

BIL	Quotation Reference	Description	Advertisement Date	Closing Date (Not Later Than 2.00PM)	Quotation Fee	Requesting Department	Focal Person
2	(135) PSD/QTN/2022/ESTET – (MOH)	<p align="center"><b>ONE (1) YEAR TERM CONTRACT OF COMPREHENSIVE MAINTENANCE AND REPAIR OF GENERATOR SET IN HOSPITAL PENGIRAN ISTERI HAJJAH MARIAM, TEMBURONG</b></p> <p align="center"><b>CATEGORY E01, KA01 &amp; M01</b></p> <p><b><u>ELIQUIBILITY FOR TENDERERS:</u> QUALIFICATION OF SUPPLIER / TENDERER: MUST BE REGISTERED WITH MINISTRY OF HEALTH AND / OR MINISTRY OF DEVELOPMENT</b></p> <p align="center"><u>PLACE OF SUBMISSION:</u> QUOTATION BOX (GROUND FLOOR) MINISTRY OF HEALTH COMMONWEALTH DRIVE BANDAR SERI BEGAWAN, BB 3910 NEGARA BRUNEI DARUSSALAM</p>	03/12/2022	17/12/2022	\$5.00	BAHAGIAN PENGURUSAN ESTET DAN PERKEMBANGAN PROJEK, KEMENTERIAN KESIHATAN.	<p align="center">HAJI ZAINAL ARIFFIN BIN HAJI SALLEH</p> <p align="center">PMK PENOLONG PENGARAH KEMAJUAN PROJEK</p> <p align="center">TEL: 5221526 ext 219</p>

## TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)

1. Before tendering, the tenderer shall visit the site where the Works are to be carried out and shall also carefully examine the relevant Terms and Conditions of Contract, Drawings, Specification and all other accompanying schedules, etc.

If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the **Head of Estate , PIHM (Hospital) Estate Management, MOH [Tel: 5221526 EXT: 219].**

On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration; -
  - (a) Valid Tenderer's Registration Certificate from the Ministry of Development **Category EO1, KAO1 & MO1** and/or Ministry of Health.
  - (b) Business Enactment Act Section 16 & 17.
  - (c) The Tender Form **MUST be signed by the Owner, or the Director of Shareholder(s) of the Company** stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development.
  - (d) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry of Development. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated. Any tender which is incomplete or unsigned will render the tender to be rejected.

3.
  - (a) Tenders and documents in connection therewith as specified above, must be delivered to the place at or before the time specified.
  - (b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
  - (c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

Tenders shall remain valid for **3 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.
5. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.
6. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.
7. The tender fee shall be **B\$5.00 [Five Dollar Only]**
8. No unauthorized alteration or use of 'blanco' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialed.
9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.
10. The tender must be done in the official printed tender forms which is available from the **PURCHASING AND PROCUREMENT SECTION, MINISTRY OF HEALTH.**

The completed tender documents are to be lodged on or before  
enveloped addressed to :-

**2:00 PM on SATURDAY** in a sealed

**TENDER / QUOTATION (QTN) BOX**

**PENGERUSI SEBUTHARGA  
TINGKAT BAWAH  
KEMENTERIAN KESIHATAN  
JALAN COMMONWEALTH DRIVE  
NEGARA BRUNEI DARUSSALAM**

The top part of the sealed envelope must be written stating the following :-

Quotation No. : \_\_\_\_\_ Quotation Closing Date : \_\_\_\_\_

Title : **ONE YEAR TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF GENERATOR SET IN PENGIRAN ISTERI HAJJAH MARIAM HOSPITAL, TEMBURONG**

ONE (1) YEAR TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF  
GENERATOR SET IN PENGIRAN ISTERI HAJJAH MARIAM HOSPITAL

SCOPE OF WORKS

1. GENERAL

- 1.1 Tenderers are sought from suitably qualified contractors who wish to be considered for the comprehensive maintenance and repair (hereinafter referred to as "Maintenance Services") of Generator Set as set out in **Schedule I – List of Equipment**, at PIHM Hospital for a duration of ONE (1) year.
- 1.2 The Contractor shall provide Maintenance Services for the system inclusive of all necessary spare parts and replacement parts ensure that the system is kept in good working order and condition and functioning efficiently within the manufacturer's specification. The Maintenance Services consist of:
- Preventive Maintenance
  - Corrective Maintenance
- 1.3 All prices to be quoted shall include labour parts and transport charges.
- 1.4 The tenderer shall also ensure that technical services shall be available twenty-four (24) hours a day for the convenience of the Government to provide assistance for any emergency service. In the event that any attended calls are made during the preventive maintenance period, there shall not be any charges for the replacement of parts.

2. MAINTENANCE SERVICES

2.1 PREVENTIVE MAINTENANCE

- 2.1.1 Scheduled or routine preventive maintenance, which includes testing and inspection, on the system shall be performed during Government working hours ( 07.45 am – 12.15 pm and 01.00 pm – 04.30 pm).
- 2.1.2 Preventive maintenance shall be performed in accordance with the maintenance schedules set out in **Schedule 'II' – Plant Preventive Maintenance Schedules (PPM)** recommended by the manufacturers' service manuals.
- 2.1.3 Although the maintenance schedules may not include instructions for every component of each item of the equipment, the Tenderer is expected to carry out the usual maintenance process in accordance with the normal trade practices and to meet specific requirements of the respective equipment's manufacturer's recommendations.
- 2.1.4 The frequencies of the preventive maintenance may be adjusted by mutual agreement, to suit the duty and conditions of operation of the system's equipment.
- 2.1.5 Where follow – up work is considered necessary and involves further repairs the Tenderer shall notify the Superintendent Officer of the extent of the repairs before proceeding with the work.
- 2.1.6 The Tenderer shall ensure that downtime of any of the equipment within the system is kept to a minimum. The maximum period for which any equipment to be continuously out-of service shall be **One (1) day**. A penalty of **B\$100.00 per day** shall be imposed if the said period is exceeded and that, it is in the opinion of the Superintendent Officer, the system ought reasonably to have been put back to service.

- 2.1.7 The tenderer is also required to submit monthly report covering details of periodic inspection servicing and repairs. The monthly report shall include, but not limited to, a log showing time when fault notice was received, nature of fault, time when rectification works was initiated, actual time taken for repair, materials and parts used.

## 2.2 CORRECTIVE MAINTENANCE

- 2.2.1 Corrective Maintenance shall be performed at **ANY TIME (inclusive of public holiday)** upon notification by the Superintending Officer or his representative.
- 2.2.2 The Tenderer shall dispatch his competent mechanics/technician to a site specified by the Superintending Officer or his representative within 40 minutes (hereinafter "Response Time") after being notified in writing or telephone that a fault is reported via a "Service Call Slip" which the Tenderer shall collect prior to commencing the repair or replacement works. This Service Call Slip must be certified by the Superintending Officer or his representative with an official stamp, time in, time out and date.
- 2.2.3 If the response Time is exceeded, a **penalty of B\$50.00 per hour** upon the Tenderer for every hour or part thereof that the Response time is exceeded.
- 2.2.4 The mechanics/technician shall complete any repair or replacement of parts within seven (7) days from the time the mechanics/technician arrives at the specified site. **A penalty of B\$100.00 per day** shall be imposed if the said downtime is exceeded and that, it is in opinion of Superintending Officer, the system ought reasonably to have been put back to service.
- 2.2.5 Any breakdown report(s) shall be forwarded to the respective Estate Maintenance Section on the next working day of approval of EMS's Superintending Officer.

## 2.3 ADDITIONAL SERVICES

- 2.3.1 The Tenderer shall service the existing panels such as tightening the cable, terminations, replacement of fused indicating lights, faulty meters, tidying up the internal wirings, relays, components and boards.
- 2.3.2 The Tenderer is also required to provide necessary protection against the existing plants and equipment in the adjacent working areas while carrying out the Maintenance Services.

## 3 SPARE PARTS

- 3.1 The Tenderer shall maintain sufficient spare parts which are commonly used to ensure and enable all preventive maintenance to be carried out and to replace any parts which may reasonably be expected to be needed due to breakdown.
- 3.2 The Tenderer shall submit a price list of all parts or item as listed out in **Schedule III – Schedule of Rates**. This list shall be inclusive of all duties, taxes, labour charges, transport charges and maintained for one year.
- 3.3 Tenderer shall remove and replace any parts supplied which are damaged, defective or do not meet the respective specification. Failure to do within the **stipulated time** by the Superintending officer may result in the removal of the part/s by the Superintending Officer and replaced by others. The Government reserves the right to recover all costs and expenses incurred for such removal and replacement.

- 3.4 A grace period of **two (2) weeks** for repairs which are outstanding due to unavailability of spare parts or awaiting spare parts, after which penalty of **B\$100.00 per day or part thereof** shall be imposed. A written notice will be given to the Tenderer seven (7) days prior to expiry of the grace period and start of the penalty.
- 3.5 If, in the opinion of the Superintending Officer, any of the parts supplied are not in accordance with the specifications, the Superintending Officer reserves the right to submit the part/s to expert examination and/or test. All costs in connection therewith shall be done by the Tenderer unless such examination and/or test show that the said part/s is/are in accordance with its specification/s.
- 3.6 The service engineer shall complete any repair or replacement of parts within fourteen (14) **days** from the time the service engineer arrives at the site.
- 3.7 The contractor shall supply all replacement part, spare parts and materials necessary for the proper operation, routine preventive maintenance and breakdown repairs of the system.
- \* These shall be genuine parts and materials approved by the system manufacturers and where new parts or materials are to be used, the Superintendent Officers approval shall be an advance.
- 3.8 The contractor shall give (9) months warranty period to all replacement parts and repair after complete works done

#### **4 INSURANCE**

- 4.1 The Tenderer shall warrant that he will maintain at his own expenses, comprehensive general liability, errors and omissions, worker's compensation, public liability, property damage and automobile liability insurance. The Tenderer shall note that all insurance should cover throughout the contract period of one (1) year and, any approved extension of time.

#### **5 LOG BOOKS AND REPORTS**

- 5.1 A record of the work done on each maintenance visit for each location in **Schedule I** shall be noted in a log book by the Tenderer.
- 5.2 The log book must show the date, time and duration of work performed; a description of work performed and the name of the Tenderer's personnel responsible for performing the work.
- 5.3 Completion of the maintenance visit shall be affixed via the technician's signature and shall be confirmed in writing by the Superintending Officer or his representative.
- 5.4 The log book must be available for inspection by the Government at any time.
- 5.5 The Tenderer shall also submit Maintenance Service Reports in a format acceptable the Government and shall include the following information.
- Reference number of any equipment of the system;
  - Job number;
  - Date of completion of job;
  - Date, time and total time any equipment of the system is made unavailable to the Government;
  - Name of Tenderer's technician/personnel responsible for carrying out the job;
  - and

- Comments of the person requesting the Maintenance Services.
- 5.6 Any verbal reports made by the EMS on any breakdown shall be made available to the Superintending Officer or his representative within twenty-four (24) hours of receiving the complaint. Such report must state the nature of the fault, work done and whether any further work is required.

## 6 EQUIPMENT AND TOOLS

- 7.1 The Tenderer shall insure that all technicians working on site are equipped with adequate equipment and/or tools to enable them to carry out their work safely, accurately and without risk of causing any damage to the system or any of the buildings. Such equipment and tools include but are not limited to the following:
- Multitester
  - Insulation Tester
  - Test pin
  - Fuse
  - General Tool kit

## 7 CONTRACT PRICE AND PAYMENT

- 8.1 The tenderer shall quote the cost of an annual service contract which shall consist of the maintenance services charges and the cost of parts replaced (if any), upon receipt of:

- Three (3) copies of invoice;  
1 Original invoice  
1 Duplicate invoice
- Service call Slip; and
- A detailed Maintenance service Report

- 8.2 The tenderer shall submit the invoice of the previous month within first week of the following month. All claims shall be addressed to respective:

**Head of Section  
Estate Maintenance Section  
HOSPITAL PIHM, TEMBURONG  
Negara Brunei Darussalam**

- 8.3 Payment will be made within forty-five (45) days after submission of the invoice and other related documents, subject to any deduction under the Contract and satisfactory certification by the Government during the preceding month.

## 9 USE OF SITE

- 9.1 The contractor shall not use the site for any purpose other than that of carrying works in connection with the performance of the contract.
- 9.2 The contractor shall at all times keep the site clear and free from all surplus materials, rubbish, debris arising from the execution of the works and shall keep the site in a clean condition.

#### **10 TWO-WAY RADIO FOR COMMUNICATIONS**

The contractor shall provide (4) numbers of two-way radio communications (walkie-talkie) OR other approved equivalent alternative type of effective communication for use of the S.O. and his staff as mean of communication. All charge associated with commissioning, licensing and maintenance shall be borne by the contractor.

#### **11 HEALTH AND SAFETY, PRECAUTION AGAINST CONTROL**

The contractor shall provide all necessary measure, comply with all occupational health and safety regulations and rules that are force, and comply with all orders and instructions given to him from time to time by the Superintending Officer in regard to occupational health and safety persons in the vicinity of the site and including safety and other regulation in force in the Hospital/Health Centre/Clinics and any requirements of local Authority and/or Public Service Authority. No claim by the contractor for additional payment shall be allowed on the grounds of any misunderstanding or misinterpretation due lack of knowledge of these conditions, regulations and requirements.

# SCHEDULE I

## LIST OF EQUIPMENT AND SITE LOCATION



### RATES OF MAINTENANCE VISIT

ITEM	LOCATION	QTY	MAKE		CAPACITY (KVA)	TASK A (MONTHLY)			TASK B (QUARTERLY)			TASK C (6 MONTHS) X1		TASK D (ANNUALLY) X1	
			ENGINE	ALTERNATOR		Rate	No	Amount	Rate	No	Amount	Rate	Amount	Rate	Amount
			CUMMINS STAMFORD H5575/2												
1.	GENERATOR ROOM	1	37106644	58641	525		X 8			X 2			X 1		X 1
TOTAL PER YEAR =						\$									

# **SCHEDULE II**

## **PLANT PREVENTIVE MAINTENANCE SCHEDULE**

**MAINTENANCE SERVICING CHECK LIST**

ENGINE SYSTEM	TASK	DESCRIPTION	CHECK			
			MONTHLY TASK A	QUARTERLY TASK B	6 MTH / 250HRS TASK C	ANUALLY TASK D
			(Including Appendix II)			
Lubricating	Check	Leaks	*	*	*	*
		Operation of Heater	*	*	*	*
		Engine oil level	*	*	*	*
		Hydraulic Governor oil level		*	*	*
		Pull flow filter		*	*	*
		By-pass filter		*	*	*
		Hydraulic Governor oil		*	*	*
Cooling	Check	Leaks	*	*	*	*
		Radiator air restriction	*	*	*	*
		Hose and connections	*	*	*	*
		Coolant level	*	*	*	*
		Anti-freeze and DCA Concentration	*	*	*	*
		Belt condition and tension	*	*	*	*
		Fan hub, drive pulley and water pump	*	*	*	*
		Heat exchange zinc anode plugs				*
		Motor operated louvers		*	*	*
	Change	DCA water filter		*	*	*
Clean	Cooling System		*	*	*	
Air intake	Check	Leaks	*	*	*	*
		Air cleaner restriction	*	*	*	*
	Clean	Piping and connect Crankcase breather		*	*	*
		Or change air cleaner element				
Fuel	Check	Leaks	*	*	*	*
		Fuel level	*	*	*	*
		Governor linkage		*	*	*
		Fuel lines and connection		*	*	*
		Fuel transfer pump	*	*	*	*
	Drain	Sediment from tanks		*	*	*
Change	Fuel filters		*	*	*	
	Float tank breather				*	
Exhaust	Check	Leaks	*	*	*	*
		For exhaust restriction	*	*	*	*
	Drain	Condensate trap	*	*	*	*
	Tighten	Exhaust manifold & turbo charger	*	*	*	*
		Capscrews				*

ENGINE SYSTEM	TASK	DESCRIPTION	CHECK			
			MONTHLY TASK A	QUARTERLY TASK B	6 MTH / 250HRS TASK C	ANUALLY TASK D
			(Including Appendix II)			
Electrical	Check & Test	Battery charger	*	*	*	*
		Battery electrolyte level and specific gravity	*	*	*	*
		Safety controls and alarm		*	*	*
Engine Related	Check	Unusual vibration	*	*	*	*
	Tighten	Mounting hardware				*
	Clean	Engine	*	*	*	*
Main Generator	Check & Test	Air inlet & outlet for restriction	*	*	*	*
		Winding & electrical connections				*
		Operation & generator heater strips				*
	Grease	Bearing		*	*	*
		Measuring & record generator winding resistance				*
	Checks & Clean	Generator		*	*	*
Switchgear	Check & Test	Start switch in Auto	*	*	*	*
		Instrumentation				*
		Power distributor wiring & connections		*	*	*
		Power circuit breaker		*	*	*
		Transfer switch		*	*	*
Operation Procedures	Perform	Operational load test	*	*	*	*
		Generator load bank test				*
	Check	Service tool availability	*	*	*	*
Housekeeping	Perform	General housekeeping of the genset room, control panel, AMF and outside surrounding area.	*			

## SCHEDULE II : FREQUENCY

### **1.0 General**

The maintenance schedule under this contract has been classified generally into four (4) categories as follows:

- a) Monthly Maintenance (Class A task)
- b) Quarterly Maintenance (Class B task)
- c) Every 6 Month Maintenance (Class C task)
- d) Yearly Maintenance (Class D task)

### **2.0 Plant Room**

The plant room shall be maintained in a clean and tidy at all the times (inclusive of the external valve chambers) and no waste or scrap materials are to be allowed to accumulate. No items will be stored in any plant room unless specifically required for a task within said plant room. Plant rooms are to be locked after each visit.

### **3.0 Stand-by Plant**

Where stand-by unit is installed, the unit shall be changed over each month in order that the stand by unit becomes the duty unit and its operating performance can be checked. This will also ensure that all plant items are subjected to equal working times.

### **4.0 Service Report**

Service reports shall be submitted to the S.O. within two working days at a service being carried out. The service report is to show full detail of the service and is to state the exact condition of the machine inspected. Any defects found during the inspection are to be clearly described on the service report.

### **5.0 Maintenance Schedule List**

The list of maintenance schedule is outlined in schedule of equipment. The contractor shall adhere closely to the procedures for the scheduled maintenance in the systems. The list is by no means exhaustive and has intended to serve as an essential guide and the contractor shall have engaged competent specialists familiar with the nature of works and prepare such procedures and maintenance programs wherever necessary for the proper execution of the works. These procedures and maintenance programs are to be properly formulated and prepared for the engineer's comments and approval within fourteen (14) days upon award of the total maintenance service contract.

### **6.0 Stand By Generator & Mechanical System**

The procedures compiled below are intended only as a guide and cover only the MAJOR equipment used in the system. All related system components which are not listed below should be maintained.

### **7.0 Engine, Radiator and Alternator.**

The maintenance schedule shall be in accordance to the manufacturer's recommendations.

#### **Cooling and Air Intake**

- a) To be checked for any water leak, hose and any connection at the cooling system.
- b) To be checked air intake and air cleaner, when necessary change air cleaner element.

#### **V-Belt Drive**

- a) To be checked for the correct tension and signs of wear.
- b) Tension to be adjusted where necessary

**NOTE:** Do not tighten V-Belts. As a guide V-belt tension should be 19mm to 32mm deflection. If in doubt, please refer to manufacturer's guidelines.

- c) Worn belts to be reported.

#### **Pulley**

- a) To be checked for the secure fixing and if found loose to be tightened.  
Misalignment of pulley is indicated by excessive wear on one side of the drive belts.
- b) Alignment of pulleys to be checked and adjusted as necessary. Using either a straight edge or string line.

**NOTE:** After adjustment, re-check tension of V-Belts.

#### **Motor and Fan Bearings**

- a) To be checked for wear, noise and lubrication. For instance, the average life of the maintenance free bearings of lithium base grease used in the Daikin Modlair Air Handling Unit has a 20,000 hours average life.
- b) Lubricate bearing if dry.

**NOTE:** Do not over lubricate. Failed bearings that are over lubricated will be replaced at the contractor's expense.

- c) Noise / wear to be investigated and reported. If found to be severe, unit should be left switched off and reported immediately.
- d) Shaft couplings if fitted to be checked for wear and secure fitting.

#### **Fans and Fan Housing**

- a) Fan blades to be inspected for any signs of damage, looseness and reported if found.
- b) To be checked for secure fitting.

#### **Electrical Connection**

- a) To be checked for damage or looseness, repair or tightened as required. Record readings of motors running current.
- b) Clean any dust build-up on fan motor.

#### **Condense**

- a) Trays, pans and drain lines to be cleaned as necessary.
- b) Check for water leaks, damage to pan, drain line and repair or report.

#### **Insulation**

- a) Internal and external to be checked for damage and looseness. Fix back or report.

### Panels

- a) To be checked for secure fixing.
- b) Replace any missing screws.
- c) Check panel seals and report if leaking.

### Damages or Corrosion

- a) Check wire brush and repaint damaged are with red oxide paint / cold galvanizing and other with two (2) layer of finishing coats. Report any damage.

### Cleanliness

- a) Keep plant room and the external surface of the equipment clean and tidy.

## **8.0 Monthly Maintenance (Class A tasks)**

- a) All items listed under monthly Maintenance (Class A Tasks and Schedule in Appendix I).

## **9.0 Quarterly Maintenance (Class B Tasks)**

- a) All items listed under Quarterly Maintenance. (Class A Tasks and Schedule in Appendix 1 & II)

## **10.0 6 Month Maintenance (Class C Tasks)**

- a) All items listed under monthly and quarterly Maintenance (Class A & B Tasks and Schedule in Appendix I & II).
- b) Change all V-belts.
- c) Dry base of unit and paint internally with anti-rust paint or coating as per manufacturer's guidelines.

### Electrical Panel

- a) Random check of electrical connection for damage and security retighten as necessary or report.
- b) Check control operation.
- c) Check for noisy contactors
- d) Check timer and change over relays and overloads and record settings.
- e) General cleaning of electrical panel.
- f) Electrical connections to be checked for damaged and looseness. Repair or tighten as required. Record motor running amps.

## **11.0 Yearly Maintenance ( Class D Tasks)**

- a) All items listed under weekly and monthly Maintenance (Class A, B, C and Tasks and Schedule in Appendix I & II).
- b) Motor. Clean vents as necessary.
- c) Electrical Connections. To be checked for damaged and looseness. Repair or tighten as required. Record motor running amps.

## MAINTENANCE SERVICING CHECK LIST

Client Department : \_\_\_\_\_ Engine Model : \_\_\_\_\_  
 Location : \_\_\_\_\_ Alternator Model : \_\_\_\_\_  
 Quarterly Servicing No. : \_\_\_\_\_ Date : \_\_\_\_\_

S/N	ENGINE	REMARKS
1	Checks engine oil level. Top up if engine oil is low	
2	Check lube oil filter	
3	Check fuel oil filter	
4	Check tension of V-belt. Adjust if necessary	
5	Check condition of V-belt. Replace if damage or worn out.	
6	Check air filter. Change or clean if necessary.	
7	Check leakage for fuel pipes to engine. Tighten if necessary.	
8	Check fuel pump.	
9	Check lube oil cooling pipers. Tighten if necessary.	
10	Check water temperature switch. Replace if damage.	
11	Check lube oil pressure switch. Replace if damage.	
12	Check starter motor connection. Tighten if necessary.	

S/N	RADIATOR	REMARKS
1	Check radiator water level. Top up if level is low.	
2	Check radiator leakage.	
3	Check cooling water pipes connected to engine. Tighten if necessary	
4	Check tension of V-belt. Adjust if necessary	

S/N	ALTERNATOR	REMARKS
1	Check alternator to engine flywheel housing securing bolts. Tighten if necessary.	
2	Check alternator guard. Tighten if necessary.	
3	Check inside of alternator if necessary.	
4	Check connection on terminal box of alternator. Tighten if necessary.	

S/N	SKIDBASE	REMARKS
1	Check engine holding down bolts. Tighten if necessary.	
2	Check alternator holding down bolts. Tighten if necessary.	
3	Check radiator holding down bolts. Tighten if necessary.	
4	Check spring isolator mounting bolts. Tighten if necessary.	

S/N	BATTERY	REMARKS
1	Check battery condition	
2	Check battery water level. Top up if water level is low.	
3	Check battery terminal connection.	
4	Clean and grease battery terminal.	



S/N	DAILY FUEL TANK	REMARKS
1	Ensure all valves are open	
2	Check for leakage	
3	Check fuel oil capacity. Top up if fuel level is low.	

S/N	AMF PANEL	REMARKS
1	Press lamp test button, check for bulb blow. Replace if necessary	
2	Check damage or crack on all indicating meter. Replace if necessary.	
3	Check all wiring connection. Tighten if loose.	
4	Check all fuses. Replace if necessary.	
5	Check inside of AMP panel. Clean if necessary.	
6	Check battery charger condition.	

S/N	START UP CHECK (AMF PANEL)	REMARKS
1	Ensure selector switch is at 'manual' and breaker is at 'Off' mode and 'Start' the gen-set	
2	Check all meters for functionality.	
3	Check battery charger for malfunction.	
4	Test protective device for high water temperature trip.	
5	Test protective device for low lube water temperature trip.	
6	Test protective device for over speed trip.	
7	Test protective device fail to start.	

S/N	START UP CHECK (GENERATOR SET)	REMARKS
1	Check for lube oil leakage.	
2	Check for water leakage.	
3	Check for fuel leakage.	
4	Check for abnormal running sound from turbo-charger.	
5	Check for excessive vibration.	
6	Check for governor linkage.	
7	Check AVR voltage stability.	
8	Check for dark exhaust smoke if any.	
9	Continue gen-set running for 15 minutes.	

S/N	STANDBY CHECK (AMF PANEL)	REMARKS
1	Ensure selector switch is at 'Auto' and breaker is at 'On' mode.	

Contractor / Company Name

Confirm and Accepted by

.....  
Service Engineer / Technical

.....  
Client Department Representative

Print Name : .....

**SPECIFICATION FOR PAINTING****1. WORKMEN**

- 1.1 None other than skilled workmen are to be employed, except apprentices and labourers. A properly qualified foreman is to be constantly on the job whilst the work is proceeding.

**2. SCAFFOLDING**

- 2.1 All the necessary scaffolding, tools and appliances and everything else required for the execution of the work are to be supplied by the contractor.

**3. FITTINGS**

- 3.1 All metal fittings as directed by the MWSS are to be removed before the preparation processes are commenced, cleaned and re-fixed in position on completion to the satisfaction of the ESTATE MAINTENANCE SECTION.

**4. DUST SHEET**

- 4.1 Clean dustsheets are to be provided for the adequate protection of floors, fixtures and surfaces not to be painted.

**5. MATERIALS**

- 5.1 All paints described in this specification are to be the products of **Imperial Chemical Industrials (ICI)** or equal and approved manufacture.

**6. MIXING**

- 6.1 All paints shall be thoroughly mixed before use, unless there is a specific instruction to the contrary by the manufacture on the container, e.g. "do not stir".

**7. THINNING**

- 7.1 Paints shall not be thinned without specific approval, but when necessary, thinning shall be carried out with the type of thinner and in the proportions recommended by the manufacturers of the paint.

**8. COLOURS**

- 8.1 All colours and finishes are to be selected or approved by the ESTATE MAINTENANCE SECTION. No consecutive coats of paint are to be of the same shade except in the case of white. Where doubt exists appropriate alternative shades should be ascertained from the manufacturer.

9. **PREPARATION**

9.1 **Generally.**

All loose and flaking paint shall be removed by means of an approved chemical paint remover, scraping or wire brushing as approved by the ESTATE MAINTENANCE SECTION.

9.2 **Metal work.**

All sound paints shall be cleaned with white spirit if greasy or detergent and water if dirty. Corroded areas shall be cleaned to bare metal by wire brushing and / or abrasion and cleaned with white spirit followed as quickly as is feasible by the specified primer. The first protective coat shall be applied as soon as the primer is hard dry not withstanding paragraph 11 below.

9.3 **Cement render and screeds:**

Loose and defective paint, efflorescence, fungi, lichen and moss shall be removed by wire brushing. All loose, weak and defective and screed shall be hacked off and replaced by similar or suitable material approved by the ESTATE MAINTENANCE SECTION. Large cracks shall be cut out with edges undercut and filled with the same, fine cracks shall be filled using an approved proprietary exterior quality filler. All repaired work shall be allowed at least **two weeks** to dry prior to the application of emulsion paint and **one month** before application of oil or epoxy paint.

9.4 Additional specific preparation processes shall be carried out as detailed in the painting schedule.

10. **APPLICATION**

10.1 All materials are to be applied in accordance with the manufactures instructions and normal good practice. Surfaces must be free from condensation and dusted or wiped with a tack rag to ensure freedom from dust or dirt.

11. **INSPECTION**

11.1 Painting shall not be started until the preparatory work has been completed to the satisfaction of the EMS. No subsequent coat shall be applied until the previous coat has harden and been similarly approved except insofar as is necessary to comply with manufacturers specific recommendation as to the correct interval between coats. No paint shall be applied to a material having excessive moisture content.

12. **PRIMED SURFACES**

12.1 Exposed primed or undercoated surfaces shall not be allowed to deteriorate before final coating.

13. **CLEARING UP**

13.1 All spills and spots of paint shall be completely removed from unpainted surfaces. All rubbish shall be cleared frequently. All glass shall be cleaned and overlapped paint brought to a clean straight edge. The contractor shall make good at his own expenses any damage to the structure, glass, decoration equipment or fittings resulting from his operations, and shall leave the premises and equipment and fittings clean and fit for operation.

**PAINTING SCHEDULE**

<u>SURFACE</u>	<u>PREPARATION</u> (See Legend)	<u>PRIMER</u>	<u>UNDERCOAT</u>	FINISHING COATS
Metal	1	Dulux grey Green chromate Metal primer	Dulux speed undercoat	2 x dulux gloss
Galvanised metal	1 & 2	Dulux green Green chromate Metal primer	Dulux speed undercoat	2 x dulux gloss
Rendered walls	3	Dulux alkali Resistant wall Primer sealer	Dulux speed undercoat	2 x ICI Pentalite emulsion paint
Concrete screeds	3	Million no. 1A Concrete Primer	Retan no. 2000 undercoat	1 x Retan no. 2000 enamel

**Legend :**

1. See paragraphs 9.1 and 9.2 of Specification.
2. 1 coat of ICI long life etch primer before application of grey green chromate metal primer.
3. See paragraphs 9.1 and 9.3 of Specification.

# **SCHEDULE III**

## SCHEDULE OF RATES

## SCHEDULE OF RATES

The price for the spare parts listed below for various equipment shall be inclusive of all labour taxes duties, freight and consumable etc. and shall remain in force for the entire duration of the maintenance contract.

### Capacity Range 500 - 550KVA

SOR No.	Description	Qty	Rate	Amount
	<b>SPARE PARTS AND ASSOCIATED EQUIPMENT</b>			
1	OIL FILTER. ( any type, make or size)	1 no.		
2	FUEL FILTER. ( any type, make or size)	1 no.		
3	AIR FILTER. ( any type, make or size)	1 no.		
4	INJECTOR COUP. ( any type, make or size)	1 no.		
5	FAN BELT. ( any type, make or size)	1 no.		
6	ALTERNATOR BELT. ( any type, make or size)	1 no.		
7	24V DC RELAY. ( any type, make or size)	1 no.		
8	240V DC RELAY. ( any type, make or size)	1 no.		
9	DC RELAY TIMER (0-30secs). ( any type, make or size)	1 no.		
10	DC RELAY TIMER (0-15secs). ( any type, make or size)	1 no.		
11	DC RELAY TIMER (0-10secs). ( any type, make or size)	1 no.		
12	STARTER SOLENOID. ( any type, make or size)	1 no.		
13	ENGINE GOVERNOR (controller). ( any type, make or size)	1 no.		
14	315A CHARGER OVER CONTACTOR. ( any type, make or size)	1 no.		
15	AUTOMATIC VOLTAGE REGULATOR. ( any type, make or size)	1 no.		
16	STARTER MOTOR. ( any type, make or size)	1 no.		
17	FUEL SOLENOID VALVE. ( any type, make or size)	1 no.		
18	GASKET ROOKER COVER. ( any type, make or size)	1 no.		
19	THERMOSTAT. ( any type, make or size)	1 no.		
20	OIL PRESSURE SWITCH. ( any type, make or size)	1 no.		
21	RADIATOR WATER COOLANT (price per litre)	1 Litre		
22	i) TURBO CHARGER	1 no.		
	ii) 12V DC CHARGER	1 no.		
23	HIGH TEMP WATER HOSE (price per meter)	1M		
24	COMPLETE WATER PUMP UNIT	1 Set		
25	AVR CARD	1 no.		
26	BATTERIES – FREE MAINTENANCE			
	i) N200	1 no.		
	ii) N150	1 no.		
27	DISTILLED WATER (price per Litre)	1 Litre		
28	NEON INDICATION LAMP C/W COVER AND BULB (any type, make or size)	1 no.		
	CARRIED FORWARD			

SOR/01

## SCHEDULE OF RATES

### SPARE-PARTS

To supply, delivery, installation, repair, Overhaul and commissioning of the following Generator Set :-

SOR No.	Description	Qty	Rate	Amount
29	PUSH BUTTON (any type, make or size) i) Start / Stop Button ii) Fault / Alarm Reset Button iii) Lamp Test Button	1 no. 1 no. 1 no.		
30	SWITCHES (any type, make or size) i) Selector Switch ii) Automatic transfer Switch c/w manual bypass	1 no. 1 no.		
31	METERS (any type, make or size) i) Ammeter ii) Voltmeter	1 no. 1 no.		
32	FUSES (any type, make or size)	1 no.		
33	To carry out Top Overhaul (Comprehensive) including to disconnect and removal an existing defective parts and fix new spare parts and reconnection, testing and commissioning system and associated equipment and etc.			
a	Capacity Range 500 - 550KVA	1 set		
34	To carry out General Overhaul (Comprehensive) including to disconnect and removal an existing defective parts and fix new spare parts and reconnection, testing and commissioning system and associated equipment and etc.			
a	Capacity Range 500 - 550KVA	1 set		
CARRIED FORWARD				

SOR/02

## SCHEDULE OF RATES

### SPARE-PARTS

To supply, delivery, installation, repair, Overhaul and commissioning of the following Generator Set :-

SOR No.	Description	Qty	Rate	Amount
	<b><u>CONSUMABLE ITEM</u></b>			
35	To supply and Top up DIESEL FUEL (approved type) Price per litre [ 1 gallon (UK) = 4.5 litres]			
i	1 drum / 159 Litres	1 Litre		
ii	200 gallons / 900 Litres	1 Litre		
iii	100 gallons / 450 Litres	1 Litre		
iv	50 gallons / 225 Litres	1 Litre		
36	Top up LUBRICATION OIL. Price per litre (approved type)			
i	60 gallons / 270 Litres	1 Litre		
ii	30 gallons / 135 Litres	1 Litre		
iii	10 gallons / 45 Litres	1 Litre		
iv	5 gallons / 22.5 Litres	1 Litre		
37	Thoroughly flush the system and replace with new lubrication oil. Price per litre,			
i	60 gallons / 270 Litres	1 Litre		
ii	30 gallons / 135 Litres	1 Litre		
iii	10 gallons / 45 Litres	1 Litre		
iv	5 gallons / 22.5 Litres	1 Litre		
38	Contractor to dispute the use of water oil to the wasted area designated by S.O.	1 Lot		
CARRIED FORWARD				



**SCHEDULE OF RATES**

The price for the spare parts listed below for various equipment shall be inclusive of all labour, taxes duties, freight and consumable etc and shall remain in force for the entire duration of the maintenance contract.

SOR NO.	Description	Qty	Rate	Amount
	<b>SPARE PARTS AND ASSOCIATED EQUIPMENT</b>			
	<b><u>Cables and Wiring</u></b>			
39	PVC Insulated single Core Cable (any colour). Price per metre			
a	1.5mm <sup>2</sup>	1M		
b	2.5mm <sup>2</sup>	1M		
c	4.0mm <sup>2</sup>	1M		
d	6.0mm <sup>2</sup>	1M		
e	10.0mm <sup>2</sup>	1M		
40	XLPE / SWA / PVC amour cables laid on G.S. cable Tray / PVC cable duct / underground c/w all Termination. Price per metre			
a	i) 10.0 mm <sup>2</sup> x 2 core	1M		
	ii) 16.0 mm <sup>2</sup> x 2 core	1M		
	iii) 25.0 mm <sup>2</sup> x 2 core	1M		
	iv) 35.0 mm <sup>2</sup> x 2 core	1M		
	v) 50.0 mm <sup>2</sup> x 2 core	1M		
	vi) 70.0 mm <sup>2</sup> x 2 core	1M		
	vii) 95.0 mm <sup>2</sup> x 2 core	1M		
b	i) 10.0 mm <sup>2</sup> x 3 core	1M		
	ii) 16.0 mm <sup>2</sup> x 3 core	1M		
	iii) 25.0 mm <sup>2</sup> x 3 core	1M		
	iv) 35.0 mm <sup>2</sup> x 3 core	1M		
	v) 50.0 mm <sup>2</sup> x 3 core	1M		
	vi) 70.0 mm <sup>2</sup> x 3 core	1M		
	vii) 95.0 mm <sup>2</sup> x 3 core	1M		
c	i) 10.0 mm <sup>2</sup> x 4 core	1M		
	ii) 16.0 mm <sup>2</sup> x 4 core	1M		
	iii) 25.0 mm <sup>2</sup> x 4 core	1M		
	iv) 35.0 mm <sup>2</sup> x 4 core	1M		
	v) 50.0 mm <sup>2</sup> x 4 core	1M		
	vi) 70.0 mm <sup>2</sup> x 4 core	1M		
	vii) 95.0 mm <sup>2</sup> x 4 core	1M		
CARRIED FORWARD				

**SCHEDULE OF RATES**

SOR No.	Description	QTY	Rate	Amount
41	PAINTING Carry out painting to equipment and plant room in accordance with the specification (Annex 111). Price per sq. meter)			
A	Painting of Metal	1 sq. m		
B	Painting of Galvanized Metal	1 sq. m		
C	Painting of Rendered Wall	1 sq. m		
D	Painting of Concrete Screed	1 sq. m		
42	Liasion with others for Load Test Installation, Testing and Commissioning.			
i.	Provide for the duration of the project a qualified project Liasion Officer who will liase and co-ordinate the work with the EMS other authorities Department or Ministry	1 Lot		
43	Dismantle, take down and remove all existing unserviceable mechanical / Electrical items to depot store or designated by S.O. Daily cleaning, remove refuse items from site, all necessary hacking and chasing for concealed conduit or underground pipesleeves; makes good disturbed areas to match existing finishes.			
i)	Any cost incur to repair or replace of defective usable M&E items during removing, transporting and delivery shall be borne by the contractor.	1 Lot		
CARRIED FORWARD				

SCHEDULE OF RATES

No.	Description	Supply & Fix (BS)
44.	<u>Labour rates for Non-schedule items</u> , Price per hour  a. Supervisor / Foreman b. Electrician c. Tradesman	
45.	Cost of supply spare parts not included in the schedule of rate @ plus _____ percent ( _____% ) to cost supply item to Contractor	

**WARRANTY ON REPAIRS**

Each repair carried out to entire satisfaction of the Supervising Officer (S.O) shall guaranteed against faulty materials or poor workmanship for a period of **six (6) Months**.

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

# **SUMMARY OF PRICES**

**SUMMARY OF PRICES**

**MAINTENANCE VISIT**

1. Schedule of Equipment, Schedule No.1, Rates for Maintenance item number A to G inclusive.

- a. Total of 1 No. Task 'A' inspection for all item.  
B\$ ..... (BRUNEI DOLLAR .....  
.....)  
.....)
- b. Total of 1 No. Task 'B' inspection for all item.  
B\$ ..... (BRUNEI DOLLAR .....  
.....)  
.....)
- c. Total of 1 No. Task 'C' inspection for all item.  
B\$ ..... (BRUNEI DOLLAR .....  
.....)  
.....)
- d. Total of 1 No. Task 'D' inspection for all item.  
B\$ ..... (BRUNEI DOLLAR .....  
.....)  
.....)
- e. ANNUAL COST OF MAINTENANCE VISIT  
Total of Task 'A', Task 'B', Task 'C' plus Task 'D' inspection for all items.  
B\$ ..... (BRUNEI DOLLAR .....  
.....)  
.....)

**REPLACEMENT ITEMS**

2. Schedule of Rates, Schedule No.2, Rates for replacement items, Serial Number 1 to 43 (i) inclusive.

- a. Total for item 1 to item 43 (i) inclusive.  
B\$ ..... (BRUNEI DOLLAR .....  
.....)  
.....)

**ESTATE MANAGEMENT  
MINISTRY OF HEALTH**

<input type="checkbox"/>	1. _____
	2. _____
	3. _____
<b>FOR OFFICIAL USE ONLY.</b>	

Quotation For : **ONE(1) YEAR TERM CONTRACT OF COMPREHENSIVE MAINTENANCE AND REPAIR OF GENERATOR SET IN HOSPITAL PENGIRAN ISTERI HAJJAH MARIAM, TEMBURONG.**

Quotation No : \_\_\_\_\_ Closed On : \_\_\_\_\_ Receipt No. : \_\_\_\_\_

**PART A - AGREEMENT**

1.0 On behalf of \_\_\_\_\_  
I, the undersigned, agree to carry out the above Works/Service/Supply\* for a sum of B\$ \_\_\_\_\_  
(Brunei Dollars \_\_\_\_\_ )

within a period of 12 Weeks / Months \* in accordance with the terms and conditions below.

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

2.1 IC No. : \_\_\_\_\_

2.2 Name & Signature : \_\_\_\_\_  
of Witness ( \_\_\_\_\_ )

2.3 IC No. : \_\_\_\_\_

2.4 Address : \_\_\_\_\_

2.5 Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

2.6 Date : \_\_\_\_\_

Company Stamp

**FOR OFFICIAL USE ONLY.**

3.0 On behalf of the Brunei Government, I accept your offer to carry out all/ items\*  
of the above for a sum of B\$ \_\_\_\_\_ (Brunei Dollars \_\_\_\_\_ )  
within a period of \_\_\_\_\_ Days / Weeks\* in accordance with the terms and conditions below.

4.0 \_\_\_\_\_  
( \_\_\_\_\_ )

4.1 \_\_\_\_\_  
For Senior Special Duties Officer

4.2 Name & Signature : \_\_\_\_\_  
of Witness ( \_\_\_\_\_ )

4.3 Address : \_\_\_\_\_

4.4 Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

4.5 Date of Contract : \_\_\_\_\_

5.0 The Contract Administrator is : \_\_\_\_\_

6.0 The Starting Date is on : \_\_\_\_\_

\* Delete as necessary

Department Stamp

## **PART B - TERMS OF QUOTATION**

### **1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION**

#### **1.1 Overall Obligations of the Government:**

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

#### **1.2 Overall Obligations of the Contractor:**

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

#### **1.3 Instructions & Certifications**

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

### **2.0 QUALITY, HEALTH AND SAFETY**

#### **2.1 Quality**

- 2.1.1 The Contractor must do his work based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator must inform the Contractor of the shortfall(s). The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), The Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator 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 Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Contract Administrator confirms the Works is complete as provided in the completion clause.

#### **2.2 Variations To Work**

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

#### **2.3 Health and Safety**

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

### 3.0 TIME OBLIGATIONS

#### 3.1 Starting, Progress and Finishing

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

#### 3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's work to be done.
- 3.2.2 If any Completion Date is affected the Contract Administrator must adjust the Completion Date.
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

#### 3.3 Completion

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

#### 3.4 Delayed Completion

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

### 4.0 PAYMENT CERTIFICATION

#### 4.1 Claims and Payment Certificate

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

#### 4.2 Contents of Payment Certificate:

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



- 4.2.4 The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:
- (i) Adding the total under additions above;
  - (ii) Deducting the total of all deductions above; and
  - (iii) Deducting the cumulative amount certified previously.
- 4.2.5 The Contract Administrator may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.

**5.0 TERMINATION OF CONTRACT**

5.1 If the Contractor:

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

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

5.2 If the Contractor:

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

this Contract is terminated by a written notice.

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

**PART C - APPENDIX**

<b>1.0</b>	<b>Completion Date:</b> (If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period)	<b>12 Months</b>
<b>2.0</b>	<b>Liquidated and Ascertained Damages (LAD):</b> (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)	B\$ <b>6.00</b> Per Day
<b>3.0</b>	<b>Shortfalls / Defects Liability Period:</b> (If none stated, <b>NINE (09) MONTHS</b> from the date of completion)	<b>0</b> Months
<b>4.0</b>	<b>Retention Sum</b>	<b>% of the Contract Sum</b>