Check the operation of terminal limit switches and final limit switches.
2. Check the governor switch.
3. Clean the brush holder and commutator of the door motor.
4. Check the traction rope for broken wire, wear, elongation and even tension. Adjust is necessary.
5. Using electric blower, remove the dust inside the M-G set, traction machine and control panel.
6. Clean the indicator.
7. Check the voltage of rectifier.



E. SERVICES TO BE PERFORMED EVERY SIX MONTHS

1. Check the operation of safety gear.
2. Check oil of oil buffer.
3. Check and clean the hall buttons and contact.
4. Check the compensation chain or robe.
5. Check and oil the bearing of door motor.
6. Grease the secondary sheave, car top sheave and counterweight top sheave.
7. Check the wear of guide shoes of car and counterweight.
8. Grease the bearings of generator. (about 30 grams)
9. Inspect hoist ropes for wear and possible renewal . Equalise tension on all hoist ropes
10. Inspect all electro mechanical parts for wear relating to the car door mechanism replace if necessary
11. Inspect all the electrical & mechanism parts within the lift motor room for wear replace if necessary.
Lubricate gear wheels & bearing if required and change gear/motor oil
12. Inspect all relays, contactors, PC boards for possible wear & overheating replace if necessary
13. Inspect all safety devices, governors and to carry out normal safety tests and load test to ensure the function of over load safety device
14. Check that the motor overload protection dashpots and oil buffer have an adequate oil level if fitted
15. Test emergency inverter supply circuit & automatic rescue device circuit if installed. If defective replace faulty PC boards, relays, charger circuit, Ni-Cad battery bank etc. Top up battery water where applicable
16. Cleaning removal of rust and painting lift car top equipments, car exterior and all motor room equipments with the original matching colour, wherever necessary

F. SERVICES TO BE PERFORMED EVERY YEAR

1. Clean the connection on box of every floor, car cage. Tighten all screws and check the condition of cables at conduit inlet and outlet.
2. Check and condition of worm gear and thrust bearing of the gear box.
3. Check and tighten screws of control panel, starting panel and relay panel.
4. Remove the dust inside the landing inductor switch by electric blower.
5. Test all safety devices.
6. Dismantle, clean and adjust the electro-magnetic brake of gearless machines.

G. SERVICES TO BE PERFORMED EVERY TWO YEARS

1. Change gear oil motor oil.
2. Check and tighten screws and foundation bolts of traction machine, secondary sheaves, exterior of lift frame, guide rail, clamp and brackets etc.
3. Test the over current relays.
4. Dismantle, clean and check the bell bearing etc. of M-G set.





APPENDIX B

YEARLY SCHEDULED MAINTENANCE CHECK CHART

MONTHS		1st		2nd		3rd		4th		5th		6th		7th		8th		9th		10th		11th		12th			
		1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd		
MACHINES ROOM	Machines, M.G set			*	*										*	*									*	*	
	Contoller			*	*												*										
	Selector	*													*	*											
	Governor														*	*											
CAR TOP	Group Operation	*																									
	Equipment					*	*												*	*							*
	Car Doors							*	*										*	*							*
	Operator							*	*										*	*							*
	Ropes								*	*									*	*							*
	Safety						*	*											*	*							*
	Hoistway						*	*											*	*							*
HOISTWAY	Sills & entraces																										*
	Limit Switches					*	*																				*
	Guide Rails					*	*												*	*							*
	Counterweight							*	*										*	*							*
	Interior	*							*	*									*	*							*
CAR CAGE	Car Doors Safety								*	*											*	*					*
	Pit Equipment									*	*																*
PIT	Limit Switches								*	*																	*
	Underside of Car & Safety								*	*																	*
	Machines Room	*				*	*		*	*					*	*			*	*					*	*	*
ON EVERY VISIT	Entrance	*				*	*		*	*				*	*			*	*					*	*	*	*
	Car Cage	*				*	*		*	*				*	*			*	*					*	*	*	*
CHECK / CLEAN	H/Keeping: M/Room, Car Top, Pit	*				*	*		*	*				*	*			*	*					*	*	*	*
	Car Top, Pit																										*
DATE OF VISIT																											
SIGNATURE																											

ITEMS OF WORK

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						
JUMLAH / TOTAL						
BAKI YANG BELUM DIGUNAKAN / BALANCE OF LABOUR QUOTA NOT USED						



TANDATANGAN PEMBORONG / SIGNATURE OF TENDERER

TARIKH / DATE:

PENGAKUAN (DECLARATION)



BILANGAN SEBUTHARGA
(QUOTATION REFERENCE)

: DP/JKSH/003 (JPPE-APRIL-2024)

TAJUK SEBUTHARGA
(QUOTATION TITLE)

: TWENTY (20) MONTHS COMPREHENSIVE MAINTENANCE OF 4 NOS "MITSUBISHI" LIFT FOR BLOCK A AND B AT TASEK APARTMENT HOUSING UNDER MINISTRY OF EDUCATION, 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 Pintar : _____ Warna : _____ Telefon : _____

Sukacita memaklumkan bahawa segala keterangan di atas adalah benar.

[_____]

Tarikh : _____

COP SYARIKAT



PENGESAHAN UNTUK DIISIKAN OLEH PEMBEKAL / PEMBORONG

NAMA SYARIKAT : _____

ALAMAT : _____

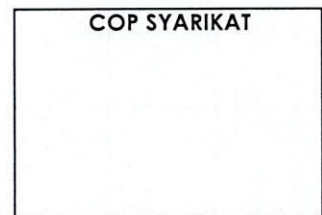
**BORANG SENARAI-SENARAI PROJEK-PROJEK / PEMBELIAN / PEROLEHAN / PEMBEKALAN /
PEMELIHARAAN / PEMBAIKAN / PERKHIDMATAN-PERKHIDMATAN YANG SEDANG DILAKSANAKAN DAN
YANG TELAH DILAKSANAKAN**

BIL.	TAJUK PROJEK / NAMA PROJEK	
	SEDANG DILAKSANAKAN	TELAH DILAKSANAKAN

TANDATANGAN : _____

NAMA PEMILIK SYARIKAT /
CEO / PENGARAH : _____

TARIKH : _____



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/003 (JPPE-APRIL-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.