DEPARTMENT OF PLANNING
DEVELOPMENT AND RESEARCH
MINISTRY OF EDUCATION
BANDAR SERI BEGAWAN BB3510
BRUNEI DARUSSALAM

TELEPHONE : (673) : 2382126

Fax : (673) : 2380115

جباتن فرنچاڠن، فركمبڠن دان فڽليديقن
كمنترين فنديديقن
بندر سري بڬاون 3510
نڬارا بروني دارالسلام

Rujukan Kami : **DP/S/11**
Our Reference

FORM OF QUOTATION

Quotation No	:	**DP/JKSH/097 (JPPP-SEPT-2026)**
Open On	:	**21 SEPTEMBER 2026**
Closed On	:	**05 OKTOBER 2026**

1. ____________
2. ____________
3. ____________

FOR OFFICIAL USE ONLY

Quotation For : **PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI *SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 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 **six (06)** 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. Private Limited Company (Syarikat Sendirian Berhad) must submit the update of Certificate of Tax Compliance

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
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.

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:**	**six (06)** Days / ~~Weeks~~ / ~~Months~~

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
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QUOTATION STATEMENTS

1	Bilangan Aduan	
2	Bilangan Sebutharga	**DP/JKSH/097 (JPPP-SEPT-2026)**
3	Kerja yang dicadangkan	***PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 2026***
4	Segala penjelasan jika ada boleh dirujuk kepada yang dipertanggungjawabkan (O.I.C)	**MOHAMMAD ALIF BIN HAJI OMAR (+673 865 0562) alif.omar@moe.gov.bn**
5	Sebutharga hendaklah dimasukan kedalam peti sebutharga yang disediakan.	**PETI SEBUT HARGA JAWATANKUASA SEBUT HARGA 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.**
6	Sebutharga akan diterima sehingga	**09:00 Pagi (Isnin)**
7	Yuran dokumen Sebutharga	**$5.00 (Tidak Dikembalikan)**

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

9 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**

10 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. *Certifcate of Tax Compliance***
- **v. Lain-lain sijil yang berkenaan**

11 Penawar 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 **Menyerahkan Salinan Resit Pembayaran yuran dokumen sebut harga bersama borang sebut harga yang dihadapkan. Jika GAGAL menyertakan salinan resit, maka sebut harga tersebut DITOLAK.**

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

PETI SEBUT HARGA
PENGERUSI JAWATANKUASA SEBUT HARGA 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, BB3510
NEGARA BRUNEI DARUSSALAM

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

Bilangan Sebutharga :	Tarikh Tutup :
DP/JKSH/097 (JPPP-SEPT-2026)	**05 OKTOBER 2026**

Projek :

PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 2026

Pemangku Pengarah
Jabatan Perancangan, Perkembangan dan Penyelidikan
Kementerian Pendidikan Negara Brunei Darussalam.

Tarikh: 19/9/26

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
NEGARA BRUNEI DARUSSALAM
* KEMENTERIAN PENDIDIKAN *

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) Quotation Statements
4) Instructions to Tenderers
5) Summary of Quotation (Works/Supply/Services)
6) Schedule of Work (for Term Contract only)
7) Declaration by Tenderers 1A & 1B (fill in1A or 1B where applicable)
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 Penfgesahan; 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 marked,

QUOTATION : **DP/JKSH/097 (JPPP-SEPT-2026)**

QUOTATION FOR : ***PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 2026***

To:
PENGERUSI
JAWATANKUASA TAWARAN DAN SEBUT HARGA 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 : 05 OKTOBER 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 FEE

The Tenderers shall pay quotation fee of $5.00 (Unrefundable) at Cash and Revenue Unit. Counter 8, Ground Floor, One-Stop Centre, Block C, Ministry of Education. Copy of payment receipt SHOULD BE ENCLOSED together with the quotation document upon submission.

4.0 VALIDITY OF QUOTATION

4.1 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.

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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.

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

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.

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
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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

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 (If applicable)

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 supplu of materials including cutting and waste, loading, unloading, storage, packing, carriage and cartage, hoisting, all labor forfabricating, setting, fitting and fixing in position, use of plant, supervision, establishment charges, duty, profit and other expense and everything else neceassary for the due and proper completion of each item

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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 13.00 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.

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

BILLS OF QUANTITIES

JABATAN PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
KEMENTERIAN PENDIDIKAN

TAJUK SEBUT HARGA: **PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI *SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 2026***	**BIL TAWARAN** **TARIKH BUKA** **TARIKH TUTUP**	: : :	**DP/JKSH/097 (JPPP-SEPT-2026)** **21 SEPTEMBER 2026** **05 OKTOBER 2026**

UNTUK DIISIKAN OLEH JABATAN **FOR DEPARTMENT TO FILL IN**			**UNTUK DIISIKAN PEMBEKAL** **FOR SUPPLIER TO FILL IN**	
BIL / NO	**KETERANGAN / DESCRIPTION**	**KUANTITI / QUANTITY**	**HARGA / PRICE**	**JUMLAH / TOTAL AMOUNT**
A.	**(I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT**			
1	**SPESIFIKASI PENYEWAAN BILIK PERSIDANGAN: 9 NOVEMBER 2026 (DRY-RUN)** **10 NOVEMBER 2026 (OPENING CEREMONY)** **11 NOVEMBER 2026 (CLOSING CEREMONY)** 1. **Kapasiti Dewan** - Memuatkan sekurang-kurangnya 300 orang pada satu-sama masa. 2. **Susunan Meja dan Kerusi** - Susunan Teater (Theatre style Setup) - Sofa dan coffee table disediakan bagi Tetamu Kehormat/VIP dan Eksekutif (8–10 tempat duduk); - *Banquet chairs* untuk peserta dan Ahli Jawatankuasa (sehingga 300 buah); - Meja dan kerusi dilengkapi dengan alas meja dan sarung kerusi yang kemas. - Persiapan dan susunan dewan hendaklah disiapkan sepenuhnya sebelum majlis bermula (9 November 2026) 3. **Peralatan Audio-Visual (AV)** - Public Address System yang berkualiti dan bersesuaian dengan kapasiti dewan. - Bilangan mikrofon tanpa wayar (wireless microphones) yang mencukupi (3-5 buah mikrofon) - Mikrofon khas untuk rostrum/podium - Kemudahan LCD Projektor dan Skrin Pameran. - Sambungan HDMI dan laptop bagi tujuan pembentangan. - Flipchart dan marker pen - Peralatan, aksesori tambahan, serta sokongan teknikal penuh sepanjang majlis bagi memastikan kelancaran pengendalian acara. 4. **Kemudahan Tambahan** - Conference Pad dan pen. - Air mineral untuk setiap peserta. - Akses perkhidmatan Wi-Fi percuma. - Penyediaan soket elektrik yang mencukupi dan selamat bagi kegunaan peserta serta ahli jawatankuasa. - Perkhidmatan pembersihan dan pengemasan dewan secara menyeluruh sebelum dan selepas majlis berlangsung. 5. **Pelan Susun Atur (Floor Plan)** - Penyediaan cadangan pelan susun atur lantai hendaklah dikemukakan berdasarkan contoh yang dilampirkan, tertakluk kepada perbincangan dan persetujuan bersama.	**1 Bilik**		

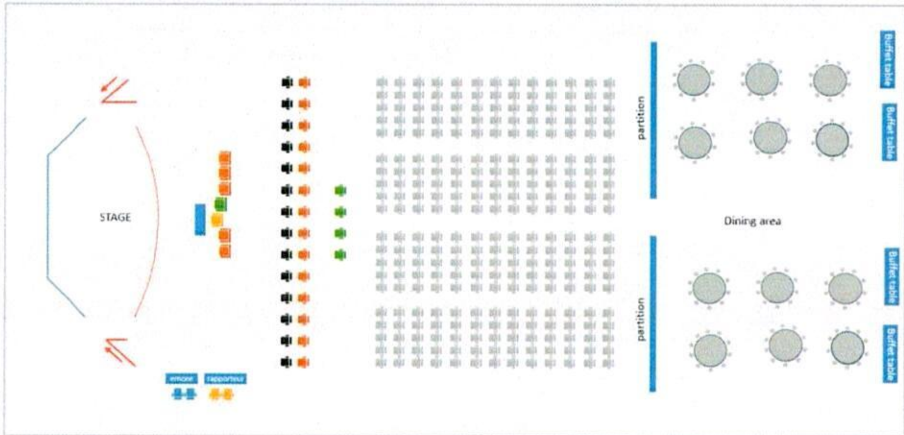
6. Kemudahan Acara:

- Pihak penyedia hendaklah menyediakan kemudahan seperti:
  - Podium / Rostrum;
  - Meja pendaftaran beserta kerusi;
  - Meja urus setia/ ahli jawatankuasa beserta kerusi;
  - Meja dan kerusi VIP;
  - Ruang/ kawasan khas bagi pengoperasian peralatan Audio-Visual (AV).

7. Jadual Penggunaan Bilik Persidangan

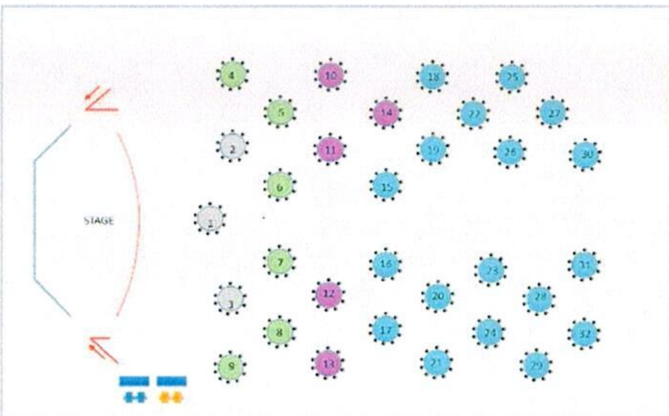
- Penggunaan ruang adalah merangkumi sesi :
  - ***Dry-Run*/Raptai pada 9 November 2026 (sepanjang hari),**
  - Majlis Pembukaan pada 10 November 2026 (pagi), dan

Majlis Penutup pada 11 November 2026.



JUMLAH	

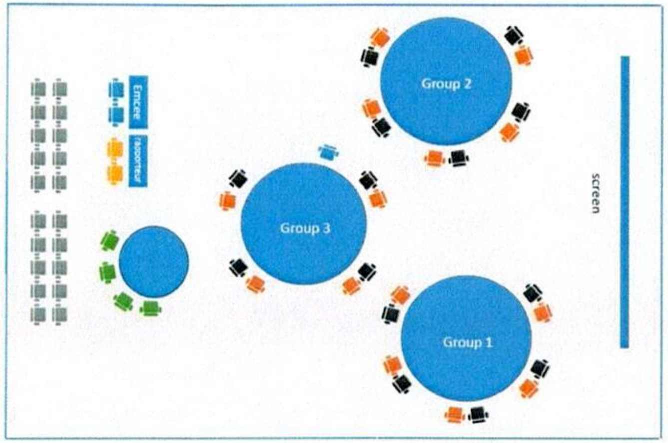
Nama Penender :	**Tempoh Sahlaku:**	**Cop syarikat**
Tandatangan Penender :		
Jawatan:		

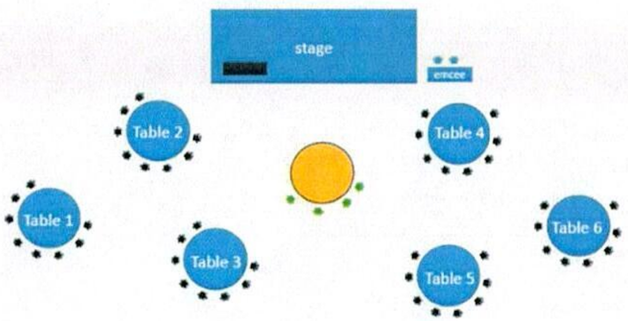
BIL / NO	KETERANGAN / DESCRIPTION	KUANTITI / QUANTITY	HARGA / PRICE	JUMLAH / TOTAL AMOUNT
2	**SPESIFIKASI PENYEWAAN BILIK PERSIDANGAN (WELCOMING DINNER – 10 NOVEMBER 2026)** **1. Kapasiti Dewan** - Memuatkan sekurang-kurangnya **300 orang** jemputan. **2. Susunan Meja dan Kerusi** - Susunan meja makan dan kerusi yang bersesuaian untuk majlis makan malam (*Banquet Setup*). - Meja dan kerusi khas disediakan bagi Tetamu Kehormat/VIP dan Eksekutif (**3 meja khas dengan perkhidmatan *Silver Service***). - Dilengkapi dengan alas meja dan sarung kerusi yang kemas. - Persiapan dan susunan dewan hendaklah **disiapkan sepenuhnya sebelum majlis bermula**. **3. Peralatan Audio-Visual (AV) & Persembahan** - *Public Address System* yang berkualiti dan bersesuaian dengan kapasiti dewan serta persembahan. - Bilangan mikrofon tanpa wayar (*wireless microphones*) yang mencukupi. - Mikrofon khas bagi podium/rostrum (jika diperlukan). - Kemudahan LCD Projektor beserta skrin pameran. - Sistem audio dan pembesar suara yang mantap khusus untuk persembahan. - Pentas (*stage*) dan ruang yang bersesuaian bagi acara persembahan. - Sambungan HDMI/ (laptop) bagi kegunaan pembentangan. - Peralatan dan aksesori tambahan yang bersesuaian untuk menyokong kelancaran sistem audio, persembahan, dan pengendalian acara. **4. Sokongan Persembahan** - Penyediaan kemudahan dan ruang khas bagi acara persembahan sepanjang majlis. - Sistem audio dan mikrofon yang sesuai untuk kegunaan persembahan. - Bantuan dan sokongan teknikal penuh sepanjang majlis berlangsung. **5. Kemudahan Tambahan** - Akses perkhidmatan Wi-Fi percuma untuk para tetamu. - Perkhidmatan pembersihan dan pengemasan dewan secara menyeluruh sebelum dan selepas majlis. **6. Pelan Susun Atur (Floor Plan)** - Cadangan pelan susun atur lantai hendaklah disediakan berdasarkan contoh yang dilampirkan, tertakluk kepada perbincangan dan persetujuan bersama. 	1 Bilik		

			JUMLAH	

Nama Penender : **Tempoh Sahlaku:** **Tandatangan Penender :** **Jawatan:**	**Cop syarikat**

BIL / NO	KETERANGAN / DESCRIPTION	KUANTITI / QUANTITY	HARGA / PRICE	JUMLAH / TOTAL AMOUNT
3.	**SPESIFIKASI PENYEWAAN BILIK MESYUARAT** - **10 November 2026:** Sepanjang hari - **11 November 2026:** Sebelah petang sahaja **1. Kapasiti & Fleksibiliti Bilik** - Memuatkan sekurang-kurangnya 50 orang pada satu-sama masa. - Dilengkapi dengan pembahagi boleh gerak (*movable / operable partition*) yang boleh dibahagikan kepada tiga (3) bilik mesyuarat berasingan bagi pelaksanaan sesi selari (*parallel sessions*), serta boleh dibuka atau ditutup mengikut keperluan. **2. Susunan & Penyediaan Meja Kerusi** - Gaya Susunan: *Banquet Style* atau *U-Shape*. - Susunan *Banquet Style*: (22 orang/ 4 meja bulat). - Kapasiti Tambahan: Meja dan kerusi tambahan bagi 20 hingga 30 orang ahli/peserta. - Kelengkapan: Dilengkapi dengan alas meja dan sarung kerusi yang kemas. **3. Peralatan Audio-Visual (AV) & Pembentangan** - *Public Address System* yang bersesuaian. - 3 hingga 5 buah mikrofon tanpa wayar (*wireless microphones*). - Mikrofon khas untuk Podium / Rostrum. - LCD Projektor beserta skrin pameran. - Sambungan HDMI / komputer pekena (*laptop*) bagi tujuan pembentangan. - *Flipchart* dan pen penanda (*marker pen*). - Peralatan serta aksesori tambahan yang diperlukan bagi memastikan kelancaran sistem audio-visual dan pembentangan. **4. Kemudahan Peserta** - *Conference Pad* dan pen. - Air mineral untuk setiap peserta. - Akses perkhidmatan Wi-Fi percuma. - Penyediaan soket elektrik yang mencukupi dan selamat bagi kegunaan peserta serta ahli jawatankuasa. **5. Kemudahan Sepanjang Acara / Majlis** - Podium / Rostrum. - Meja pendaftaran lengkap bersama kerusi. - Meja urus setia / ahli jawatankuasa lengkap bersama kerusi. - Ruang / kawasan khas bagi penempatan peralatan dan operasi Audio-Visual (AV). **6. Pelan Susun Atur (Floor Plan)** - Penyediaan cadangan pelan susun atur lantai hendaklah dikemukakan berdasarkan contoh yang dilampirkan, tertakluk kepada perbincangan dan persetujuan bersama. **. Jadual Penggunaan Bilik Mesyuarat** - Penggunaan ruang adalah merangkumi sesi : • **10 November 2026 (Sepanjang Hari)** • **11 November 2026 (Sebelah Petang sahaja)**	**1 Bilik**		

				
			JUMLAH	
Nama Penender : **Tempoh Sahlaku:** **Tandatangan Penender :** **Jawatan:**				**Cop syarikat**

BIL / NO	KETERANGAN / DESCRIPTION	KUANTITI / QUANTITY	HARGA / PRICE	JUMLAH / TOTAL AMOUNT
4.	**SPESIFIKASI PENYEWAAN BILIK BENGKEL - 12 NOVEMBER 2026 (SEPANJANG HARI)** **1. Kapasiti & Susunan Bilik** - Kapasiti Minimum**: 100 orang.** - Gaya Susunan: ***Banquet Style.*** **2. Penyediaan Meja dan Kerusi** - Susunan *Banquet Style*: **8 hingga 10 meja bulat bagi memuatkan 80 orang peserta.** - Kapasiti Tambahan**: Meja dan kerusi tambahan untuk 20 hingga 30 orang ahli.** - Kelengkapan**: Dilengkapi dengan alas meja dan sarung kerusi yang kemas.** **3. Peralatan Audio-Visual (AV) & Pembentangan** - *Public Address System* yang bersesuaian. - 3 hingga 5 buah mikrofon tanpa wayar (*wireless microphones*). - Mikrofon khas untuk Podium / Rostrum. - LCD Projektor beserta skrin pameran. - Sambungan HDMI / *laptop* bagi tujuan pembentangan. - *Flipchart* dan pen penanda (*marker pen*). **4. Kemudahan Peserta** - *Conference Pad* dan pen. - Air mineral untuk setiap peserta. - Akses perkhidmatan Wi-Fi percuma. - Bekalan elektrik dan soket yang bersesuaian serta mencukupi. **5. Kemudahan Sepanjang Acara / Majlis** - Podium / Rostrum. - Meja pendaftaran lengkap bersama kerusi. - Meja urus setia / ahli jawatankuasa lengkap bersama kerusi. - Ruang / kawasan khas bagi penempatan peralatan dan operasi Audio-Visual (AV). **6. Pelan Susun Atur (Floor Plan)** - Cadangan pelan susun atur lantai hendaklah disediakan berdasarkan contoh yang dilampirkan, tertakluk kepada perbincangan dan persetujuan bersama.  	**1 Bilik**		

JUMLAH	
Nama Penender : **Tempoh Sahlaku:** **Tandatangan Penender :** **Jawatan:**	**Cop syarikat**

<table>
<tr><th>BIL / NO</th><th>KETERANGAN / DESCRIPTION</th><th>KUANTITI / QUANTITY</th><th>HARGA / PRICE</th><th>JUMLAH / TOTAL AMOUNT</th></tr>
<tr><td>5.</td><td>SPESIFIKASI PENYEWAAN BILIK JAMUAN KHAS (VIP ROOM)
- 10 November 2026: Sebelah pagi sahaja (Refreshment)
- 11 November 2026: Sebelah petang sahaja (Coffee Break)

1. Kapasiti Bilik
- Memuatkan 90 orang jemputan.
2. Susunan Meja dan Kerusi
- Susunan meja makan dan kerusi yang bersesuaian, diutamakan susunan gaya jamuan (banquet style).
- Meja dan kerusi khas disediakan untuk Tetamu Kehormat/VIP dan Eksekutif (3 meja khas dengan perkhidmatan Silver Service).
- Dilengkapi dengan alas meja dan sarung kerusi yang kemas.
- Persiapan dan susunan dewan hendaklah disiapkan sepenuhnya sebelum majlis bermula.
3. Jadual Penggunaan Bilik Jamuan Khas
- 10 November 2026: Sebelah pagi sahaja (Refreshment)
- 11 November 2026: Sebelah petang sahaja (Coffee Break)</td><td>1 Bilik</td><td></td><td></td></tr>
<tr><td>6</td><td>SPESIFIKASI PENYEWAAN BILIK PERSIDANGAN (SEKRETARIAT ROOM) - 10 November 2026 - 12 November 2026

1. Kapasiti Bilik
- memuatkan 20 hingga 30 orang petugas / ahli sekretariat.
2. Kelengkapan & Kemudahan
- Penyediaan meja dan kerusi yang mencukupi serta bersesuaian bagi kegunaan kerja urus setia.
- Akses perkhidmatan Wi-Fi percuma.</td><td>1 Bilik</td><td></td><td></td></tr>
<tr><td colspan="4" align="right">JUMLAH</td><td></td></tr>
<tr><td colspan="4">A) JUMLAH KESELURUHAN BAGI (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT</td><td></td></tr>
<tr><td colspan="4">Nama Penender : Tempoh Sahlaku:

Tandatangan Penender :

Jawatan:</td><td>Cop syarikat</td></tr>
</table>

BIL / NO	KETERANGAN / DESCRIPTION	KUANTITI / QUANTITY	HARGA / PRICE	JUMLAH / TOTAL AMOUNT
	B. PERKHIDMATAN JAMUAN MAKANAN DAN MINUMAN			
1.	**SPESIFIKASI KEPERLUAN MAKANAN DAN MINUMAN RINGAN SEPANJANG ACARA** **1. Air Mineral** • Kuantiti/Saiz: Air Mineral 600 ml. • Pembungkusan: 24 botol bagi setiap karton. **2. Minuman Jus & Teh Lemon (250 ml)** • Pembungkusan: Enam (6) kotak bagi setiap karton. • Pembahagian Jenis & Kuantiti Karton: o Epal (*Apple*) – 4 karton o Oren (*Orange*) – 4 karton o Anggur (*Grape*) – 4 karton o Kundur – 4 karton o Teh Lemon (*Lemon Tea*) – 4 karton • Syarat: Tarikh luput (*expiry date*) hendaklah tidak kurang dari tahun 2027. **3. Biskut** • **Pembungkusan: Setiap paket mengandungi 8 pek atau lebih (Jumlah: 10 paket).** • **Pembahagian Perasa & Kuantiti Paket:** o Coklat – 3 paket o Strawberi – 2 paket o Vanila – 3 paket o Kacang – 2 paket • Syarat: Tarikh luput (*expiry date*) hendaklah tidak kurang dari tahun 2027.	**20 karton** • **Epal (Apple) – 4 karton** • **Oren (Orange) – 4 karton** • **Anggur (Grape) – 4 karton** • **Kundur – 4 karton** • **Teh Lemon (Lemon Tea) – 4 karton** • **Coklat – 3 paket** • **Strawberi – 2 paket** • **Vanila – 3 paket** • **Kacang – 2 paket**		
			JUMLAH	
Nama Penender : **Tandatangan Penender :** **Jawatan:**		**Tempoh Sahlaku:**		**Cop syarikat**

BIL / NO	KETERANGAN / DESCRIPTION	KUANTITI / QUANTITY	HARGA / PRICE	JUMLAH / TOTAL AMOUNT
2.	**SPESIFIKASI PERKHIDMATAN JAMUAN (HARI PERTAMA – 10 NOVEMBER 2026)** **Penyediaan Kelengkapan dan Hiasan Setiap Sesi Jamuan** **– merangkumi peralatan sajian (sudu, garpu, piring, cawan dan tisu), lapik meja serta hiasan yang bersesuaian.**			
	1. Makan Pagi (09.30 – 10.30 Pagi) • **Kapasiti & Kaedah Hidangan:** o VIP / Tetamu Kehormat (30 orang): Gaya *Dome* beserta perkhidmatan *Silver Service.* o VIP (60 orang): Gaya *Dome sahaja* o Peserta (200 orang): Hidangan secara *buffet.* • **Menu Makanan:** o Mee / Pasta: Mee Hoon / Pasta / Spaghetti / Mee Mamak / Mee Goreng / Kway Teow / Kolo Mee o Sajian Utama: Ayam Goreng Tepung / Ayam Panggang / Ayam Goreng Berempah / Ayam *Wings* / Ikan / *Chicken Boxing* o Snek & Pastri: Sandwich Ayam / Sandwich Tuna / *Springroll* / *Croissant* / Mini Pau / *Potato Croquette* / *Currypuff* o Pencuci Mulut: Buah-buahan / Kuih-muih / Aneka Bingka • **Minuman:** Air putih dan dua (2) jenis minuman panas (Teh O / Kopi / Teh Tarik).	**30 pax** **60 pax** **200 pax**		
	2. Makan Tengah Hari (12.00 – 1.30 Petang) • **Kapasiti & Kaedah Hidangan: Peserta (110 orang) secara hidang (*buffet*).** • **Menu Makanan:** o Hidangan Pembuka Selera (*Appetizer*): Kerabu / Ulam-Ulaman / Gorengan / Rojak / *Pasta Salad* / Gado-Gado / *Caesar Salad and Condiments* / *Coleslaw* / *Sauteed Mushroom* / Sup / *Bread Roll* o Nasi / Pasta: Nasi Putih / Nasi Minyak / Nasi Kabuli / Nasi Kuning / Nasi Hujan Panas / *Spaghetti Marinara* / Pasta o Masakan Ayam: Ayam Masak Lemak / Ayam Masak Tomato / Ayam Goreng Berempah / Ayam Masak Kurma / Ayam Rendang / *Roasted Chicken* / Masakan Ayam o Masakan Daging: Daging Goreng dengan Sambal / Daging Masak Rendang / Daging Masak Hitam / Daging Kari / Daging *Blackpepper* / Masakan Daging o Masakan Ikan: Masakan Ikan / Ikan Tenggiri o Sayur-Sayuran: Sayur Campur / *Butter Vegetable* / Brokoli / Masakan Sayur o Sampingan: Ambuyat / Tempura / Keropok o Pencuci Mulut: Buah-buahan / Aiskrim / Sago Gula Melaka / Puding / *Bread and Butter Pudding* / Bubur Pulut Hitam / Bubur Kacang / Kuih Melayu / *Apple Strudle* / *Panna Cotta* • **Minuman:** Air putih, dua (2) jenis minuman sejuk (*cordial drink*), dan satu (1) jenis minuman panas (Teh Tarik / Teh O / Nescafe / Kopi).	**110 pax**		
	3. Makan Petang (3.00 – 4.00 Petang) • **Kapasiti & Kaedah Hidangan: Peserta (110 orang) secara hidang (*buffet*).** • **Menu Makanan (Pilihan 3 Jenis Kuih):** o Pilihan 1: Roti Jala dengan Kari / Cucur Udang / Roti Ayam / *Curry Puff* / Bergedil dengan Sos / *Beef Taco* o Pilihan 2: *Quiches* / Siu Mai / Pizza / *Crispy Wanton* / Ayam dengan Roti Pita / Roti Tuna / *Seafood Tempura*	**110 pax**		

<table>
<tr><td></td><td>
Pilihan 3: Pastri Perancis / Kuih Melayu / Croquette / Popia Ayam / Sausage Roll / Cream Caramel / Sago Gula Melaka
Minuman: Air putih dan dua (2) jenis minuman panas (Teh O / Kopi / Teh Tarik).
4. Majlis Makan Malam Aluan (Welcoming Dinner) (6.30 Petang – 10.00 Malam)

Kapasiti & Kaedah Hidangan:

VIP / Tetamu Kehormat (30 orang): Gaya Dome beserta perkhidmatan Silver Service.
Peserta (220 orang): Gaya Dome sahaja

Menu Makanan:

Nasi: Nasi Putih / Nasi Kabuli / Nasi Kuning / Nasi Hujan Panas / Nasi Minyak
Mee: Mee Hoon / Kway Teow / Mee Goreng / Mee Mamak
Masakan Ayam: Ayam Masak Kicap / Ayam Masak Tomato / Ayam Masak Merah / Ayam Goreng Berempah / Ayam Rendang Kunyit / Ayam Masak Kurma
Masakan Daging: Daging Masak Semur / Daging Rendang / Daging Kari / Daging Blackpepper / Daging Rendang Hitam Manis
Masakan Ikan: Ikan Masak Percik / Ikan Masak Lemak Putih / Ikan Goreng / Ikan Sweet & Sour / Mango Fish / Ikan Masak Tiga Rasa
Sayur-Sayuran: Terung / Sayur Campur Sos Tiram / Pajeri Nenas / Brokoli dengan Cendawan
Sampingan: Rojak / Popia / Bergedil / Currypuff / Samosa / Wantan
Pencuci Mulut: Buah-buahan / Bread and Butter Pudding / Sago Gula Melaka / Kek Marble / Kek Pelangi / Bingka Susu/Keladi / Kek Lobak / Puding / Agar-Agar

Minuman: Air putih, dua (2) jenis minuman sejuk (cordial drink), dan satu (1) jenis minuman panas (Teh Tarik / Teh O / Nescafe / Kopi).

Keperluan Am & Kelengkapan (Setiap Sesi Jamuan)
Penyediaan kelengkapan hidangan menyeluruh merangkumi peralatan sajian (sudu, garpu, piring, cawan, dan tisu), alas meja (lapik meja), serta hiasan yang bersesuaian.
</td><td>30 pax
220 pax</td><td></td><td></td></tr>
<tr><td colspan="4" align="right">JUMLAH</td><td></td></tr>
<tr><td colspan="4">Nama Penender :   Tempoh Sahlaku:

Tandatangan Penender :

Jawatan:</td><td>Cop syarikat</td></tr>
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<tr><th>BIL / NO</th><th>KETERANGAN / DESCRIPTION</th><th>KUANTITI / QUANTITY</th><th>HARGA / PRICE</th><th>JUMLAH / TOTAL AMOUNT</th></tr>
<tr><td>3.</td><td>
SPESIFIKASI PERKHIDMATAN JAMUAN (HARI KEDUA- 11 NOVEMBER 2026)

1. Makan Tengah Hari (12.00 – 1.30 Petang)

Kapasiti & Kaedah Hidangan: Peserta (100 orang) secara prasmanan (buffet).
Menu Makanan:

Hidangan Pembuka Selera (Appetizer): Kerabu / Ulam-Ulaman / Gorengan / Rojak / Pasta Salad / Gado-Gado / Caesar Salad and Condiments / Coleslaw / Sauteed Mushroom / Sup / Bread Roll
Nasi / Pasta: Nasi Putih / Nasi Minyak / Nasi Kabuli / Nasi Kuning / Nasi Hujan Panas / Spaghetti Marinara / Pasta
Masakan Ayam: Ayam Masak Lemak / Ayam Masak Tomato / Ayam Goreng Berempah / Ayam Masak Kurma / Ayam Rendang / Roasted Chicken / Masakan Ayam
Masakan Daging: Daging Goreng dengan Sambal / Daging Masak Rendang / Daging Masak Hitam / Daging Kari / Daging Blackpepper / Masakan Daging
Masakan Ikan: Masakan Ikan / Ikan Tenggiri
Sayur-Sayuran: Sayur Campur / Butter Vegetable / Brokoli / Masakan Sayur
Sampingan: Ambuyat / Tempura / Keropok
Pencuci Mulut: Buah-buahan / Aiskrim / Sago Gula Melaka / Puding / Bread and Butter Pudding / Bubur Pulut Hitam / Bubur Kacang / Kuih Melayu / Apple Strudle / Panna Cotta

Minuman: Air putih, dua (2) jenis minuman sejuk (cordial drink), dan satu (1) jenis minuman panas (Teh Tarik / Teh O / Nescafe / Kopi).

2. Makan Petang (3.45 – 4.00 Petang)

Kapasiti & Kaedah Hidangan: Peserta (130 orang) secara buffet).
Menu Makanan (Pilihan 3 Jenis Kuih):

Pilihan 1: Roti Jala dengan Kari / Cucur Udang / Roti Ayam / Curry Puff / Bergedil dengan Sos / Beef Taco
Pilihan 2: Quiches / Siu Mai / Pizza / Crispy Wanton / Ayam dengan Roti Pita / Roti Tuna / Seafood Tempura
Pilihan 3: Pastri Perancis / Kuih Melayu / Croquette / Popia Ayam / Sausage Roll / Cream Caramel / Sago Gula Melaka

Minuman: Air putih dan dua (2) jenis minuman panas (Teh O / Kopi / Teh Tarik).

Keperluan Am & Kelengkapan (Setiap Sesi Jamuan)

Penyediaan kelengkapan hidangan menyeluruh merangkumi peralatan sajian (sudu, garpu, piring, cawan, dan tisu), alas meja (lapik meja), serta hiasan yang bersesuaian.

</td><td>100 pax

130 pax</td><td></td><td></td></tr>
<tr><td colspan="4" align="right">JUMLAH</td><td></td></tr>
<tr><td colspan="4">Nama Penender :   Tempoh Sahlaku:

Tandatangan Penender :

Jawatan:</td><td>Cop syarikat</td></tr>
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BIL / NO	KETERANGAN / DESCRIPTION	KUANTITI / QUANTITY	HARGA / PRICE	JUMLAH / TOTAL AMOUNT
4.	**SPESIFIKASI PERKHIDMATAN JAMUAN (HARI KETIGA – 12 NOVEMBER 2026)**			
	1. Makan Pagi (09.30 – 10.30 Pagi • **Kapasiti & Kaedah Hidangan: Peserta (100 orang) secara *buffet.*** • **Menu Makanan:** o Mee / Pasta: Mee Hoon / Pasta / Spaghetti / Mee Mamak / Mee Goreng / Kway Teow / Kolo Mee o Sajian Utama: Ayam Goreng Tepung / Ayam Panggang / Ayam Goreng Berempah / Ayam *Wings* / Ikan / *Chicken Boxing* o Snek & Pastri: Sandwich Ayam / Sandwich Tuna / *Springroll* / *Croissant* / Mini Pau / *Potato Croquette* / *Currypuff* o Pencuci Mulut: Buah-buahan / Kuih-muih / Bingka • **Minuman:** Air putih dan dua (2) jenis minuman panas (Teh O / Kopi / Teh Tarik).	**100 pax**		
	2. Makan Tengah Hari (12.00 – 1.30 Petang) • **Kapasiti & Kaedah Hidangan: Peserta (100 orang) secara *buffet.*** • **Menu Makanan:** o Hidangan Pembuka Selera (*Appetizer*): Kerabu / Ulam-Ulaman / Gorengan / Rojak / *Pasta Salad* / Gado-Gado / *Caesar Salad and Condiments* / *Coleslaw* / *Sauteed Mushroom* / Sup / *Bread Roll* o Nasi / Pasta: Nasi Putih / Nasi Minyak / Nasi Kabuli / Nasi Kuning / Nasi Hujan Panas / *Spaghetti Marinara* / Pasta o Masakan Ayam: Ayam Masak Lemak / Ayam Masak Tomato / Ayam Goreng Berempah / Ayam Masak Kurma / Ayam Rendang / *Roasted Chicken* / Masakan Ayam o Masakan Daging: Daging Goreng dengan Sambal / Daging Masak Rendang / Daging Masak Hitam / Daging Kari / Daging *Blackpepper* / Masakan Daging o Masakan Ikan: Masakan Ikan / Ikan Tenggiri o Sayur-Sayuran: Sayur Campur / *Butter Vegetable* / Brokoli / Masakan Sayur o Sampingan: Ambuyat / Tempura / Keropok o Pencuci Mulut: Buah-buahan / Aiskrim / Sago Gula Melaka / Puding / *Bread and Butter Pudding* / Bubur Pulut Hitam / Bubur Kacang / Kuih Melayu / *Apple Strudle* / *Panna Cotta* • **Minuman:** Air putih, dua (2) jenis minuman sejuk (*cordial drink*), dan satu (1) jenis minuman panas (Teh Tarik / Teh O / Nescafe / Kopi).	**100 pax**		
	3. Makan Petang (3.00 – 4.00 Petang) ***(Nota: Waktu disunting daripada visual 09.30-10.30 pagi kepada sesi petang)*** • **Kapasiti & Kaedah Hidangan: Peserta (100 orang) secara *buffet.*** • **Menu Makanan (Pilihan 3 Jenis Kuih):** o Pilihan 1: Roti Jala dengan Kari / Cucur Udang / Roti Ayam / *Curry Puff* / Bergedil dengan Sos / *Beef Taco* o Pilihan 2: *Quiches* / Siu Mai / Pizza / *Crispy Wanton* / Ayam dengan Roti Pita / Roti Tuna / *Seafood Tempura* o Pilihan 3: Pastri Perancis / Kuih Melayu / *Croquette* / Popia Ayam / *Sausage Roll* / *Cream Caramel* / Sago Gula Melaka • **Minuman:** Air putih dan dua (2) jenis minuman panas (Teh O / Kopi / Teh Tarik).	**100 pax**		
	Keperluan Am & Kelengkapan (Setiap Sesi Jamuan)			

	• Penyediaan kelengkapan hidangan menyeluruh merangkumi peralatan sajian (sudu, garpu, piring, cawan, dan tisu), alas meja (*lapik meja*), serta hiasan yang bersesuaian.			
				JUMLAH	
				B) JUMLAH KESELURUHAN PERKHIDMATAN JAMUAN MAKANAN DAN MINUMAN	
				JUMLAH KESELURUHAN A) JUMLAH KESELURUHAN BAGI (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT + B) JUMLAH KESELURUHAN PERKHIDMATAN JAMUAN MAKANAN DAN MINUMAN	
Nama Penender : **Tandatangan Penender :** **Jawatan:**				**Tempoh Sahlaku:**	**Cop syarikat**

Nota :
Sila catatkan **'NO QUOTE'** bagi item yang tidak dapat ditawarkan.

PENGAKUAN (DECLARATION 1A)

BILANGAN SEBUTHARGA (QUOTATION REFERENCE)	:	**DP/JKSH/097 (JPPP-SEPT-2026)**
TAJUK SEBUTHARGA (QUOTATION TITLE)	:	***PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 2026***
JABATAN/KEMENTERIAN (DEPARTMENT/MINISTRY)	:	**JABATAN PERANCANGAN, PERKEMBANGAN DAN PENYELIDIKAN, KEMENTERIAN PENDIDIIKAN**

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)

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

PENGAKUAN (DECLARATION 1B)

BILANGAN SEBUTHARGA (QUOTATION REFERENCE)	:	**DP/JKSH/097 (JPPP-SEPT-2026)**
TAJUK SEBUTHARGA (QUOTATION TITLE)	:	***PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 2026***
JABATAN/KEMENTERIAN (DEPARTMENT/MINISTRY)	:	**JABATAN PERANCANGAN, PERKEMBANGAN DAN PENYELIDIKAN, KEMENTERIAN PENDIDIIKAN**

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. *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: ....

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

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: ______________________________

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
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 TEMPATAN** *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: ______________________________

PENGARAN PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN * NEGARA BRUNEI DARUSSALAM * KEMENTERIAN PENDIDIKAN

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: ....

LAMPIRAN 'C'

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

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

LAMPIRAN 'C1'

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

Nota :

1 TAWARAN - Untuk diisikan dan disertakan bersama-sama dengan perkara-perkara berikut :

I) Sokongan tawaran yang dihadapkan samaada kepada Pengerusi Lembaga Tawaran Negara, Kementerian Kewangan atau Lembaga Tawaran Kecil, Kementerian Pendidikan DIISIKAN/DILENGKAPI OLEH PENGGUNA.

II) Borang Lampiran 'C' – Borang Pengesahan Memiliki 'Business Premise' / Premis Perniagaan.) DIISIKAN /

III) Borang Lampiran 'C2' – Borang Perakuan Kesanggupan Pembekalan) DILENGAKAPI

IV) Sijil 16 dan Sijil 17 dan Borang Lampiran 'C', 'C1' dan 'C2' hendaklah disertakan disetiap borang dokumen tawaran asal.) OLEH PENENDER

2. SEBUTHARGA – Untuk diisikan dan disertakan bersama-sama dengan perkara-perkara berikut :

I) Borang A1 dan A2 atau Borang B1 dan B2 – DIISIKAN/DILENGKAPI OLEH PENGGUNA.) DIISIKAN /

II) Borang Lampiran 'C' – Borang Pengesahan memiliki 'Business Premise' / Premis Perniagaan) DILENGAKAPI

III) Borang Lampiran 'C2' – Borang Perakuan Kesanggupan Pembekalan) OLEH PENENDER

IV) Sijil 16 dan 17 dan Borang Lampiran 'C', ;C1' dan ;C2' hendaklah disertakan disetiap borang dokumen tawaran asal.

LAMPIRAN 'C2'

Rujukan : LTK/26

Kepada,

Pengarah
Jabatan Perancnagan, Perkembangan dan Penyelidikan
Kementerian Pendidikan

Tuan/Puan

PER: <u>Borang Perakuan Kesanggupan Pembekalan</u>

Sukacita membuat pengesahan perakuan yang Syarikat saya, ______________________
bersetuju untuk membuat pembekalan barangan / perkakas / perkhidmatan sebagaimana dalam tawaran / sebutharga bilangan : **DP/JKSH/097 (JPPP-SEPT-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.

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN

TEMPOH SAH LAKU TAWARAN

DIISI OLEH PENENDER		
A. TEMPOH SAH LAKU TAWARAN MINIMA ENAM (6) BULAN	TARIKH MULA: TARIKH BERAKHIR:	____________ ____________
B. CADANGAN SEBUT HARGA (UNTUK DIBELI KERAJAAN)	B$ ____________________	
CADANGAN SEBUTHARGA DALAM PERKATAAN	____________________ ____________________	
C. TEMPOH PENGHANTARAN	____________________	
NAMA SYARIKAT / VENDOR: ____________________		
ALAMAT SYARIKAT : ____________________ ____________________ ____________________		
NOMBOR TELEPON PEJABAT		NOMBOR FAXIMILE :
ALAMAT EMEL		
TANDATANGAN		COP SYARIKAT
____________________		
NAMA PENUH :		
JAWATAN :		
TARIKH :		

SENARAI SEMAK DOKUMEN YANG PERLU DISERTAKAN

Penyertaan Sebut Harga Program 2

Sila tandakan ☑ bagi dokumen-dokumen yang disertakan

Bil	Dokumen yang dihadapkan	Peringatan	Sila Tanda
1	Salinan Resit Pembayaran Yuran	Pembayaran dibuat di kaunter 8, One Stop Centre Kementerian Pendidikan. Salinan resit pembayaran yuran disertakan bersama borang sebutharga yang lengkap diisi.	☐
2	Form of Quotation (FOQ) – dengan tempoh penghantaran yang ditetapkan	Borang FOQ hendaklah diisi lengkap dan ditandatangani oleh Pemilik/Pengarah serta Cop Syarikat. Bagi FOQ yang bukan ditandatangani Pemilik/Pengarah, Surat Pengesahan daripada Pemilik/Pengarah syarikat (authorization letter) perlu disertakan bersama.	☐
3	*Surat Pengesahan daripada Pemilik/Pengarah Syarikat *(Authorization Letter)*	Disertakan bersama jika bukan Pemilik/Pengarah Syarikat yang menandatangani FOQ, dengan mengambil kira tarikh kuatkuasa surat berkenaan.	☐
4	Borang Sebutharga II *(Itemise)* (BQ)	Borang sebutharga II hendaklah lengkap diisi dengan kiraan jumlah yang betul serta menyatakan tempoh sah laku sebutharga. Pastikan ditandatangani penender adalah sama dengan tandatangan dalam FOQ.	☐
5	Borang Pengesahan Pembekalan dan Penghantaran	Diisi dengan lengkap serta dicop	☐
6	Borang Tempoh Sah Laku Tawaran	Pengesahan sah laku tawaran hendaklah selaras dengan Borang Sebutharga II	☐
7	Jadual Borang Local Content (Pekerja Tempatan)	Diisi dengan lengkap.	☐
8	Jadual Borang Foreign Content (Pekerja Asing)	Diisi dengan lengkap.	☐
9	Surat Pengesahan (Lampiran C, C1 & C2)	Diisi dengan lengkap.	☐
10	Borang Pengakuan Integriti Penender	Diisi dengan lengkap.	☐
11	Borang Pembayaran Tuntutan Melalui Bank (EFT)	Diisi dengan lengkap.	☐
12	Salinan Sijil Penubuhan Syarikat Sdn Bhd (Corporation) & Form X atau Sijil Pendaftaran 16 & 17		☐
13	Salinan Sijil Pengesahan Tabung Amanah Pekerja (TAP)		☐
14	*Government Vendor Portal* (GVP)	Pastikan syarikat berdaftar di GVP (Tafis 2.0).	☐
15	Borang *Tax of Compliance*	Untuk syarikat Sendirian Berhad (Corporation), hendaklah menyatakan *Borang Tax of Compliance* yang lengkap dan terkini.	☐

*Jika Perlu Sahaja

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
KEMENTERIAN PENDIDIKAN
NEGARA BRUNEI DARUSSALAM

PENGESAHAN PEMBEKALAN DAN PENGHANTARAN BAGI SEBUTHARGA

PENYEDIAAN (I) KEMUDAHAN BILIK PERSIDANGAN, (II) KEMUDAHAN BILIK BENGKEL DAN (III) KEMUDAHAN BILIK MESYUARAT, TERMASUK PERKHIDMATAN MAKANAN DAN MINUMAN BAGI SOUTHEAST ASIA PISA EDUCATION CONSORTIUM 2026

BILANGAN SEBUTHARGA : DP/JKSH/097 (JPPP-SEPT-2026)

TARIKH TUTUP : 05 OKTOBER 2026

Sehubungan dengan penyertaan sebutharga di atas, Syarikat kami bersetuju dengan syarat-syarat di bawah :

1. Sekiranya Syarikat kami berjaya dalam sebutharga ini, kami berjanji akan melaksanakan pembekalan dan penghantaran terus dalam tempoh pembekalan yang telah ditetapkan dalam *Form Of Quotation (FOQ)* bermula dari tarikh *Purchase Order* dikeluarkan.

2. Jika sekiranya Syarikat kami tidak dapat membuat pembekalan dan penghantaran dalam tempoh asal yang dinyatakan di pada 1., pihak Syarikat kami akan :

   a. Memohon kelonggaran tempoh penghantaran secara rasmi dengan penjelasan yang munasabah kepada Jabatan Perancangan, Perkembangan dan Penyelidikan (JPPP) dan disertakan dokumen sokongan tidak kurang dari **10 hari waktu bekerja** sebelum tamat tarikh perbekalan.

   b. Mengambil maklum bahawa jika sekiranya permohonan 2.a. di atas tidak diterima, maka syarikat kami akan **dikenakan denda sebanyak 10%** daripada nilai harga bahan yang gagal dibekalkan. [Merujuk kepada Garispanduan perolehan kerajaan seksyen 10.6]

   c. Mengambil maklum bahawa pihak JPPP berhak menyenairaihitamkan syarikat kami dari menyertai sebarang sebutharga yang dikeluarkan oleh Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam. [Merujuk Surat LTN Bil : LTN/4 (46/1995) dan LTN/4 (39/197)]

COP SYARIKAT		
	Tandatangan	: ______________________
	Nama Pengurus	: ______________________
	Bil. K/P	: ______________________
	Tarikh	: ______________________
	No. Telefon	: ______________________
	Emel	: ______________________

PENGARAH PERANCANGAN PERKEMBANGAN DAN PENYELIDIKAN
NEGARA BRUNEI DARUSSALAM
KEMENTERIAN PENDIDIKAN