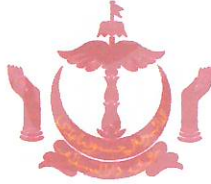


Telefon : +6732381133
Fax : +6732380392
E-mel : jpp@moe.gov.bn
Website : www.moe.gov.bn/jpp



جابتن قغوروسن فنديديق

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

FORM OF QUOTATION

Quotation No :	DP/JKSH/038 (JPP-JUN-2026)
Open On :	29 Jun 2026
Closed On :	13 Julai 2026

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

Quotation For : **PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN BILIK JAMUAN VIP DAN TETAMU KHAS
UNTUK 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 **1 hari 9 jam** 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 **admendments** 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**.



[Handwritten signature]

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.



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:	1 hari 9 jam	Days / Weeks / Months
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QUOTATION STATEMENTS

- 1 Bilangan Aduan
- 2 Bilangan Sebutharga
- 3 Kerja yang dicadangkan

DP/JKSH/038 (JPP-JUN-2026)

PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN
BILIK JAMUAN VIP DAN TETAMU KHAS UNTUK
SIMPOSIUM BAHASA MELAYU TAHUN 2026

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

Dr Haji Ade Shahren Haji Suhaili (+673 711 2707)
[ade.suhaili@bdfta.edu.moe.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 dimasukkan kedalam sampul surat yang tertutup tanpa membubuh nama penawar atau bentuk pengenalan. Sampul-sampul surat tersebut mestilah dialamatkan 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/038 (JPP-JUN-2026)

Tarikh Tutup :

13 Julai 2026

Projek :

PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN BILIK JAMUAN VIP DAN
TETAMU KHAS UNTUK SEMINAR PAKAR PENDIDIKAN KALI KE-5 TAHUN 2026

Pengarah
Jabatan Pengurusan Pendidik
Kementerian Pendidikan Negara Brunei Darussalam.

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 in 1A 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/038 (JPP-JUN-2026)
QUOTATION FOR	:	PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN BILIK JAMUAN VIP DAN TETAMU KHAS UNTUK 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**



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 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.
- 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 not 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.



- 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.



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.



JABATAN PENGURUSAN PENDIDIK
KEMENTERIAN PENDIDIKAN
NEGARA BRUNEI DARUSSALAM

QUOTATION NO. :
DP/JKSH/038 (JPP-JUN-2026)

PROJECT :

PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN BILIK JAMUAN VIP DAN TETAMU KHAS UNTUK SIMPOSIUM BAHASA MELAYU TAHUN 2026

No	Keterangan / Spesifikasi Description	Kuantiti	Unit	Kadar Yang Ditawarkan	Jumlah Harga yang Ditawarkan		Lain-lain hal
					\$	cts	
	PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN BILIK JAMUAN VIP DAN TETAMU KHAS UNTUK SIMPOSIUM BAHASA MELAYU TAHUN 2026 For venue of event as follows:						
1	Penggunaan Dewan Utama / Banquet Hall bagi ACARA SEBENAR: - Kapasiti: 530 orang (Round Table Set Up) - Termasuk penggunaan 53 buah meja bulat dan 530 buah kerusi - Termasuk kemudahan P.A. System with 3-5 microphone. - Termasuk penggunaan large LED Screen display atau yang sebanding dengannya - Termasuk letak kereta VIP dan Jemputan. - Termasuk Kemudahan pembersih dan perkhidmatan teknikal. - Termasuk penggunaan kemudahan tenaga elektrik dan Penghawa Dingin. - Termasuk kemudahan tandas - Penggunaan Dewan bagi sehari (01) hari iaitu pada 22 Julai 2026 (tertakluk kepada perubahan) bagi majlis.	1	Hari				
2	Bilik jamuan untuk VIP & Tetamu Khas: - Kapasiti : 17 pax setiap bilik (Round Table Set Up) - Termasuk penggunaan 3 buah meja bulat dan 17 buah kerusi - Termasuk penggunaan kemudahan tenaga elektrik dan Penghawa Dingin - Penggunaan bilik bagi sehari iaitu pada 22 Julai 2026 (tertakluk kepada perubahan) bagi majlis.	2	Bilik				
3	Penggunaan Dewan Utama / Banquet Hall, Bilik Jamuan dan Bilik Tambahan bagi sesi dialog bagi PERSEDIAAN MAJLIS / RAPTAI: - Kapasiti: 530 orang (Round Table Set Up) - Termasuk penggunaan 53 buah meja bulat dan 530 buah kerusi - Termasuk kemudahan P.A. System with 3-5 microphone. - Termasuk penggunaan large LED Sceen display atau yang sebanding dengannya. - Termasuk letak kereta VIP dan Jemputan. - Termasuk Kemudahan pembersih dan perkhidmatan teknikal. - Termasuk penggunaan kemudahan tenaga elektrik dan Penghawa Dingin. - Termasuk kemudahan tandas - Penggunaan Dewan bagi 9 jam semasa waktu bekerja iaitu pada 21 Julai 2026 (tertakluk kepada perubahan) bagi majlis. - Dari jam 7.30 pagi hingga 4.30 petang	9	jam				
TOTAL AMOUNT OF QUOTATION							
Tandatangan (Signature)					Cap Syarikat (Company Stamp)		



PENGAKUAN (DECLARATION 1A)

BILANGAN SEBUTHARGA
(QUOTATION REFERENCE) : **DP/JKSH/038 (JPP-JUN-2026)**

TAJUK SEBUTHARGA
(QUOTATION TITLE) : **PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN
BILIK JAMUAN VIP DAN TETAMU KHAS UNTUK
SIMPOSIUM BAHASA MELAYU TAHUN 2026**

JABATAN/KEMENTERIAN
(DEPARTMENT/MINISTRY) : **JABATAN PENGURUSAN PENDIDIK, KEMENTERIAN
PENDIDIKAN**

Saya.....pemilik / salah seorang pemilik
Syarikat yang ikut serta menghadapi
sebutharga di atas, dengan ini telah 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)**



PENGAKUAN (DECLARATION 1B)

BILANGAN SEBUTHARGA
(QUOTATION REFERENCE)

:

DP/JKSH/038 (JPP-JUN-2026)

TAJUK SEBUTHARGA
(QUOTATION TITLE)

:

**PENYEWAAN DEWAN UTAMA/BANQUET HALL DAN
BILIK JAMUAN VIP DAN TETAMU KHAS UNTUK
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)**



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

Tandatangan Pemborong & Cop:
Signature of Tenderer & Stamp:

Tarikh:
Date:



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

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:



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 : _____

COP SYARIKAT



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, _____
bersejua untuk membuat pembekalan barangan / perkakas / perkhidmatan sebagaimana dalam
tawaran / sebutharga bilangan : **DP/JKSH/038 (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.

