Telefon : +6732381133
Fax : +6732380392
E-mel : jpp@moe.gov.bn
Website : www.moe.gov.bn/jpp

جابتن ڤڠوروسن ڤنديديق
JABATAN PENGURUSAN PENDIDIK
KEMENTERIAN PENDIDIKAN
JALAN LAPANGAN TERBANG LAMA
BANDAR SERI BEGAWAN BB3510
NEGARA BRUNEI DARUSSALAM

FORM OF QUOTATION

Quotation No	:	**DP/JKSH/037 (JPP-JUN-2026)**
Open On	:	**29 Jun 2026**
Closed On	:	**13 Julai 2026**

1.	______
2.	______
3.	______
FOR OFFICIAL USE ONLY	

Quotation For : **SEBUTHARGA MEMBEKAL DAN MENGHANTAR MAKANAN SECARA HIDANG DAN TAPAU BAGI SIMPOSIUM BAHASA MELAYU TAHUN 2026**

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 **2 hari** 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 **admendmends** are to be duly **signed and stamped**.
4. All contractors must ensure that **owner/director must company stamped and signed** on part **2.0 in Form Of Quotation** and **every page of BOQ cost breakdown**, otherwise this quotation submitted will be rejected and disqualified.
5. Contractors company that is Sdn Bhd must submit copies of **Certificate of Tax Compliance.**

JABATAN PENGURUSAN PENDIDIK ★ NEGARA BRUNEI DARUSSALAM ★ KEMENTERIAN PENDIDIKAN

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 Vendor to do his work.
1.1.2 To provide all information and facilities stated in this contract to enable the Vendor to do his work.
1.1.3 To pay the Vendor 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 Vendor fails to do so.

1.2 Overall Obligations of the Vendor:

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 Vendors 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 Vendor'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 Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor, the Superintending Officer must inform the Vendor of the shortfall(s). The Vendor must rectify the shortfall(s).

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

JABATAN PENGURUSAN PENDIDIK
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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 Vendor must progress with the Works in a regular and diligent manner.

3.1.3 The Superintending Officer can instruct the Vendor to stop and restart at any time.

3.1.4 The Vendor 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 vendors on site), or anything beyond the Vendor's control, disrupts the Vendor from finishing within the completion period, the Superintending Officer must assess the impact of this disruption on the Vendor'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 Vendor without the Extension of Time Certificate will be considered as non-compliance and will result in cancellation.

3.3 Completion

3.3.1 When the Vendor 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 Vendor.

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 Vendor 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 Vendor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Vendor identified by the Superintending Officer, whichever is later.

3.4 Delayed Completion

3.4.1 If the Vendor 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 Vendor 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 Vendor 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 Vendor.

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 Vendor 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 Vendor which the Superintending Officer has informed the Vendor. If the Vendor 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 Vendor rectified all the shortfall(s) including work that is not done according to this contract and any other breach of contract by the Vendor identified by the Superintending Officer.

4.2.4 The Net Amount Payable is the amount the Government must pay to the Vendor. 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 Vendor to the Government under this or any contract from the Vendor's payments.

5.0 TERMINATION OF CONTRACT

5.1 If the Vendor:

(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 Vendor, the Superintending Officer can determine this contract by a written notice.

5.2 If the Vendor:

(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 Vendor shall pay for all extra costs incurred.

PART C - APPENDIX

1.0	**Completion Date:**	2	Days / ~~Weeks~~ / ~~Months~~

QUOTATION STATEMENTS	
1 Bilangan Aduan	
2 Bilangan Sebutharga	DP/JKSH/037 (JPP-JUN-2026)
3 Kerja yang dicadangkan	SEBUTHARGA MEMBEKAL DAN MENGHANTAR MAKANAN SECARA HIDANG DAN TAPAU BAGI SIMPOSIUM BAHASA MELAYU TAHUN 2026
4 Segala penjelasan jika ada boleh dirujuk kepada yang dipertanggungjawabkan (O.I.C)	Dyg Mu'ammillah binti Haji Othman (+673 876 9653) [muammilah.othman@moe.gov.bn]
	LANTAI BAWAH BLOK 'C' BANGUNAN LAMA KEMENTERIAN PENDIDIKAN LAPANGAN TERBANG LAMA, BERAKAS, BB3510 NEGARA BRUNEI DARUSSALAM.
5 Sebutharga akan diterima sehingga	09:00 Pagi (Isnin)
6 Yuran dokumen Sebutharga	$5.00 (Tidak Dikembalikan)

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

8 Penawar yang mempunyai syarikat **bukan sendirian berhad** mestilah menyertakan salah satu salinan asal sijil-sijil berikut:
- **i. Sijil Perniagaan (16 & 17) yang sah (jika ada);**
- **ii. Lain-lain sijil yang berkenaan**

9 Penawar yang mempunyai syarikat **sendirian berhad** mestilah menyertakan salah satu salinan asal sijil-sijil berikut:
- **i. Sijil Pendaftaran yang sah**
- **ii. Sijil Penubuhan syarikat Sendirian Berhad (Incorporation);**
- **iii. List of Directors' (Form X);**
- **iv. Lain-lain sijil yang berkenaan**

10 Sebutharga mestilah dibuat diatas borang-borang yang tercetak yang mana boleh didapati daripada Laman Sesawang Rasmi Kementerian Pendidikan.

11 **Menyertakan Salinan Resit Pembayaran yuran dalam dokumen sebutharga bersama borang sebutharga yang dihadapkan.**

12 Sebutharga mestilah dimasukan kedalam sampul surat yang tertutup tanpa membubuh nama penawar atau bentuk pengenalan. Sampul-sampul surat tersebut mestilah dialamat kan kepada :

PENGERUSI 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/037 (JPP-JUN-2026)**

Tarikh Tutup : **13 Julai 2026**

Projek : **SEBUTHARGA MEMBEKAL DAN MENGHANTAR MAKANAN SECARA HIDANG DAN TAPAU BAGI SIMPOSIUM BAHASA MELAYU TAHUN 2026**

Pengarah
Jabatan Pengurusan Pendidik
Kementerian Pendidikan Negara Brunei Darussalam.

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

Tarikh: 29.6.2026

INSTRUCTIONS TO TENDERERS

1.0 QUOTATION DOCUMENTS

1.1 Tenderers will each be provided with The Quotation Document, which shall consists of :
a) Form of Quotation (Part A)
b) Terms of Quotation (Part B)
c) Quotation Statements
d) Instructions to Tenderers
e) Summary of Quotation (Works/Supply/Services)
f) Declaration by Tenderers 1A & 1B (fill in1A or 1B where applicable)
g) Information on the Local Content (if applicable)
h) Work Programme (Schedule of works - if applicable)
i) 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/037 (JPP-JUN-2026)**

QUOTATION FOR : **SEBUTHARGA MEMBEKAL DAN MENGHANTAR MAKANAN SECARA HIDANG DAN TAPAU BAGI SIMPOSIUM BAHASA MELAYU TAHUN 2026**

To:
PENGERUSI
JAWATANKUASA TAWARAN DAN 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 : 13 Julai 2026 not later than 09:00am

2.2 In the case of a Quotation not being delivered by hand, the Tenderer must arrange for his/her quotation and other documents to be posted in time to reach the stipulated place not later than the time stated.

2.3 Any Quotation received after the stipulated time, from whatever cause arising, will not be considered.

2.4 In no case will the Government be responsible for any expense or loss incurred by a Tenderer in the preparation of this Quotation.

3.0 QUOTATION DOCUMENT FEES

The tenderers shall **pay quotation fee of $5.00 (Unrefundable) at Cash and Revenue Unit, Counter 8, Ground Floor, One Stop Service Centre, Block C, Ministry Of Education. Copy**

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4.0 VALIDITY OF QUOTATION

Tenders shall remain valid for **SIX (6) MONTHS** from the date for 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.

5.0 SITE VISIT (if applicable)

5.1 The tenderer shall 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.

5.2 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).

6.0 TENDERER'S RESPONSIBILITIES

6.1 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.

6.2 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.

6.3 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.

6.4 Tenderers are instructed to treat this Quotation as strictly confidential and no reveal anything about this Quotation either to public or to the press.

7.0 DISCREPANCIES AND ERRORS

7.1 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.

7.2 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.**

7.3 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.

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7.4 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.

8.0 AMENDMENT OF QUOTATION PRICES

8.1 All prices shall **be written in permanent ink, preferably in BLUE INK except (GREEN AND RED INK ALLOWED).**

8.2 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 and stamped by the Tenderer.

9.0 QUOTATION TO BE ON A FIRM PRICE BASIS

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.

10.0 AUTHORISED SIGNATORIES

10.1 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 (from the company or legal advisor/ authority of the company)** 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.

10.2 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.

10.3 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.

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11.0 ACCEPTANCE OR REJECTION OF QUOTATION

11.1 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.

11.2 The Government shall not bind itself to accept the lowest or any Quotation and no reasons shall be given for rejecting any Quotation.

11.3 It shall be the Tenderer's responsibilities to ensure that he shall comply with the current Government Regulations being enforced.

12.0 ADDENDA

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.

13.0 UNDERTAKINGS (If applicable)

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.

14.0 INFORMATION AND FULLY PRICED DOCUMENT

14.1 Tenderers are to submit with their quotation the information requested in the specification.

14.2 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.

15.0 OTHERS

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.

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NEGARA BRUNEI DARUSSALAM
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JABATAN PENGURUSAN PENDIDIK
KEMENTERIAN PENDIDIKAN
NEGARA BRUNEI DARUSSALAM

QUOTATION NO. : DP/JKSH/037 (JPP-JUN-2026)

PROJECT :

SEBUTHARGA MEMBEKAL DAN MENGHANTAR MAKANAN SECARA HIDANG DAN TAPAU BAGI SIMPOSIUM BAHASA MELAYU TAHUN 2026

No	Tarikh dan Jam	Keterangan / Spesifikasi Description	Jumlah Pax	Kadar Yang Ditawarkan Seorang	Jumlah Harga Ditawarkan		Lain-lain hal
					$	cts	
1	**Raptai** **Selasa** **<u>21 Julai 2026</u>** **7.30 pagi** **Venue: Dewan Canselor Universiti Brunei Darussalam**	**(Secara hidang)** i. Mee Hoon Goreng Cina ii. Ayam Goreng Tepung iii. Kuih Muih 2 jenis (Chicken Pie dan Kek Marble) iv. Cut Fruits v. Nescafe vi. Teh Tarik vii. Air botol 1.5 liter *** Buffet Style termasuk meja dan lapik meja.**	**40 Pax**				
2	**Sesi Pagi** **VIPs, HODs & Jemputan Khas** **Rabu** **<u>22 Julai 2026</u>** **7.30 pagi** **Venue: Dewan Canselor Universiti Brunei Darussalam**	**(Secara hidang)** i. Mee Goreng ii. Ayam Goreng Rempah iii. Kelupis Kosong iv. Kari Daging dengan Ubi Kentang v. Kuih Muih 2 jenis (Bingka Ubi Kayu dan Sandwich) vi. Kuih Pastry 2 jenis (Calak dan Chicken Pie) vii. Cut Fruits viii. Minuman Panas Teh 'O' dan Kopi O (gula dan susu berasingan) ix. Air botol 600ml ******Dome Service*** , lapik kerusi, meja bulat dan lapik meja untuk Table 1, 2 dan 3**	**22 pax**				
3	**Sesi Pagi** **Jemputan, Peserta dan AJK** **Rabu** **22 Julai 2026** **7.30 pagi** **Venue: Dewan Canselor Universiti Brunei Darussalam**	**(Secara hidang)** i. Nasi Putih ii. Ayam Grill Sos Thai iii. Sayur Campur iv. Telur Kuah Kari v. Cut Fruits vi. Teh Tarik vii. Minuman Sejuk (Fruit Punch / Bandung / Oren Campur) viii. Air botol 1.5 liter ******Buffet Style*** termasuk meja dan lapik meja.**	**500 pax**				
4	**Makan Tengah Hari** **Keynote Speaker, Fasilitator Bengkel dan AJK** **Rabu** **22 Julai 2026** **11.00 pagi** **Venue: Dewan Canselor Universiti Brunei Darussalam**	**(Secara hidang)** i. Nasi Putih ii. Ayam Buttermilk iii. Udang Sweet Sour iv. Nenas Kari v. Cut Fruits vi. Minuman Sejuk (Fruit Punch / Bandung / Oren Campur / Lemon) vii. Air botol 1.5 liter ******Buffet Style*** termasuk meja dan lapik meja.**	**20 Pax**				
				C/F			
		Tandatangan (Signature)			Cap Syarikat (Company Stamp)		

No	Tarikh dan Jam	Keterangan / Spesifikasi Description	Jumlah Pax	Kadar Yang Ditawarkan Seorang	Jumlah Harga Ditawarkan		Lain-lain hal
					$	cts	
				B/F			
5	**Sesi Petang** **VIP, HODs dan Jemputan Khas** **Rabu** **22 Julai 2026** **12.00 tengahari** **Venue: Dewan Canselor** **Universiti Brunei Darussalam**	**(Secara hidang - *Platter serving*)** ***Assorted Pastries* / Kuih** i. Sandwich Telur ii. Kelupis Berinti iii. Chicken Pie iv. Kek Pelangi **Minuman** v. Minuman Panas (Teh Tarik dan Nescafe) vi. Air botol 600ml **** Berhidang di atas *Table* 1, 2 dan 3 lengkap dengan *tableware*.**	**15 Pax**				
6	**Sesi Petang** **Jemputan, Peserta dan AJK** **Rabu** **22 Julai 2026** **12.00 tengahari** **Venue: Dewan Canselor** **Universiti Brunei Darussalam**	**(Secara tapau)** i. *Assorted Pastries* / Kuih (4 jenis yang berlainan) (Sandwich Telur, Kelupis Berinti, Chicken Pie dan Kek Pelangi) ii. Air botol 600ml ***Assorted pastries / kuih hendaklah dibungkus menggunakan kontena plastik / kotak kertas yang bersesuaian.** **** Dibungkus menggunakan plastik 'Terima Kasih'.**	**500 Pax**				
8	**Rabu** **22 Julai 2026** **Pagi hingga Petang** **Venue: Dewan Canselor** **Universiti Brunei Darussalam**	Meja Bulat	**13 biji**				
7	**Rabu** **22 Julai 2026** **Pagi hingga Petang** **Venue: Dewan Canselor** **Universiti Brunei Darussalam**	Table Cloth - Meja Bulat	**58 helai**				
8	**Rabu** **22 Julai 2026** **Pagi hingga Petang** **Venue: Dewan Canselor** **Universiti Brunei Darussalam**	Table Cloth - Meja Panjang	**12 set**				
9	**Rabu** **22 Julai 2026** **Pagi hingga Petang** **Venue: Dewan Canselor** **Universiti Brunei Darussalam**	Chair Cover	**22 helai**				
10	**Rabu** **22 Julai 2026** **Pagi hingga Petang** **Venue: Dewan Canselor** **Universiti Brunei Darussalam**	Glassware dan Mineral Water	**30 set**				
				Total			

Tandatangan
(Signature)

Cap Syarikat
(Company Stamp)

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

PENGAKUAN (DECLARATION 1A)

BILANGAN SEBUTHARGA (QUOTATION REFERENCE)	:	**DP/JKSH/037 (JPP-JUN-2026)**
TAJUK SEBUTHARGA (QUOTATION TITLE)	:	**SEBUTHARGA MEMBEKAL DAN MENGHANTAR MAKANAN SECARA HIDANG DAN TAPAU BAGI SIMPOSIUM BAHASA MELAYU TAHUN 2026**
JABATAN/KEMENTERIAN (DEPARTMENT/MINISTRY)	:	**JABATAN PENGURUSAN PENDIDIK, KEMENTERIAN PENDIDIKAN**

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

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

PENGAKUAN (DECLARATION 1B)

BILANGAN SEBUTHARGA (QUOTATION REFERENCE)	:	**DP/JKSH/037 (JPP-JUN-2026)**
TAJUK SEBUTHARGA (QUOTATION TITLE)	:	**SEBUTHARGA MEMBEKAL DAN MENGHANTAR MAKANAN SECARA HIDANG DAN TAPAU BAGI SIMPOSIUM BAHASA MELAYU TAHUN 2026**
JABATAN/KEMENTERIAN (DEPARTMENT/MINISTRY)	:	**JABATAN PENGURUSAN PENDIDIK, KEMENTERIAN PENDIDIKAN**

Saya,..pemilik / salah seorang pemilik Syarikat .... yang ikut serta menghadapkan sebutharga di atas, dengan ini telah memberikan kebenaran kepada .... untuk menandatangani dokumen-dokumen yang berkaitan dengan sebutharga ini bagi pihak Syarikat dan pemilik / salah seorang pemilik Syarikat.

That I, ... the owner / one of the owners of .... Company which participate in the above mention tender, hereby declare that Mr./Miss/Mrs .... are given the **authority*** to sign all related documents on behalf of the Company.

***In accordance with Instructions To Tenderers paragraph 9.1 to submit the Letter of Authorization (from the company or legal advisor / authority of the company).**

Tandatangan & Cap Syarikat
(Signature & Company Stamp)

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

MAKLUMAN MENGENAI DENGAN SENARAI PEKERJA TEMPATAN

INFORMATION ON THE LOCAL CONTENT

(To be filled up by Vendors and returned with the Form of Quotation)

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

Tandatangan Pemborong & Cop:
Signature of Tenderer & Stamp:

....

Tarikh:
Date: ....

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

MAKLUMAN MENGENAI DENGAN SENARAI PEKERJA ASING
INFORMATION ON THE FOREIGN CONTENT
(To be filled up by Vendors and returned with the Form of Quotation)

BIL. *No.*	**SENARAI NAMA PEKERJA ASING** *List of Foreign Staff*	**GELARAN JAWATAN** *Designation*	**KADAR GAJI SEBULAN** *Monthly Salary*	**LAIN-LAIN KEMUDAHAN** *Other Facilities*

Tandatangan Pemborong & Cop:
Signature of Tenderer & Stamp:

....

Tarikh:
Date: ....

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

ILC WP 1/2

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: ....

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

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

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

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

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

Rujukan : LTK/26

Kepada,

Pengarah Jabatan Pengurusan Pendidik
Jabatan Pengurusan Pendidik
Kementerian Pendidikan

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/037 (JPP-JUN-2026)**

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

JABATAN PENGURUSAN PENDIDIK
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN