

KENYATAAN SEBUTHARGA

- 1 Bilangan Aduan
- 2 Bilangan Sebutharga DP/JKSH/086 (JPPE-OGOS-2026)
- 3 Kerja yang dicadangkan STRUCTURAL REPAIRWORKS AND UPGRADING WORKS TO TEACHERS QUARTER BENDAHARA SAKAM BUNUT PRIMARY SCHOOL (JKR 741 'B'), NEGARA BRUNEI DARUSSALAM
- 4 Segala penjelasan jika ada boleh dirujuk kepada yang dipertanggungjawabkan (O.I.C) PM2
- 5 Sebutharga hendaklah dimasukkan ke dalam peti sebutharga yang disediakan PUSAT PERKHIDMATAN SETEMPAT BLOCK C , ARAS BAWAH KEMENTERIAN PENDIDIKAN JALAN LANDASAN LAMA, BSB, BB 3510 NEGARA BRUNEI DARUSSALAM.
- 6 Sebutharga akan diterima sehingga 9.00 PAGI (ISNIN)
- 7 Yuran dokumen Sebutharga \$ 5.00 (Tidak Dikembalikan)
- 8 Pengerusi tidak akan terikat untuk menerima sebarang tawaran atau tawaran yang termurah.
- 9 Penender yang mempunyai syarikat bukan sendirian berhad mestilah menyertakan salinan asal sijil-sijil berikut:
- i. Sijil Perniagaan (16 & 17) yang sah;
 - ii. Sijil Pendaftaran Kementerian Pembangunan yang sah dengan kategori/kelas
 - iii. Lain-lain sijil yang berkenaan
- 10 Penender yang mempunyai syarikat sendirian berhad mestilah menyertakan salinan asal sijil-sijil berikut:
- i. Sijil Pendaftaran Kementerian Pembangunan yang sah dengan kategori/kelas
 - ii. Sijil Penubuhan syarikat Sendirian Berhad (Incorporation);
 - iii. List of Directors' (Form X);
 - iv. Certificate of Tax Compliance
 - v. Lain-lain sijil yang berkenaan
- 11 Penender dikehendaki memuat turun dokumen sebutharga yang lengkap dari laman sesawang rasmi Kementerian Pendidikan dan mencetak dokumen sebutharga berkenaan [iaitu, www.moe.gov.bn dari menu: Services / Tenders and Quotations]
- 12 Menyertakan Salinan Resit Pembayaran yuran dokumen sebutharga bersama borang sebutharga yang dihadapkan. Jika GAGAL menyertakan salinan resit, maka sebutharga tersebut di TOLAK.
- 13 Sebutharga mestilah dimasukan kedalam sampul surat yang tertutup tanpa membubuh nama penender atau bentuk pengenalan. Sampul-sampul surat tersebut mestilah dialamatkan kepada :

PETI SEBUTHARGA

JAWATANKUASA SEBUTHARGA PROGRAM 2
PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM
PUSAT PERKHIDMATAN SETEMPAT
LANTAI BAWAH BLOK 'C' BANGUNAN LAMA
KEMENTERIAN PENDIDIKAN
JALAN LANDASAN LAMA, BANDAR SERI BEGAWAN, BB 3510
NEGARA BRUNEI DARUSSALAM



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

Bilangan Sebutharga :

Tarikh Tutup :

DP/JKSH/086 (JPPE-OGOS-2026)

14/09/2026

Projek : STRUCTURAL REPAIRWORKS AND UPGRADING WORKS TO TEACHERS QUARTER BENDAHARA SAKAM BUNUT PRIMARY SCHOOL (JKR 741 'B'), NEGARA BRUNEI DARUSSALAM

b.p. Pengarah

Jabatan Perancangan dan Pengurusan Estet
Kementerian Pendidikan Negara Brunei Darussalam.

Tarikh: 12 AUG 2026

NOTIS PEMBERITAHUAN

TATACARA PEMBAYARAN YURAN SEBUTHARGA

**1/ PIHAK PENENDER MEMUAT TURUN DOKUMEN SEBUTHARGA
YANG LENGKAP DARI LAMAN SESAWANG RASMI
KEMENTERIAN PENDIDIKAN**

**2/ MULAI 1.07.2024 , PIHAK PENENDER YANG IKUT SERTA
SEBUTHARGA JAWATANKUASA SEBUTHARGA PROGRAM 2
DIMESTIKAN MEMBUAT PEMBAYARAN YURAN SEBUTHARGA
SEJUMLAH \$5.00 (TIDAK DIKEMBALIKAN) DI :
KAUNTER 8 (TUNAI DAN KUTIPAN HASIL)
TINGKAT BAWAH PUSAT PERKHIDMATAN SETEMPAT
BLOK C , KEMENTERIAN PENDIDIKAN**

**3/ PIHAK PENENDER MENYERTAKAN SALINAN RESIT
PEMBAYARAN YURAN SEBUTHARGA DALAM DOKUMEN
SEBUTHARGA SEBELUM DIMASUKKAN DALAM PETI
SEBUTHARGA JAWATANKUASA SEBUTHARGA PROGRAM 2.
JIKA GAGAL MENYERTAKAN SALINAN RESIT TERSEBUT ,
SEBUTHARGA TERSEBUT DI TOLAK.**

MAKLUMAT TERKINI

**PIHAK PENENDER MENYERTAKAN SALINAN CERTIFICATE OF
TAX COMPLIANCE YANG SAH BAGI PEMILIK SYARIKAT
SENDIRIAN BERHAD SAHAJA. JIKA GAGAL MENYERTAKAN
SALINAN CERTIFICATE TERSEBUT , SEBUTHARGA TERSEBUT DI
TOLAK.**



INSTRUCTIONS TO TENDERERS

1.0 QUOTATION DOCUMENTS

1.1 Tenderers will each be provided with The Quotation Document, which shall consists of :

- 1 Form of Quotation (Part A)
- 2 Terms of Quotation (Part B)
- 3 Kenyataan Sebutharga
- 4 Instructions To Tenderers
- 5 Summary of Quotation (Works/Supply/Services)
- 6 Schedule of Works (for Term Contract only)
- 7 Declaration by Tenderers
- 8 Additional Information To be Filled By Tenderers:
Work Programme; Proposed List of Equipment; List of Previous Jobs of the Same Nature; List of Current Jobs; List of Jobs To Be Sub-Contracted; Information on the Distribution of Labour Quota; Proposed Manpower Allocation; Information on the Local Content; Schedule of Finishes
- 9 Surat Pengesahan; Lampiran C, C1 & C2
- 10 Particular Specification (if necessary)
- 11 Illustration (if necessary)

2.0 SUBMISSION OF QUOTATION

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

QUOTATION : DP/JKSH/086 (JPPE-OGOS-2026)

QUOTATION FOR : STRUCTURAL REPAIRWORKS AND UPGRADING WORKS TO
TEACHERS QUARTER BENDAHARA SAKAM BUNUT PRIMARY
SCHOOL (JKR 741 'B'), NEGARA BRUNEI DARUSSALAM

To:

PENGERUSI
JAWATANKUASA SEBUTHARGA PROGRAM 2
PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM
PUSAT PERKHIDMATAN SETEMPAT
LANTAI BAWAH BLOK 'C' BANGUNAN LAMA
JALAN LANDASAN LAMA, BANDAR SERI BEGAWAN, BB 3510
NEGARA BRUNEI DARUSSALAM

on : 14/09/2026, 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.

3.0 QUOTATION DOCUMENT FEES

3.1 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 payment receipt SHOULD BE enclosed together with quotation document upon submission.

4.0 VALIDITY OF QUOTATION

4.1 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.

5.0 SITE VISIT

- 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 Price corrections, whether by crossing out or using Correcting Fluid such as 'blanco' or other erasing agent in the quotation documents, can be considered if the corrected quoted price is signed by the tenderer before submission, and if the Quotation Committee is satisfied that the change was made before the quotation was opened by them, which needs to be stated in the Offer Acceptance Letter.

The following price corrections are not allowed and cannot be considered:

- i) Price corrections signed by the tender after receiving the bid or quotation documents;
- ii) Price corrections not signed by the tenderer.

9.0 QUOTATION TO BE ON A FIRM PRICE BASIS

- 9.1 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.

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 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. Any change to the sub-contractors must be informed in writing to the Superintending office for approval.

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

- 12.1 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.

13.0 UNDERTAKINGS

- 13.1 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.

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 RATES AND PRICES

- 15.1 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.
- 15.2 The value of any items which are not priced or have dashes or suitable marks inserted in the cash columns shall be deemed to be of no value, or have been allowed for in the prices of other items elsewhere in the Quotation. No claim for payment in respect of unpriced items shall be admitted.
- 15.3 Lump sums are not to be given when unit rates are applicable. Group of items are not to be bracketed together and lump sum amount given.

16.0 OTHERS

- 16.1 **DAYS AND HOURS OF WORKING** - No work shall be done on:
- i) Friday (From 12.00 pm to 2.00 pm)
 - ii) Sunday
 - iii) Any Public Holidays or
 - iv) Between school hours (From 7.00 am to 12.00 pm) **WITHOUT THE WRITTEN PERMISSION OF SUPERINTENDING OFFICER**
- 17.0 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/086 (JPPE-OGOS-2026)
Open On : 31/08/2026
Close On : 14/09/2026



1. _____
2. _____
3. _____

FOR OFFICIAL USE ONLY

Quotation For : STRUCTURAL REPAIRWORKS AND UPGRADING WORKS TO TEACHERS
QUARTER BENDAHARA SAKAM BUNUT PRIMARY SCHOOL (JKR 741 'B'), NEGARA
BRUNEI DARUSSALAM

PART A - AGREEMENT

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

1.0 On behalf of (Name of Company) _____

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

B\$ _____ (Brunei Dollars _____)

within a period of 3 months in accordance with the terms and conditions
(PART C - APPENDIX)

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

2.1 IC No. : _____

2.2 Name & Signature : _____
of Witness (_____)

2.3 IC No. : _____

2.4 Address : _____

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

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 signed and company stamped at Part 2.0 in Form of Quotation and on every page of BQ cost breakdown. Otherwise, the quotation submitted will be rejected and disqualified.

PART B - TERMS OF QUOTATION

1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION

1.1 Overall Obligations of the Government:

- 1.1.1 To provide access at proper times for the Contractor to do his work.
- 1.1.2 To provide all information and facilities stated in this contract to enable the Contractor to do his work.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Superintending Officer to administer this Contract.
- 1.1.5 May take out or renew insurances referred to in Clause 1.2.4 below if the Contractor fails to do so.

1.2 Overall Obligations of the Contractor:

- 1.2.1 To finish the Works to the quality standards provided in this Contract within the timeframes and completion period provided in this Contract.
- 1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to them.
- 1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Superintending Officer.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

1.3 Instructions & Certifications

- 1.3.1 The Superintending Officer can issue instructions and certifications including job orders to the Contractor on anything relating to the Works.
- 1.3.2 All instructions, certifications and job orders must be in writing, dated and clearly identified as Superintending Officer's instructions, certifications or job orders.
- 1.3.3 The Contractor must comply with all instructions, certifications and job orders issued by the Superintending Officer.
- 1.3.4 The Superintending Officer may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.3, and the Contractor shall pay for all extra costs incurred.

2.0 QUALITY, HEALTH AND SAFETY

2.1 Quality

- 2.1.1 The Contractor must do his work based on the documents referred to in this Contract and other instructions and information given to him by the Superintending Officer.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Superintending Officer must inform the Contractor of the shortfall(s). The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), The Superintending Officer may arrange others to rectify the shortfall(s). The Superintending Officer can also certify either:
 - (a) The cost of rectifying such shortfall(s); or
 - (b) The reduced value of the completed Works due to such shortfall(s)as provided in the payment certification clause.
- 2.1.4 The Superintending Officer can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Superintending Officer confirms the Works is complete as provided in the completion clause.

2.2 Variations To Work

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

2.3 Health and Safety

- 2.3.1 The Contractor must keep the site clean and safe at all times.
- 2.3.2 The Contractor must comply with all laws and regulations relating to Health and Safety Act, if any.
- 2.3.3 All works inside administration block, classrooms and science labs shall only be carried out after normal school hours.
- 2.3.4 The Contractor to comply with Occupational Safety & Health Specifications. All costs are deemed to be included in the quoted said works.
- 2.3.5 The contractor shall implement and maintain at all times a Safety and Health Management System for the purpose of ensure the safety and protecting the health of every person within the worksite, whether or not the person is at work or is an employee of the contractor.
- 2.3.6 Contractor to wear proper identification card and attire at all time when inside the premises and fill in visitor's book at the administration prior commencing with works.

3.0 TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

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

3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Superintending Officer or anyone within either of their responsibility or control (which includes other contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Superintending Officer must assess the impact of this disruption on the Contractor's work to be done.
- 3.2.2 If any Completion Date is affected the Superintending Officer must adjust the Completion Date.
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.
- 3.2.4 Any attempt on altering the period of completion on the Form of Quotation by The Contractor without the Extension of Time Certificate will be considered as non-compliance and will result in cancellation.
- 3.2.5 The Contractor may apply in writing to work in the school premise(s) after 6pm.

3.3 Completion

- 3.3.1 When the Contractor practically completes all the Works, he may inform the Superintending Officer stating he has completed.
- 3.3.2 The Superintending Officer must decide when the Works was actually practically completed by the Contractor.
- 3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
- 3.3.4 The Superintending Officer must decide when all obligations of the Contractor are fully discharged.
- 3.3.5 This decision must be in a written certificate clearly identified as a final completion certificate.
- 3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Superintending Officer, whichever is later.

3.4 Delayed Completion

- 3.4.1 If the Contractor does not finish within any deadline he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the payment certification clause.
- 3.4.2 Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completes the Works.

4.0 PAYMENT CERTIFICATION

4.1 Claims and Payment Certificate

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

4.2 Contents of Payment Certificate:

- 4.2.1 The payment certificate must include the following:
- 4.2.2 Add the following:
 - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates or schedule of rates, if any. If none, then valued based on fair market rates.
 - (b) Value of variation work properly instructed by the Superintending Officer and properly done by the Contractor.
- 4.2.3 Deduct the following:
 - (a) Liquidated and Ascertained Damages for delayed completion. Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually practically completes the Works.
 - (b) The value of any shortfall(s) due to work done according to this Contract or due to any other breach of this Contract by the Contractor which the Superintending Officer has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Superintending Officer can certify either:
 - (i) The cost of rectifying such shortfall(s) by others; or
 - (ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.
 - (c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including work that is not done according to this contract and any other breach of contract by the Contractor identified by the Superintending Officer.
- 4.2.4 The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:
 - (i) Adding the total under additions above;
 - (ii) Deducting the total of all deductions above; and
 - (iii) Deducting the cumulative amount certified previously.
- 4.2.5 The Superintending Officer may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.

5.0 TERMINATION OF CONTRACT

5.1 If the Contractor:

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

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

5.2 If the Contractor:

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

this Contract is terminated by a written notice.

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

PART C - APPENDIX

1.0	Completion Date:	<u>3</u> 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>6</u> Months
4.0	Retention Sum	<u>5</u> % of the Contract Sum

QUOTATION NO:

STRUCTURAL REPAIRWORKS AND UPGRADING WORKS TO TEACHERS QUARTER BENDAHARA SAKAM BUNUT PRIMARY SCHOOL (JKR 741 'B'), NEGARA BRUNEI DARUSSALAM

COMPANY STAMP/
COP SYARIKAT

COMPANY STAMP/ COP SYARIKAT

No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
				C/F		
4	To Fabricate and install new swing MS. security grilles to doors comprising of 25mm x 25mm RHS frame infilled with 9mm dia round bar in diamond pattern complete with frame, fixing accessories, hinges, ironmongeries, locksets, etc, painted finishes with one layer anti-corrosive undercoat and two coats of gloss synthetic finishes and other necessary work required as instructed by S.O.					
i	Approx. size: 0.9m (W) x 2.1m (H)	2	nos			
ii	Approx. size: 1.5m (W) x 2.1m (H)	1	nos			
5	Remove existing damaged window; Supply and install new natural anodised aluminium top hung infilled with 6mm obscure glass including glazing beads, lockset c/w all other necessary accessories and works required then make good.					
i	Approx size: 0.3m (H) x 0.3m(L)	1	nos			
i	Approx size: 0.6m (H) x 0.6m(L)	1	nos			
6	Remove existing damaged window; Supply and install new natural anodised aluminium infilled with 6mm light tinted sliding glass including glazing beads, lockset c/w all other necessary accessories and works required then make good.					
ii	Approx. size: 2.1m (W) x 1.5m (H)	3	nos			
iii	Approx. size: 1.0m (W) x 1.5m (H)	5	nos			
7	To remove the existing timber window frame and replace with new 50mm x 100mm timber frame and other necessary works required to match existing					
	Approx length: 60m	Lump	Sum			
C	FLOOR FINISHES					
1	Take out the existing rotten/damaged timber flooring and replace with new 25mm x 150mm timber flooring including all other necessary works required as instructed by S.O.					
	Approx length: 290m	Lump	Sum			
D	WALL FINISHES					
1	To remove existing damaged timber weatherboard and replace with new 25mm x 200mm timber wall weatherboard to match the existing including painting works and all other necessary works required					
	Approx length: 250m	Lump	Sum			
2	To remove existing timber wall partitions and make good to affected area as required.	60	m²			
3	To supply new 9mm gypsum board wall including framing, required accessories and other necessary works required as instructed by S.O	165	m²			
4	To supply new 9mm cement board wall including framing, required accessories and other necessary works required as instructed by S.O	22	m²			
5	To Supply and install new 25mm x 100mm sawn, treated Kapur Bukit structural timbers skirting ; including 2 coats of wood preservative	60	m			
6	Supply and install new sawn 50mm x 200mm treated Kapur Bukit structural timbers joist ; including 2 coats of wood preservative	20	m			
CARRIED FORWARD						

Owner/Director Signature
Tandatangan Pemilik/Pengarah Syarikat :

.....

COMPANY STAMP/ COP SYARIKAT



No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
E	CEILING			C/F		
1	Remove existing internal ceiling , clear of all debris from site to contractor's own dumping area and refixed their electrical wirings, cables, lights and other related fixtures original positions, Supply and fix new 9mm gypsum board ceiling including GI framing system complete with all necessary runners, cross runners, wall angles, rod hangers and hanging wire taping and a 3mm coat of fine gypsum plaster at all joints, painting and other necessary works required as instructed by S.O	100	m ²			
	NOTE: Rate to include temporary removal of any affected electrical services and fittings, reinstallation upon completion and make good.					
2	Repair any damaged external ceiling , including painting and other necessary works required as instructed by S.O	Lump	Sum			
F	WARDROBES					
1	Remove the existing damaged/defective wood built-in wardrobes and to replace with new built-in wardrobes consists of high sliding 65mm thick Flush wardrobe, panels; faced one side with Teak veneered plywood; other side with waterproofing plywood, waterproof formica finishes, c/w stainless steel clothline rod, unit drawers and shelves and all other necessary works instructed by S.O Note: Design to be submitted to JPPE for approval Approx. Size: 2.0m (L) x 0.6m (W) x 2.4m (H)	1	Lots			
G	TOILET, KITCHEN & STAIRCASE					
1	To hack and take off existing floor and wall tiles and the likes including all other related components; form keys and clean and wash surface to receive new finishes and clear all debris off site and all other necessary works required. Approx. Area: 100m²	Lump	Sum			
2	Supply and lay 2 coats of ABCI approved FOSROC cementitious brush-on type waterproofing membrane or any technically approved equivalent up to 300mm (H) wall skirting according to manufacturer's instructions and all necessary works required to receive new floor finishes. NOTE: - Prior application, contractor to arrange inspection with JPPE. - Waterproofing test to be done in the presence of JPPE prior to any cover-up works. - All works will be considered void upon failure to do as indicated and JPPE have the right to instruct contractor to re-do works without any cost implication. - A warranty shall be issued by the contractor guaranteeing the WATERPROOFING to be FREE from defect for a period of 5 years from date of practical completion. - Warranty shall include FREE repair to any defects found according to the standard procedure as laid below during the guaranteed period.	10	m ²			
CARRIED FORWARD						

Owner/Director Signature
Tandatangan Pemilik/Pengarah Syarikat :

.....

COMPANY STAMP/
COP SYARIKAT



No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
				C/F		
3	Clean and clear all debris from the site; Supply and lay new 300mm x 300mm x 8mm thick non-slip homogeneous floor tiles , cement screed, nosing at edges and pointing in Nicobond filer's grout including any necessary works required as order by S.O.	45	m²			
4	Ditto but new 300mm x 600mm x 8mm thick ceramic wall tiles up to S.O. instruction	55	m²			
5	Remove existing cistern; Replace with new Richford European type water closet (W.C) or any approved equivalent complete with cistern tank and all necessary plumbing connection. Make good work disturbed.	2	Nos			
6	Allow to remove all existing damaged pipe, disposed all off-site; supply and install new 15mm and 22mm dia. stainless steel complete plumbing system to all location c/w brass gate valves including all accessories, fittings, connected to main supply, hacking/drilling wall and make good and all other necessary works required as instructed by SO.	Lump	Sum			
7	Remove existing; disposed all off-site; replace waste and soil drainage pipe with new 50mm, 100mm and 150mm dia. UPVC pipe for all new WC suites complete with all fittings, accessories etc.s to match existing size including all traps, vent pipe etc. connected to gulley trap to existing manhole as instructed by SO.	Lump	Sum			
	Location: Kitchen, toilet & manholes					
8	To supply stand pipe with UPVC 75mm Ø filled with concrete, connecting to the piping c/w 15mm Stainless Steel Pipes to BS 4127 including suitable pipe clips as necessary.	1	no			
9	To Supply and install pedestal sinks c/w approved lever tap, UPVC bottle trap, valves, fittings, connecting to the nearest piping any other necessary accessories required as order by S.O	1	no			
10	Remove existing mirror; Supply and install new polished plated glass mirror bonded to 10mm thick WBP quality backing, fixed to wall tiles and all other necessary works as per instructed by S.O Approx. Size: 0.4m (L) x 0.6m(H)	1	no			
11	Remove existing; Supply and install new chromed-plated bidet spray c/w chromed-plated flexible hose and stop valve	2	nos			
12	Ditto but new 150mm stainless steel floor trap c/w cover and frame, make good and all other necessary works as instructed by SO	4	nos			
13	Ditto but new 150mm mild steel Gully trap c/w cover and frame, make good and all other necessary works as instructed by SO	2	nos			
14	Ditto but new TOTO or any approved equivalent lever type water tap do.	3	nos			
15	Ditto but new TOTO or any approved equivalent shower head including all necessary accessories, threading, connection works required and make good	2	nos			
16	Ditto but new stainless steel towel rail do	2	nos			
CARRIED FORWARD						

Owner/Director Signature
Tandatangan Pemilik/Pengarah Syarikat :

.....

COMPANY STAMP/
COP SYARIKAT

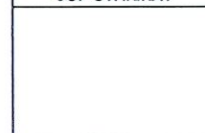


No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
				C/F		
2	Supply and install new 1.0 HP water pump inclusive of complete installation (including wiring 13A and connection) and fixing service pipe lines to be connected to water tank including angles, joints, water taps, other fittings and all other necessary works required complete with commissioning and testing. Model: Davey or approved ABCI	1	Units			
3	To supply galvanised box cover for installation of water pump including other necessary works to S.O's satisfaction.	1	no			
K	ROOFING WORKS					
1	To repair any damaged and rectify roof leakage, roof sheets with sealant to all bolt heads and leaking joints / gap and replacing /refixing existing ridge capping and tightening all roof connection/ galvanised steel brackets and the likes such as ridge capping, flashing etc, by applying roof sealant, fixing of any peel-off roof and capping, replacement of any non-working fixing accessories to assure that no more leakages found and make good to affected surfaces according to S.O satisfactions	Lump	Sum			
2	To remove the existing damage and supply new composite/cement board fascia including other necessary works and accessories required	Lump	Sum			
L	STRUCTURAL REPAIRWORKS					
1	SPALLING CONCRETE					
i	<u>Beams/ staircase and columns</u> a) To adequately prop up the adjacent structures to the affected areas as per satisfaction of the S.O. b) To hack and remove all spalled concrete until sound substrate. c) To replace the existing steel bars if the diameter size has reduced by 20% from its original size. d) To power brush, wipe clean with solvent to all expose steel bars. e) To apply one coat Fosroc Nitoprime Zincrich, or any approved equivalent anti-corrosion treatment coating to all steel bars and allow to cure. f) Prime hacked surfaces using Fosroc Nitobond AR or any approved equivalent bonding agent. g) To install water tight formwork, and grout the prepared areas using Fosroc Conbextra GP or any approved equivalent grout with chippings. Approximate area: 5m² Note : Contractor is advised to visit site to check the amount of spalling concrete before quoting.	Lump	Sum			
2	BEAM SUPPORTS					
i	Contractor to engage Civil & Structural consultant registered with Ministry of Development (QP) to design the necessary beam supports required to repair/replace the existing damaged timber beam.	Lump	Sum			
ii	Contractor with KPB11 category to supply and install necessary beam support (Reinforced concrete beam, Steel I-Beam etc) connecting to the existing RC Column based on the QP design. Rate to include temporary prop supports, necessary formworks, connections required, anti-corrosive treatment coating and supervision by the QP during the installation until completion. Approximate existing timber beam size: 13200(L) x 50mm(B) x 250mm(H)	Lump	Sum			
CARRIED FORWARD						

Owner/Director Signature
Tandatangan Pemilik/Pengarah Syarikat :

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COMPANY STAMP/
COP SYARIKAT

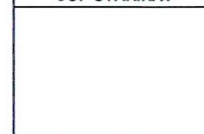


No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
M	FENCING WORKS			C/F		
1	To supply and install SWG 12 galvanized chain-link fencing mesh with a height of 1800mm including 3 No straining wire, clips and other accessories complete with 50mm dia Lionmesh hot dip galvanized fencing posts with footing as order by SO	180	m2			
2	Supply and fix double leaf swing gate size 6000mm wide x 1800mm high including 100mm GI post complete	2	no			
N	REPAINTING WORKS					
	<i>*Note: Contractor to engage with painting license applicator and to provide a warranty certificate of at least 5 years upon completion.</i> <i>**Note: Prepare existing surfaces by scraping existing old paint, removing all dirt and loose particles, jetwash, seal up any cracks, remove rust, millseals, oil/grease and contaminants for metal repair and fill any wood surfaces with appropriate wood filler and sand down with abrasive paper to smooth surfaces.</i> <i>***Note: Contractor to design and provide several coloured-schematic drawing options for painting. Contractor to provide paint specification/catalogue to JPPE for approval</i> Apply one coat of JOTUN CITO PRIMER 09/JOTASHIELD PRIMER 07 or approved equivalent on plastered surface; or apply one coat of JOTUN GARDEX PRIMER/ALUMINIUM WOOD PRIMER or approved equivalent on timber and metal surface, doors, jambs, ceiling, column, posts, manhole etc as order by S.O Apply two coats of JOTUN JOTASHIELD EXTREME paint or approved equivalent to exterior surfaces. Apply two coats of JOTUN JOTAPLAST MAX paint or approved equivalent to ceiling, walls, columns, beams Apply two coats of JOTUN GARDEX PREMIUM GLOSS paint or approved equivalent to timber surfaces such as door frames, linings, architraves and other trims, panels; and on metal surfaces;					
i	INTERNAL SURFACES Approx size: 10.4 (L) x 11.5m (B) x 6m (H)	Lump	Sum			
ii	EXTERNAL SURFACES	40	m2			
CARRIED FORWARD						

Owner/Director Signature
Tandatangan Pemilik/Pengarah Syarikat :

.....

COMPANY STAMP/
COP SYARIKAT



No	Descriptions	Qty	Unit	Rate	Amount	
					\$	cts
O	MISCELLANEOUS WORKS			C/F		
1	To repair crack and damage RC drain at the whole compound and reconstruct similar to existing and make good to S.O satisfaction including surveying, aligning and levelling to flow freely to main drain and all other necessary works required	Lump	Sum			
2	To remove and Clear any trees, vegetation, grass, shrubs, bushes, stone, boulder and the like; clear all debris offsite or at S.O discretion	Lump	Sum			
	IMPORTANT NOTES					
	i. Contractors/Suppliers are advised to visit site before quote.					
	ii. All Sample of material(s) /Item(s) must be ABCI approved and submitted to JPPE for approval prior order and Installation.					
	iii. Contractors/Suppliers who do not submit the catalogue/sample/certificate required will be disqualified (Depend upon Requirement)					
	iv. Making good to match existing or any parts affected during or after dismantling works wherever necessary or as directed by S.O.					
	v. Rate to include temporary removal of any affected electrical services and fittings, reinstallation upon completion and make good.					
	vi. All debris to be immediately removed off site after dismantling or demolition works or as directed by S.O.					
TOTAL AMOUNT OF QUOTATION						

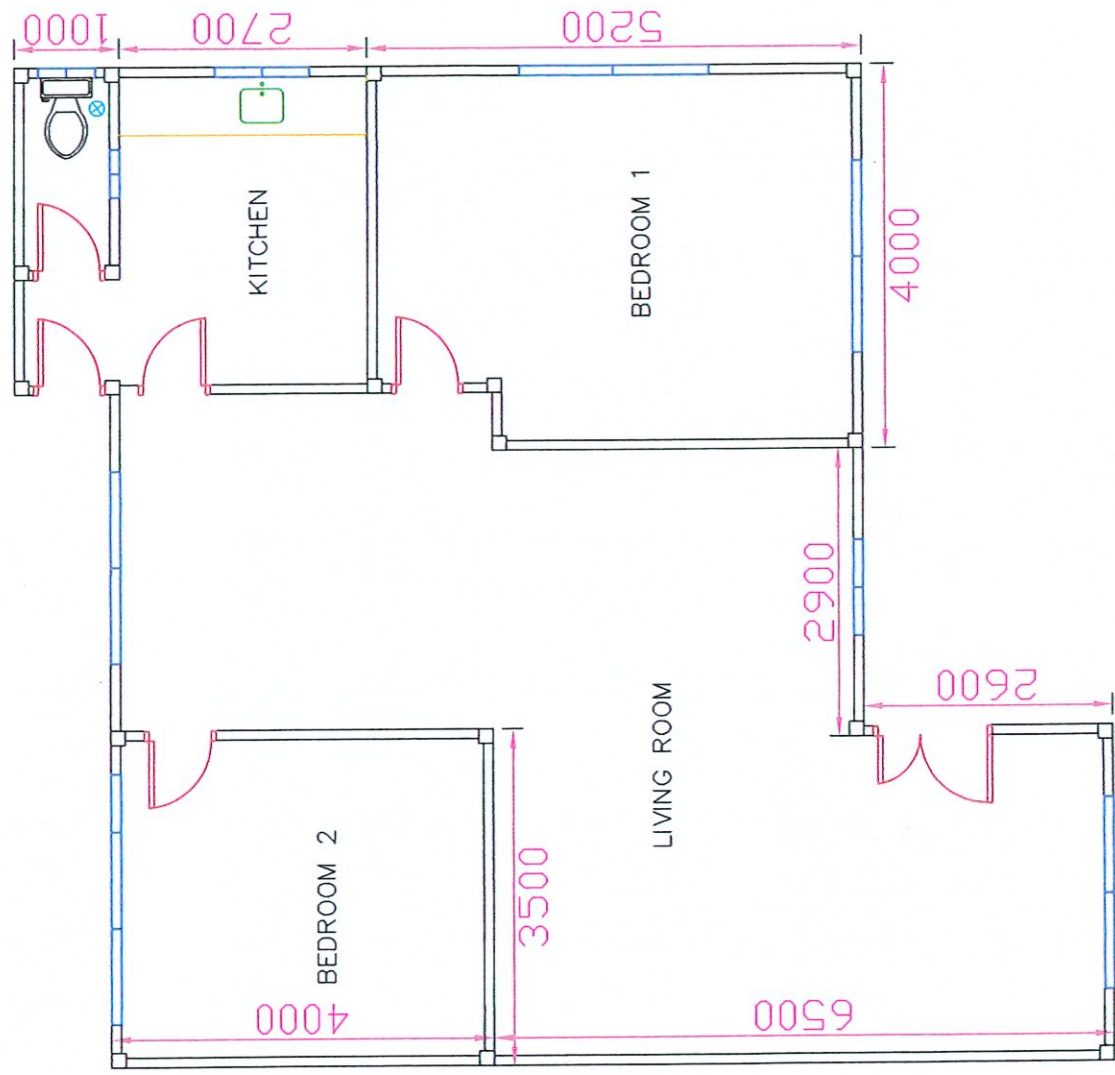
Owner/Director Signature
Tandatangan Pemilik/Pengarah Syarikat :

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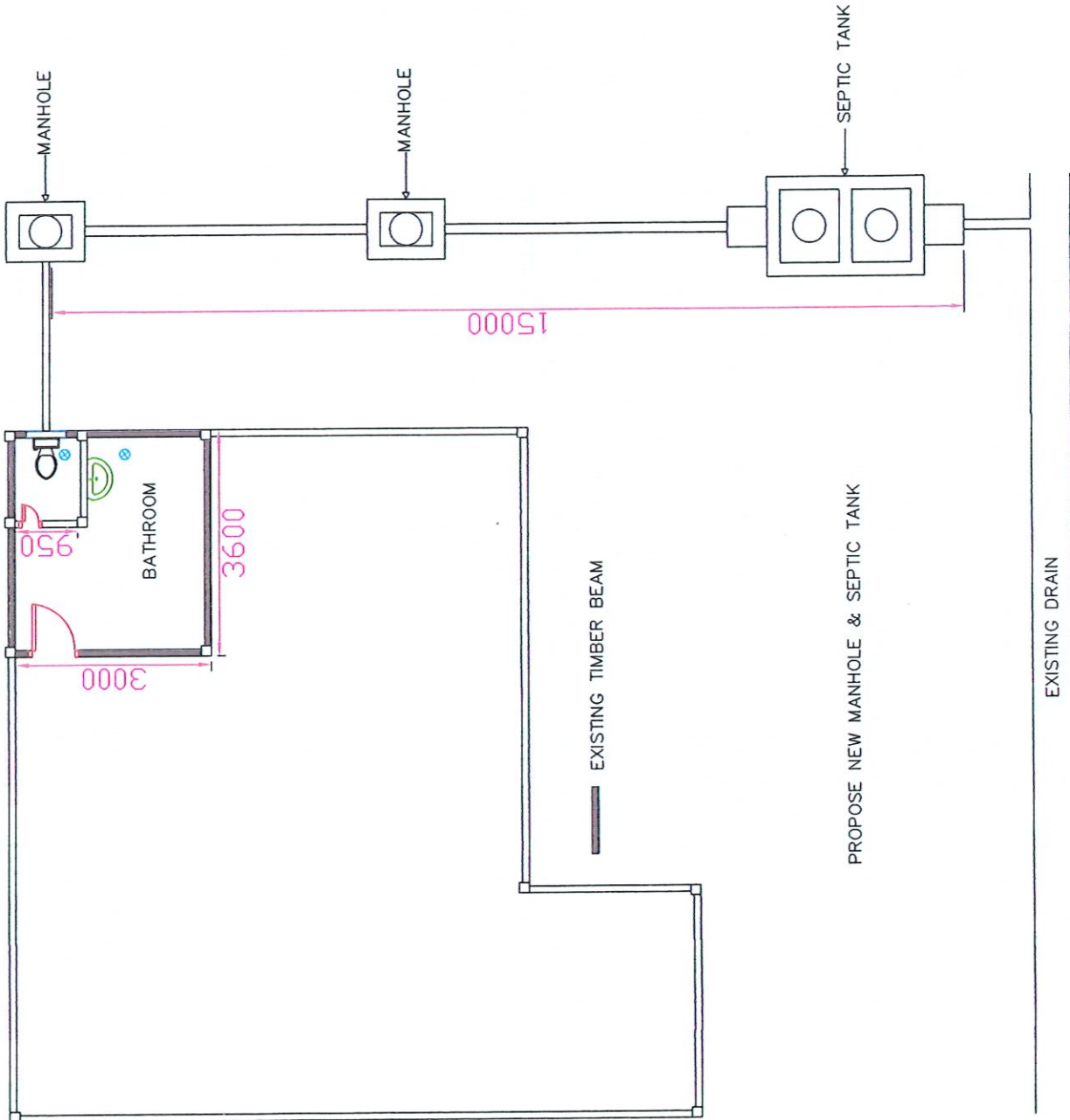
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RUMAH GURU KELAS 'F' NO,741B SEKOLAH RENDAH BENDAHARA SAKAM BUNUT
NEGARA BRUNEI DARUSSALAM



FIRST FLOOR



RANCANGAN KERJA
(PENENDER HENDAKLAH MEMBERI SATU TATACARA YANG AKAN DIGUNAKAN BESERTA RANCANGAN
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 Saksi:
Signature of Witness:

.....

Tarikh:
Date:

Tandatangan Penender:
Signature of Tenderer:

.....

Tarikh:
Date:

SENARAI PERKAKAS-PERKAKAS & KENDERAAN YANG AKAN DIGUNAKAN UNTUK PROJEK (JIKA BERJAYA)

Proposed List of Equipment ToBe Used for this Job (If successful)



Bil. No.	Jenis (Type)	Jumlah (Quantity)	Model No.	Muatan (Capacity)	Ulasan Remarks

Tandatangan Saksi:
Signature of Witness:

Tandatangan Penender:
Signature of Tenderer:

Tarikh:
Date:

Tarikh:
Date:

SENARAI KERJA-KERJA TERDAHULU YANG SAMA JENIS DI BUAT DI NEGARA BRUNEI

List of Previous Jobs of the Same Nature in Negara Brunei Darussalam

(To be filled up by Contractors and returned with the Form of Tender)



Bil. No.	Nama Project (Name of Project)	Letak (Location)	Harga (Cost)	Tarikh Siap (Date Completed)

Tandatangan Saksi:
Signature of Witness:

.....

Tarikh:
Date:

Tandatangan Penender:
Signature of Tenderer:

.....

Tarikh:
Date:

*List of Current Jobs in Negara Brunei Darussalam
(To be filled up by Contractors and returned with the Form of Tender)*

Bil. No.	Nama Project (Name of Project)	Letak (Location)	Harga (Cost)	Tarikh Siap (Date Completed)	% Kerja yang (% completed)

Tandatangan Saksi:
Signature of Witness:

Tandatangan Penender:
Signature of Tenderer:

Tarikh: _____
Date: _____

Tarikh: _____
Date: _____

SENARAI KERJA-KERJA YANG AKAN DISUB-KONTRAK
(List of Jobs To Be Sub-Contracted)



Bil. No.	Kerja-Kerja (Works)	Kepada (To)	Ulasan (Remarks)

Tandatangan Saksi:
Signature of Witness:

.....

Tarikh:
Date:

Tandatangan Penender:
Signature of Tenderer:

.....

Tarikh:
Date:

MAKLUMAN MENGENAI DENGAN PENGGUNAAN QUOTA BURUH
(Information on the Distribution of Approved Labour Quota)



Bil. Quota Buruh yang telah dibenarkan:.....
(Quota Number Approved)

Tarikh:.....
(Date of Approval)

Jumlah dibenarkan:.....
(Total No. of Approval)

Senarai kerja-kerja yang sedang menggunakan quota Buruh dan jumlahnya:
(List of Current Jobs on approval labour Quota)

Bil. No.	Nama Project (Name of Project)	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 Saksi:
Signature of Witness:

Tarikh:
Date:

Tandatangan Penender:
Signature of Tenderer:

Tarikh:
Date:

SENARAI JUMLAH TENAGA MANUSIA YANG AKAN DISERTAKAN UNTUK MEMBUAT PROJEK INI
Proposed Manpower Allocation and Additional Labour Quota Required (If Successful):



Bil. No.	Nama Project (Name of Project)	Jumlah Tenaga Manusia (No. quota used)
	Jumlah: (Total):	

Jumlah Quota buruh yang masih ada:

No. of labour Quota still Available (from table 1):

Jumlah Quota buruh yang dikehendaki:

(Total additional labour quota required):

Tandatangan Saksi:

Signature of Witness:

.....

Tarikh:

Date:

Tandatangan Penender:

Signature of Tenderer:

.....

Tarikh:

Date:

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



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

Tandatangan Penender & Cop:
Signature of Tenderer & Stamp:

.....

Tarikh:
Date:

JADUAL KEMASAN (BAHAN BINAAN) & DATA TEKNIKAL
SCHEDULE OF FINISHES (CONSTRUCTION MATERIAL) & TECHNICAL DATA

Tenderers must fill in all particulars in this schedule. The details given in this schedule is binding on the



Bil. No.	Butiran (Items)	Pembuat (Manufacturer)	Negara Asal (Country Of Origin)	Jenis / Model (Type / Model)	Tempoh Jaminan - Jika Ada (Warranty Period - if any)
1					
2					
3					
4					
5					
6					
7					
8					

Tandatangan Saksi:
Signature of Witness:

.....
Tarikh:
Date:

Tandatangan Penender:
Signature of Tenderer:

.....
Tarikh:
Date:

PENGAKUAN (DECLARATION)

**BIL SEBUTHARGA
(QUOTATION NO)**

:

DP/JKSH/086 (JPPE-OGOS-2026)

**TAJUK SEBUTHARGA
(QUOTATION TITLE)**

:

STRUCTURAL REPAIRWORKS AND UPGRADING WORKS TO
TEACHERS QUARTER BENDAHARA SAKAM BUNUT PRIMARY
SCHOOL (JKR 741 'B'), NEGARA BRUNEI DARUSSALAM.

**JABATAN/KEMENTERIAN
(DEPARTMENT/MINISTRY)**

:

JABATAN PERANCANGAN DAN PENGURUSAN ESTET /
KEMENTERIAN PENDIDIKAN

Saya, pemilik / salah seorang pemilik Syarikat
..... yang ikut serta menghadapkan tawaran di atas, dengan ini 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)





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 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/086 (JPPE-OGOS-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 oleh pembekal yang diluluskan hendaklah disertakan bersama-sama
dengan "Purchase Order" (P.O.) dan invoice apabila tuntutan penyelesaian pembayaran dibuat.