Tel : +673 2380793
Fax : +673 2380782
Email :jict.admin@moe.gov.bn



جابتن تيكنولوكي معلومت دان كوموينيكاسي
Department of Information & Communication Technology
Ministry of Education,
Bandar Seri Begawan BB3510
Brunei Darussalam

FORM OF QUOTATION

Quotation No : **DP/JKSH/112 (ICT-OKT-2026)**
Open On : **12-Oct-2026**
Close On : **26-Oct-2026**

DILANJUTKAN SEHINGGA 2 NOVEMBER 2026

1. _____
2. _____
3. _____

FOR OFFICIAL USE ONLY

Quotation For :

TERM CONTRACT FOR IT SUPPORT SERVICES ON MOE APPLICATION SYSTEMS

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 **14 Days** 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 Vendors 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 Vendors must ensure that **owner/director signed and company stamped** at Part **2.0 in Form Of Quotation** and on **every page of Bill of Quantity (BQ) cost breakdown**. Otherwise, the quotation submitted will be rejected and disqualified.
5. Private Limited Company (Syarikat Sendirian Berhad) must submit the update of **Certificate of Tax Compliance.**

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 Officer In Charge 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 Officer In Charge.
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 Officer In Charge 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 Officer In Charge's instructions,** certifications or job orders.
1.3.3 The Vendor must comply with all instructions, certifications and job orders issued by the Officer In Charge.
1.3.4 The Officer In Charge may arrange others to complete the Works if the Vendor fails to comply with Clause 1.3.3, and the Vendor 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 Vendor and other instructions and information given to him by the Officer In Charge.
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 Officer In Charge 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 Officer In Charge may arrange others to rectify the shortfall(s). The Officer In Charge 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 Officer In Charge can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Officer In Charge confirms the Works is complete as provided in the completion clause.

2.2 Variations To Work

2.2.1 The Officer In Charge can issue instructions to vary the Works to be done.
2.2.2 If the Officer In Charge instructs the Vendor to vary any of the Works and there is a financial impact, the Officer In Charge must certify the value of the variation work as provided in the payment certificate clause.
2.2.3 The Officer In Charge 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.
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 Vendor to comply with Occupational Safety & Health Specifications. All costs are deemed to be included in the qouted said works.
2.3.5 The Vendor 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 Vendor.
2.3.6 Vendor 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 Vendor 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 Officer In Charge 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 Officer In Charge.

3.2 Adjusting Time for Completion

3.2.1 If the Government or Officer In Charge 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 Officer In Charge 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 Officer In Charge 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.
3.2.5 The Vendor may apply in writing to work in the school premise(s) after 6pm.

3.3 Completion

3.3.1 When the Vendor practically completes all the Works, he may inform the Officer In Charge stating he has completed.
3.3.2 The Officer In Charge 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 Officer In Charge 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 Officer In Charge, 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 Officer In Charge 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 Officer In Charge has informed the Vendor. If the Vendor does not rectify the shortfall(s) the Officer In Charge 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 Officer In Charge.

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 Officer In Charge 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 Officer In Charge instructions;

for fourteen (14) days after a notice sent to the Vendor, the Officer In Charge 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 Officer In Charge may complete the Works by other ways and the Vendor shall pay for all extra costs incurred.

PART C - APPENDIX

1.0	**Completion Date: (To be filled by Company)**	**14** **Days**
2.0	**Liquidated and Ascertained Damages (LAD):** (If none stated, then the Officer In Charge may certify a reasonable sum as compensation for delay)	B **$25.00** Per Day
3.0	**Shortfalls / Defects Liability Period:**	**-** Months

KENYATAAN SEBUTHARGA

1	Bilangan Aduan	
2	Bilangan Sebutharga	DP/JKSH/112 (ICT-OKT-2026)
3	Kerja yang dicadangkan	TERM CONTRACT FOR IT SUPPORT SERVICES ON MOE APPLICATION SYSTEMS
4	Segala penjelasan jika ada boleh dirujuk kepada yang dipertanggungjawabkan (O.I.C)	Faidhilah bin Hj Majit (faidhilah.majit@moe.gov.bn) 8650813
5	Sebutharga hendaklah dimasukan kedalam peti sebutharga yang disediakan.	PETI SEBUTHARGA JAWATANKUASA SEBUTHARGA PROGRAM 2 PERANCANGAN SEKTOR, PEMANTAUAN DAN PERKEMBANGAN SISTEM ONE STOP CENTRE BLOCK 'C', GROUND FLOOR, KEMENTERIAN PENDIDIKAN LAPANGAN TERBANG LAMA, BERAKAS, BB3510 NEGARA BRUNEI DARUSSALAM
6	Sebutharga akan diterima sehingga	9.00 PAGI (ISNIN)

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

8 Penawar yang mempunyai syarikat **bukan sendirian berhad** mestilah menyertakan salah satu salinan asal sijil-sijil berikut: *Business Names Act (Section 16 & 17)*

- i. **Sijil Perniagaan (16 & 17) yang sah;**
- ii. **Lain-lain sijil yang berkenaan**

9 Penawar yang mempunyai syarikat **sendirian berhad** mestilah menyertakan salah satu salinan asal sijil-sijil berikut:

- i. **Sijil Pendaftaran yang sah**
- ii. **Sijil Penubuhan syarikat Sendirian Berhad (Incorporation);**
- iii. **List of Directors' (Form X);**
- iv. ***Certificate of Tax Compliance***
- v. **Lain-lain sijil yang berkenaan**

10 Sebutharga mestilah dibuat diatas borang-borang yang tercetak yang mana boleh didapati daripada Bahagian Perolehan, Tingkat 4, Blok C, Jabatan Teknologi Maklumat & Komunikasi, Kementerian Pendidikan, Negara Brunei Darussalam.

11 Bayaran bagi dokumen sebutharga (*quotation*) adalah dikenakan sebanyak **$5.00 (Lima Ringgit Sahaja)**. Bayaran ini **tidak akan dikembalikan** dan hendaklah dibayar di **Unit Tunai dan Hasil, Kaunter 8, Pusat Perkhidmatan Setempat, Blok C, Lantai bawah, Kementerian Pendidikan.**

Walau bagaimanapun, bayaran akan dikembalikan jika pihak Kementerian Pendidikan berhasrat untuk **membatalkan** sebutharga (*quotation*) berkenaan.

12 Menyertakan **Salinan Resit Pembayaran** bersama Borang sebutharga yang dihadapkan.

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 SEBUTHARGA
JAWATANKUASA SEBUTHARGA PROGRAM 2
PERANCANGAN SEKTOR, PEMANTAUAN DAN
PERKEMBANGAN SISTEM
ONE STOP CENTRE
BLOCK 'C', GROUND FLOOR,
KEMENTERIAN PENDIDIKAN
LAPANGAN TERBANG LAMA, BERAKAS, BB3510
NEGARA BRUNEI DARUSSALAM

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

DILANJUTKAN SEHINGGA 2 NOVEMBER 2026

Bilangan Sebutharga :

DP/JKSH/112 (ICT-OKT-2026)

Tarikh Tutup :

26 OCTOBER 2026

Projek : TERM CONTRACT FOR IT SUPPORT SERVICES ON MOE APPLICATION SYSTEMS

Pengarah
Jabatan Teknologi Maklumat dan Komunikasi
Kementerian Pendidikan Negara Brunei Darussalam.

Tarikh: 8/10/2026

JABATAN TEKNOLOGI MAKLUMAT DAN KOMUNIKASI

INSTRUCTIONS TO TENDERERS

1.0 QUOTATION DOCUMENTS

1.1 Tenderers will each be provided with The Quotation Document, which shall consists of :
a) Instructions To Tenderers
b) Form of Quotation (Part A)
c) Terms of Quotation (Part B)
d) Kenyataan Sebutharga
e) Summary of Quotation (Works/Supply/Services)
f) Schedule of Works (for Term Contract only)
g) Declaration by Tenderers
h) Information on the Local Content
i) Information on the Distribution of Labour Quota
j) Attachment C, C1 & C2
k) Work Programme
l) Particular Specification (if necessary)

2.0 SUBMISSION OF QUOTATION

2.1 The fee for the quotation document is **$5.00 (Five Ringgit Only)**. This fee is **non-refundable** and must be paid at the **Cash and Revenue Unit, Counter 8, One-Stop Service Center, Block C, Ground Floor, Ministry of Education.**

In the case of the Government intends to cancel the quotation, the payment will be **refunded.**

2.2 **A copy of the payment receipt must be attached** to the relevant quotation form.

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

QUOTATION : **DP/JKSH/112 (ICT-OKT-2026)**

QUOTATION FOR : **TERM CONTRACT FOR IT SUPPORT SERVICES ON MOE APPLICATION SYSTEMS**

To:
PENGERUSI
PETI SEBUTHARGA
JAWATANKUASA SEBUTHARGA PROGRAM 2
PERANCANGAN SEKTOR, PEMANTAUAN DAN
PERKEMBANGAN SISTEM
ONE STOP CENTRE
BLOCK 'C', GROUND FLOOR,
KEMENTERIAN PENDIDIKAN
LAPANGAN TERBANG LAMA, BERAKAS, BB3510
NEGARA BRUNEI DARUSSALAM

on: 26 October 2026, not later than 9.00 a.m.

2.4 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.

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

2.6 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 VALIDITY OF QUOTATION

3.1 Tenders shall remain valid for SIX 6 MONTHS from the final date of submission of Quotation and no Tenderer may withdraw his Quotation within that Period. The Officer In Charge shall reserve the rights to extend (or not extending) the tender validity period.

4.0 NO SITE VISIT

4.1 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.

4.2 The Tenderer shall also be responsible for making all the necessary arrangements with the Officer-In-Charge in visiting the site (i.e. date and time of visit).

4.3 Officer-In-Charge details:
Name: Faidhilah bin Hj Majit & Contact No.: 8650813

5.0 TENDERER'S RESPONSIBILITIES

5.1 Each Tenderer is held to have checked all pages as stated in the Contents of the Qoutation Document and is to refer to the Officer In Charge for any missing or damaged pages, missing or damaged drawings or duplication.

5.2 No alterations or qualifications of any kind whatsoever may be made by the Tenderer to the text of the Quotation Documents. Any alteration or qualification made by the Tenderer shall be ignored and the original text shall be adhered to.

5.3 Any unauthorized condition, limitation or provision attached to the Quotation, or in any covering letter, shall be ignored and may result in the rejection of the Quotation.

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

6.0 DISCREPANCIES AND ERRORS

6.1 Should the Tenderer find any discrepancies, deviations, errors or omissions in the Quotation Documents prior to submitting his Tender, he shall notify the Officer In Charge in writing thereof before the Closing Date of Quotation.

6.2 Should the Tenderer make any errors in his extensions and/or in carrying forward to the "Total Amount of Quotation" or any obvious pricing errors, such errors shall be so rectified and adjusted that when correctly calculated, **the total to the "Total Amount of Quotation shall represent the same amount as that tendered by the Tenderer in the "Form of Quotation". The Form of Quotation shall take precedent to the Total Amount of Quotation.**

6.3 Any errors or omissions in the Tenderer's rates and extensions in the Quotation Documents shall be rectified and adjusted such that the total amount shall be the same amount as that in the Form of Quotation as tendered by the Tenderer.

6.4 Tenderers are advised that the rates inserted in the Quotation must correctly reflect the cost of the works. If during evaluation of Quotation, rates are found, which, in the Officer In Charge's opinion, do not correctly reflect the cost of the particular item, the Quotation may be rejected or if considered for acceptance, shall be subject to adjustment of rates with prior agreement from the Tenderer, to provide a more equitable distribution of cost.

7.0 AMENDMENT OF QUOTATION PRICES

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

7.2 The Government shall **disqualify Quotation with amendment of Quotation Prices using Correcting Fluid or other erasing agent.** Any amendment shall be made by duly crossing out the original figures and writing the amended figures above or adjacent to the original figures. All amendment shall be duly signed by the Tenderer.

8.0 QUOTATION TO BE ON A FIRM PRICE BASIS

8.1 The Tender shall be made on the basis of the rates and prices in the Quotation Documents being firm and not subjected to any fluctuation in wage rates, prices of materials or any other costs.

9.0 AUTHORISED SIGNATORIES

9.1 Attestation of the "Form of Quotation", together with all appendices thereto the Quotation Documents shall only be signed by the **Chairman, Managing Director, Partner, Sole Proprietor, or whoever the authorized signatories, Letter of Authorization shall be submitted with the Quotation.** Such signature shall acknowledge that all details, prices and other particulars submitted with this Quotation have been checked, discussed, verified and agreed with him.

9.2 Tenderers shall submit with their Quotation a copy of the latest "Contractor's Registration Certificate", "Business Name Act Section 16 and 17" and "Particulars of Directors or Managers and of Any Changes Therein", where applicable.

9.3 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 writting to the Officer In Charge office for approval.

10.0 ACCEPTANCE OR REJECTION OF QUOTATION

10.1 Award of this Quotation shall not be based solely on the financial aspects but consideration shall be of organizational, programming and technical competence as demonstrated by the Tenderers in their overall Quotation submission.

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

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

11.0 ADENDA

11.1 Prior to the Date of Submission of the Quotations, the Officer In Charge may issue addenda to clarify or modify the Quotation Documents. A copy of each addendum shall be issued to every Tenderer, and shall become part of the Quotation Documents. Receipt of each addendum must be acknowledged on the form issued with the Addendum.

12.0 UNDERTAKINGS

12.1 In the event of a contract being awarded, any undertakings made by the Tenderer either at the Quotation assessment and recommendation interviews or in any subsequent correspondence, shall be incorporated into and shall form part of the Contract.

13.0 INFORMATION AND FULLY PRICED DOCUMENT

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

13.2 Failure to complete the "Form of Quotation", the "Additional Information to be supplied by the Tenderers" and any Quotation without the accompanying fully priced Summary of Quotation is liable to disqualification.

14.0 RATES AND PRICES

14.1 The rates set down against each item in the Quotation Document, unless expressly provided to the contrary, shall be deemed to include for the supply of materials including all labor for setting, fitting and fixing in position, supervision, establishment charges, duty, warranty that shall cover defects and support services after user acceptance test (if applicable), profit and any other expense and everything else necessary for the due and proper completion of each item.

14.2 The Supplier shall agree to supply any additional quantities, perform any work and provide any materials and services necessary to successfully complete the installation, commissioning of the required items even if such items are not mentioned or mis-stated in the Supplier proposed solutions.

14.3 The value of any items which are not priced or have dashes or suitable marks inserted in the cash columns shall be deemed to be of no value, or have been allowed for in the prices of other items elsewhere in the Quotation. No claim for payment in respect of unpriced items shall be admitted.

14.4 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.

14.5 The payment shall be 100% upon the completion of the delivery and tested in good working condition.

15.0 TAGS AND LABELLING

Item(s) supplied shall be labelled using the industrial sticker (that is not easily faded) with the information below:

a. Supplier Company name
b. Supplier contact number
c. Ministry asset ID (MOE/ICT/2018/P.O. NUMBER/ITEM NUMBER – TOTAL ITEM NUMBER)
eg:
MOE/ICT/2022/SF01A-0000XXXXXX/C1[CORE]/1-1 - Core Switch
MOE/ICT/2022/SF01A-0000XXXXXX/C1[ASW]/1-2 - Access Switch
MOE/ICT/2022/SF01A-0000XXXXXX/C2/1-10 - Wireless Access Switch
d. Serial number
e. Delivery No. and Date
f. Purchase Order No. and Date
g. Warranty expiry date

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 OFFICER IN CHARGE

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.

JABATAN TEKNOLOGI MAKLUMAT DAN KOMUNIKASI
KEMENTERIAN PENDIDIKAN, NEGARA BRUNEI DARUSSALAM

QUOTATION nos :
DP/JKSH/112 (ICT-OKT-2026)

PROJECT:

TERM CONTRACT FOR IT SUPPORT SERVICES ON MOE APPLICATION SYSTEMS

Item nos	Descriptions	Proposed System (Please state OR Yes/No)	Qty	Unit	Rate	Amount	
						$	cts
A	**PROVISION OF ON-DEMAND BUCKET HOURS FOR 24X7 TECHNICAL SUPPORT ON MOE APPLICATION SYSTEMS (12 MONTHS)** [1] To provide bucket hours for support services, on any application systems within MOE, for a period of TWELVE (12) months. [2] The intended bucket hours will be activated only when needed (on-demand). It shall not include travelling time. [3] The scope of work includes, but not limited to, the following: To perform 24x7 technical support for existing systems, including mobile application systems, that are developed using various platform languages (such as Laravel, Python, .Net, MySQL, MSSQL). The technical support includes migration work to OGPC, system / server optimization, addressing code changes, updating / patching, security update / optimization, troubleshooting and recovery, and disaster recovery adhering to required Recovery Time Objective and Recovery Point Objective standards.		1	Lot			
B	**PROVISION OF ENHANCEMENT AND DEVELOPMENT SERVICES FOR CLOUD-HOSTED WEB APPLICATIONS** [1] To provide enhancement and/or development on web applications hosted on cloud servers, including but not limited to VM virtualization, security, optimization, UI / UX enhancement, API creation and configuration, mobile app development, integration work with other systems, and adding new features. b. Provide remedial engineering support for operating system faults, application crashes, log rot maintenance and storage capacity remediation. c. Conduct local OS hardening, including disable unnecessary background services, audit active system users, restrict incoming port access via local firewall, and lock down SSH access mechanisms. d. Conduct backup on important files and data to external HDD or other server. e. Conduct CentOS 7 OS patches and update to the latest available version (where it last lapses).		1	Lot			

Company Stamp /

Owner / Director Signature :
Tandatangan Pemilik / Pengarah Syarikat :_____

C	**PROVISION OF MIGRATION SERVICES FOR ON-PREMISE/LOCALHOST WEB APPLICATIONS TO CLOUD SERVERS** [1] To provide the migration of web applications currently hosted from on-premise servers or localhost servers to be migrated to cloud servers, including but not limited to VM virtualization, security, optimization, UI/UX enhancement, API creation and configuration, mobile app development, integration work with other systems, and adding new features involved during the migration process.		1	Lot			
D	**PROVISION OF KNOWLEDGE SHARING AND TRAINING ON TECHNICAL CHANGES, ENHANCEMENTS AND OPTIMIZATION** [1] To provide knowledge sharing and any related training (if required) on technical matters upon the change, enhancement, optimization done on all item above.		1	Lot			
E	**REQUIREMENT FOR DOCUMENTATION AND JOINT VERIFICATION OF WORK DONE AS SUPPORTING DOCUMENT FOR PAYMENT** [1] Any work done is required to be recorded, documented and verified by both parties. This documentation is required to be included as a supporting document for the payment process.		1	Lot			
F	**Maintenance Period (12 months)**	**YES / NO**					

G	**Delivery Period (Please state no of days)** (Within 14 days from the Purchase Order date)	**_____ DAYS** **YES / NO**	

	C/F		
	Total Amount Carried Forward to Form of Quotation		

Company Stamp /

Owner / Director Signature :
Tandatangan Pemilik / Pengarah Syarikat :_____

PENGAKUAN (DECLARATION)

BIL SEBUTHARGA (QUOTATION NO)	:	**DP/JKSH/112 (ICT-OKT-2026)**
TAJUK SEBUTHARGA (QUOTATION TITLE)	:	**TERM CONTRACT FOR IT SUPPORT SERVICES ON MOE APPLICATION SYSTEMS**
JABATAN/KEMENTERIAN (DEPARTMENT/MINISTRY)	:	**TEKNOLOGI MAKLUMAT DAN KOMUNIKASI / 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)

MAKLUMAN MENGENAI DENGAN SENARAI PEKERJA TEMPATAN

INFORMATION ON THE LOCAL CONTENT

(To be filled up by Contractors 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: .....

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

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

LAMPIRAN 'C2'
BPKP

Rujukan : LTK/26

Kepada,

Pengarah Jabatan Teknologi Maklumat dan Komunikasi
Jabatan Teknologi Maklumat dan Komunikasi
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/112 (ICT-OKT-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.