

REFERENCE OF TENDER	DESCRIPTION OF TENDER	TIME PERIOD OF TENDER	DEPARTMENT/DIVISION/UNIT REQUESTING TENDER	FEES	CLOSING DATE NOT LATER THAN 2.00PM	FOCAL PERSON
KK/14/2025/SSBH(TC)	TRANSPORTATION SERVICES FOR SURI SERI BEGAWAN HOSPITAL, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS	3 YEARS	HOSPITAL SURI SERI BEGAWAN KUALA BELAIT	\$30.00	18 <sup>TH</sup> FEB 2025	<p>Abdul Mu'iz bin Ibrahim  Senior Hospital Administrator  Suri Seri Begawan Hospital, Kuala Belait  Ministry of Health  Negara Brunei Darussalam  Contact No.: +673 3335331 ext. 3223/3197</p>

**TENDER REFERENCE NO.: KK/14/2025/SSBH(TC)**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**TRANSPORTATION SERVICES FOR SURI SERI BEGAWAN  
HOSPITAL, MINISTRY OF HEALTH FOR A PERIOD OF  
THREE (3) YEARS**

**TENDER FEES : \$30.00**

**RECEIPT NO. :**

**CLOSING DATE : ON TUESDAY, 18TH FEBRUARY 2025**

**TIME : 2.00 PM**

**FOA :**

**THE CHAIRMAN  
MINI TENDER BOARD, TENDER BOX  
GROUND FLOOR, MINISTRY OF HEALTH  
COMMONWEALTH DRIVE  
BANDAR SERI BEGAWAN BB3910  
NEGARA BRUNEI DARUSSALAM**

**(CLUSTERING)**

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## SECTION 2

### SPECIFICATION

TENDER REFERENCE NO: KK/14/2025/SSBH(TC)

**INVITATION TO TENDER  
TRANSPORTATION SERVICES FOR SURI SERI BEGAWAN HOSPITAL, MINISTRY OF HEALTH  
FOR A PERIOD OF THREE (3) YEARS**

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#### **1. GENERAL**

- 1.1. The Ministry of Health in its continuous effort to improve and enhance the quality of its services provided to the public through regular and efficient supply chain, **intends to hire a private transportation services** for the delivery of its pharmacy medications, patient's blood products, medical consumables/instruments or equipment, government documentations, Allied Health Professional (Medical Social Work, Occupational & Physiotherapy Therapy or any other healthcare workers) home-visit, blood donation campaigns and others (not limited to future ad-hoc requests) to / from Suri Seri Begawan Hospital (SSBH), Kuala Belait to / from other relevant MOH facilities, Jerudong Park Medical Centre and other areas required by MOH / SSBH.
- 1.2. A qualified Tenderer is sought to provide a safe, reliable, effective and efficient management of the **Transportation Services** (hereinafter '**the Services**') for **Suri Seri Begawan Hospital, Kuala Belait** (Hereinafter "**the Hospital Services**").
- 1.3. The duration of the provision of the Services is **Three (3) years**.
- 1.4. The Contractor must submit ALL proposed schedules/timetable, which must be applicable to the requirements of the Hospital Services.

#### **2. SCOPE OF WORK**

- 2.1. The scope of transport services includes, but are not limited as set out in **Schedule A and Schedule B**, which comprise of the following components:
  - 2.1.1. **On-site** transportation service that relates to:
    - 2.1.1.1. Laboratory Specimens & Blood Packs (by-call);
    - 2.1.1.2. Pharmacy medications (by-call);
    - 2.1.1.3. Medical consumables/instruments and equipment;
    - 2.1.1.4. Government documentations;
    - 2.1.1.5. Allied Health Professional (Medical Social Work, Occupational & Physiotherapy Therapy or any other healthcare workers);
    - 2.1.1.6. Blood donation campaigns;
    - 2.1.1.7. Others (not limited to future ad-hoc requests).
- 2.2. For **on-site** transportation services are to be carried out as stated in **Schedule B**. Transport schedules will be provided by the Hospital Services. The contractor shall provide;
  - 2.2.1. **Two (2) on-site full-time drivers** to carry out duties from Monday to Saturday as stated in **Schedule B** during office hours only and on Friday, Sunday and Public Holiday only if required.
  - 2.2.2. **One (1) temperature-controlled van/cargo van** with standard dimension dedicated for the hospital services. The van shall be equipped with a delivery trolley for the delivery of goods, equipment's and instruments to the customers' premises, spare tires and essential tool kits.

- 2.2.3. **One (1)** temperature-controlled 4x4 wheel drive vehicle with standard dimension dedicated for the hospital services. The vehicle shall be equipped with a delivery trolley for the delivery of goods, equipment's and instruments to the customers' premises, spare tires and essential tool kits.
- 2.3. Immediate steps shall be taken by the Contractor to provide temporary replacement/relief to make up the full strength of the personnel required to provide the Services to the satisfaction of the Centre's.
- 2.4. The Contractor is liable for any damage caused by his operative: or equipment and is required to make good any such damage; he will be held responsible for any claims for compensation arising from his actions or omissions.

### **3. STAFFING AND CODE OF CONDUCT**

- 3.1. The drivers are not permitted to make any stops to any irrelevant place whilst on the way transporting the goods to the designated health facilities.
- 3.2. The drivers are not permitted to smoke while performing duties in the transportation services.
- 3.3. The drivers shall dress in a manner fitting to their occupation and carry the company's name/logo/badge for easy identification to enter health institutions' premises.
- 3.4. Undertake in writing to indemnify the Government from all liabilities out of claim by any workman employed in the performance of this Contract for payment of compensation under or by virtue of provision of the Workmen's Enactment 1957 (or any other law amending or replacing such ordinance) and from all costs and expenses incidental or consequential thereto.

### **4. VEHICLE**

- 4.1. The Contractor shall finance towards the cost of providing the vehicles, its equipment, insurance, road tax and their maintenance in ensuring smooth delivery of the goods.
- 4.2. Alternate vehicles **must be** provided to replace broken down vehicles so as not to jeopardise any deliveries to be made.
- 4.3. The compartment inside the vehicle should be temperature controlled offering a room temperature between **20°C - 25°C**. Most Pharmaceuticals should not be stored for prolonged periods at temperatures above 30°C, which temperature can be reached when parked in the sun.

### **5. CONTRACT PRICE AND PAYMENT**

- 5.1. The Contractor shall submit the invoice of the previous month on the first week of each month, with attendance sheets of their employees and other relevant documents, verified by the **Operational Officer** of the hospital services. All claims shall be addressed to the **Operational Officer** of the hospital services.

*Head of Operational  
Suri Seri Begawan Hospital  
Kuala Belait  
Negara Brunei Darussalam*

- 5.2. **Non-Conformance Report (NCR)** will be sent to the Contractor if the quality of work is proven to be unsatisfactory. The hospital services are entitled to make deductions based on performance and compliance, with regards to the amount payable to the Contractor. The deductions will be based on the following categories:

Average Monthly Performance	Payment Due	Payment Due	
		After 2 <sup>nd</sup> Warning	After 3 <sup>rd</sup> Warning
80% - 100 %	100 %	80 %	50 %
70% - 79 %	100 %	80 %	50 %
60% - 69%	90 %	70 %	50 %
50% - 59%	50 %	30 %	15 %
Below 50%	30 %	10 %	5 %

5.3. Deduction of payment will continue and will be adjusted accordingly based on performance and compliance in the quality of works acceptable by the Hospital Services as stated in **Clause 6** and **Schedule C**.

## 6. COMPLIANCE

6.1. The Contractor shall comply with the provisions of this Contract and all applicable laws and regulations.

6.2. The Contractor shall perform all transportation in conformance to all relevant requirements, guidelines, manuals and standards provided.

6.3. Transportation services performance matrix as in **Schedule C** is provided for evaluation purposes. The performance of the Contractor shall be evaluated by all relevant of each facility, twice a month.

6.4. On non-adherence to this clause, the Government shall send a written warning (**NCR**) to the Contractor. However, if the non-compliance continues, be it of the same or different matter, the Government shall be entitled to make deductions on the overall monthly charges based on the following categories:

NON-COMPLIANCE (Number of times in a month by location/ area)	PAYMENT DUE (monthly charges)	REMARKS
One	100%	<ul style="list-style-type: none"> <li>Operational officer will send a written warning</li> <li>Contractor should still comply to the said agreement from both parties (Government and Contractor) as of date and time.</li> <li>If unable to comply with the agreed date and time, then will proceed to second stage, which is to deduct 20% of the charges according to specified as per <b>Schedule B</b>. Nonetheless, the Contractor should still proceed with the earlier agreement.</li> </ul>
Two	80%	<ul style="list-style-type: none"> <li>Even though Contractor already rectified within the specified date and time (of the first and second non-compliances), 20% deduction of the overall monthly charges will still apply.</li> <li>Failure to comply with the agreed date and time for the second time then will proceed to third stage that is to deduct 50% according to specified as per <b>Schedule B</b>. Nonetheless, the Contractor should still proceed with the earlier agreement.</li> </ul>
Three or more	50%	<ul style="list-style-type: none"> <li>Automatically deduct 50% according to locations/areas specified as per <b>Schedule B</b>.</li> </ul>

- 6.5. The non-compliance with provisions sets out in the Contract or within the license shall lead to regulatory measures, to remedy the failure within a specified period of time and/or penalties.
- 6.6. Repetitive failure to comply within the Contract or license obligations shall lead to suspension or termination of the Contract as may be decided by the Government.
- 6.7. Once the contract come into force, the Contractor shall be given a period of three months to comply with the provisions within the Contract or as expressly agreed in writing by the Government.

## **7. SECURITY ARRANGEMENT**

- 7.1 The Contractor is to report to the Operational officer Hospital Suri Seri Begawan **immediately** with regards to any event which object the Contractor from ensuring all the above to be executed and followed by **written report** addressed to:

***Head of Operational  
Suri Seri Begawan Hospital  
Kuala Belait  
Negara Brunei Darussalam***

- 7.2. The Contractor shall ensure compliant with centre/building rules (loading/unloading area, no parking zone etc.) The Contractor shall ensure that his personnel do not, at any time, enter into areas which are not part of the Hospital Services premises except as directed by the Hospital Services.
- 7.3. The Contractor shall ensure that his personnel do not, at any time, enter into areas which are not part of the Hospital Services premises except as directed by the Hospital Services.
- 7.4. The Hospital Services will issue individual passes to the Contractor's Employees, at the Contractor's own costs if required. For admission into the Site, such passes must be worn by the Employees in a conspicuous manner so as to be easily identified by the Hospital Services' security personnel. Anyone walking around the Hospital Services without a visible pass may be challenged by security personnel. A non-compliance report shall be submitted to the Operational Officer of the Hospital Services by the security personnel. Such passes must be worn at all times while performing the Services at the Hospital Services. Any lost or damage passes must be reported immediately to the Operational Officer and upon approval from the Hospital Services, replace such lost/stolen pass at the Contractor's own costs.
- 7.5. A charge may be applied to the Contractor, its employees, agents and sub-contractors for issuing a security pass. Any damaged or loss pass shall be replaced by the Contractor at its own cost and a penalty charge may be incurred as low as \$ 10.00 each.
- 7.6. For security purposes, the Contractor will provide the Operational Officer with the following particulars of his workers at least one (1) hour before the commencement of the Services:
  - Name
  - Address
  - Identity Card Number / Passport Number
  - Gender
  - Citizenship
  - Expiry date of work pass (for foreign workers)
- 7.7. The Contractor undertakes to inform the Hospital Services of any lost or stolen security pass. Any security pass to be reissued will require the approval of the Hospital Services' Operational Officer.

## **8. COMMUNICATIONS**

- 8.1. The Contractor shall ensure that their Drivers are equipped with appropriate tele-communication devices (e.g. mobile phone) so that they can easily be contacted if required.
- 8.2. The Contractor shall ensure that the drivers respond to any call by the Hospital Services (within 10 minutes) during the operating hours of the Hospital Services.

## **9. PERSONNEL**

- 9.1. The Contractor shall provide and employ an adequate number of qualified Employees to perform the Services.
- 9.2. The Contractor shall take all reasonable measures to ensure that their employees comply with the highest standards of moral and ethical conduct. The Government may, as its sole discretion, require the Contractor to replace any person assigned by the Contractor if the Government reasonably considers the performance of such person is unacceptable or his attitude is incompatible with the successful implementation of the contract or good personnel relations within the Government's organization.
- 9.3. The Contractor shall ensure appointed drivers are 100% local content, have attended Defensive-Driving Course and with valid driving license (Class 3).
- 9.4. The Contractor shall ensure appointed drivers are competent and has no history of criminal records.

## **10. MEDICAL SCREENING**

- 10.1. The Contractor shall ensure that all his employees undergone medical screening and deemed medically fit to perform the Services.

## **11. REMOVAL OF PERSONNEL**

- 11.1. The Hospital Services reserves the right to remove or replace any of workers employed by the Contractor from the Hospital Services, who in the opinion of the Hospital Services has misbehaved or is incompetent or negligent in the performance of his/her duties.

## **12. WAGES AND WELFARE**

- 12.1. The Contractor is responsible for the wages, insurance (workers compensation and medical insurance), medical and welfare of his workers in accordance with the requirements of the Labour Department, Brunei Darussalam.
- 12.2. The Contractor shall take out, at its own expense, with an insurance approved in writing by the Hospital Services, a policy or policies each specifically endorsed to provide indemnity to the Contractor and to the Hospital Services against any liabilities arising out of claims by any personnel for payment of compensation under the Workmen's Compensation Act (Cap 74 of the Laws of Brunei).

## **13. EMPLOYMENT OF ILLEGAL WORKERS**

- 13.1. The Contractor undertakes to the Hospital Services that he will not employ, and will ensure that all of its sub-contractors will not employ, any illegal foreign workers.
- 13.2. The Contractor will ensure that any foreign workers employ possess valid employment passes.



#### **14. SAFETY**

- 14.1. The Contractor is **fully responsible** for ensuring security and safety of the goods being transported.
- 14.2. The Contractor is **fully responsible** for ensuring the goods reached and received by the Centre's at the designated destination and get the delivery form to be signed by the Centre's.
- 14.3. The Contractor on its own expenses, shall replace any broken or damage equipment(s) that has been cause by drivers during transportation.
- 14.4. The Contractor shall instruct its employee(s) to take all reasonable steps to safeguard their own safety and the safety of other persons who may be affected by their actions or omissions.
- 14.5. The Contractor shall observe and comply at all times with all current prevailing laws and regulations relating to safety in carrying out the Services, and take all necessary and prudent precaution to ensure the safety on the Hospital Services of his own staff and personnel, the staff and property of the Hospital Services and the general public.
- 14.6. The Contractor shall protect its employees at the work place from risks resulting from factors averse to health and take appropriate measures to minimize the risk of its employees by:
  - i. Establishing safe work practices and a safe environment;
  - ii. Ensuring employees injured at work have access to medical attention and rehabilitation;
  - iii. Ensuring employees are placed in jobs and work places suited to their physiological capabilities;
  - iv. Ensuring that employees are medically covered with insurance.
- 14.7. The Hospital Services shall not be liable for any action, omission, negligence or misconduct of the Contractor's employees, agents, servants, or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of the given contract, nor for any costs, expenses or claims associated with any illnesses, injury, death or disability of the employees, agents, or subcontractors performing work or services in connection with the given contract.
- 14.8. In case of injuries in the work place, the Contractor is required to bare for any treatment cost.
- 14.9. Any damage/ pilferage to Hospital Services property due to mishandling, carelessness of the Contractor or its employees will be recoverable from the Contractor's bill and all materials issued to the Contractor shall be sole responsibility of the Contractor during the period of the given contract.
- 14.10. All accidents and incidents must be reported to the Hospital Services' Operational Officer. All reported accidents and incidents must be investigated by the Contractor, to ensure safe work practices are followed. Ongoing proactive approach shall be taken to ensure safety in the work place. Regular inspections shall be conducted by the Contractor's supervisors to ensure a safe working environment is maintained.

#### **15. UNIFORM**

- 15.1. The Contractor must ensure that all his employees are neatly and properly attired in clean and neat uniforms.
- 15.2. Uniforms are to be provided by the Contractor at his own cost. Design, colour and materials of the uniform must also be approved by the Hospital Services.

#### **16. DAMAGE TO PERSONS AND PROPERTY**

- 16.1. The Contractor shall reimburse/indemnify for any loss or damage to any property caused by any negligent act or omission by the Contractor or its employees.

## **17. REGULATIONS, LICENCES AND PERMITS**

- 17.1. The contractor is responsible to procure and maintain all necessary licenses, permits and approvals, and shall at all times comply with all legal and regulatory requirement applicable to the provision of the services.
- 17.2. In the event of any change in legal or regulatory requirement during the contract period, the contractor shall promptly and at its own expense take any necessary action for complying with the same.
- 17.3. The contractor is to comply with best practices as may be proposed or recommended by any relevant by any relevant bodies in the relevant industry, and also ensure that the standard of services provided shall, at the minimum, be of such quality and standard as is generally regarded as good in the relevant industry.

## **18. RIGHT TO APPOINT OTHER VENDORS**

- 18.1. The Hospital Services reserves the right to engage other vendors to provide the Services if the Tenderer fails to perform in full compliance with the contract.
- 18.2. The government shall be entitled:
- 18.2.1. To terminate the contractor; and/or
  - 18.2.2. To obtain the same or similar services from another vendor through the tenderer and all expenses are borne by the tenderer; and/or
- 18.3. In any circumstances, the tenderer is unable to obtain similar services from another vendor and required the Hospital Services to manage, an administration charge of **5 percent (5%)** deduction from the given service cost (monthly invoice) by other vendor shall apply. In addition to this, all expenses incurred shall be borne by the Tenderer.
- 18.4. These remedies are without prejudice to **Clause 6** and all other rights that the government has.

## **19. AUTHORISED REPRESENTATIVE**

- 19.1. For the purpose of the provision of the Services, the Hospital Services will be represented by the Operational Officer, who will be the authorized Hospital Services representative.
- 19.2. All communication and notices shall be directed to the attention of the Operational Officer of the Hospital Services.

## **20. DOCUMENTS TO SUBMIT**

- 20.1. The following documents shall be submitted, and labelled accordingly, together with the documents listed out in Section 3 of this Invitation to Tender:
- i. CV of Operational manager
  - ii. JDs (Job Descriptions) of Drivers Staff
  - iii. Any other relevant supporting documents

## SCHEDULE A

### LOCATION AND DELIVERY ADDRESSES

(Include and not limited to the following list, and as required)

NO.	LOCATION AND DELIVERY ADDRESSES
1	Pharmacy Stores, Kg Madaras.
2	Pharmacy Stores, Raja Isteri Pengiran Anak Saleha Hospital Jalan Raja Isteri Pengiran Anak Saleha Bandar Seri Begawan.
3	State Laboratory, Raja Isteri Pengiran Anak Saleha Hospital Jalan Raja Isteri Pengiran Anak Saleha Bandar Seri Begawan.
4	Raja Isteri Pengiran Anak Saleha Hospital Jalan Raja Isteri Pengiran Anak Saleha Bandar Seri Begawan.
5	Pengiran Muda Mahkota Pengiran Muda Haji Al-Muhtadee Billah Hospital Tutong District.
6	Pengiran Isteri Hajah Mariam Hospital Temburong District.
7	Ministry of Health Bandar Seri Begawan
8	Rimba Dialysis Centre, Kampong Rimba.
9	All Government Offices at all four districts
10	All Health Centre at all four districts
11	Patient house (registered under SSBH Medical Social Work, Occupational & Physiotherapy Therapy)
12	All Government sectors and private hospitals.

Location may change as and when required.

**SCHEDULE B  
TIME-TABLE  
(Not limited to the following list)**

	On-site driver for daily routine 7.30 am – 5.30 pm (Officer Hours) (And Friday/Sunday/Public Holidays as per instructed/when required)					REMARKS	TYPE OF VEHICLE WITH DRIVER
	BELAIT	BRUNEI MUARA	TUTONG	TEMBURONG			
<b>Laboratory Specimens &amp; Blood Packs</b>	As Required			-		<ul style="list-style-type: none"> <li>▪ To collect / send blood packs from/to Laboratory services at RIPASH and deliver to SSBH.</li> <li>▪ To collect blood platelets from Laboratory services at RIPASH and deliver to SSBH.</li> </ul>	Van / Cargo Van
<b>Pharmacy Medications /Consumables</b>	As Required			-		<ul style="list-style-type: none"> <li>▪ To collect pharmacy consumables at Pharmacy, Kg. Madaras and other hospitals.</li> </ul>	Van / Cargo Van
<b>Medical Consumables / Equipments</b>	As Required			-		<ul style="list-style-type: none"> <li>▪ To send and collect equipments to / from CSSD at RIPASH / PMMPMHAMBH Tutong.</li> </ul>	Van / Cargo Van
<b>Staff Transportation</b>	Daily	Two to Three times a week or as required				<ul style="list-style-type: none"> <li>▪ To collect/deliver items from one centre to another or other location.</li> <li>▪ All districts</li> </ul>	Van / Cargo Van / 4x4 wheel drive
	As required	As required			<ul style="list-style-type: none"> <li>▪ MSW/ Occupational Therapy / Physiotherapy Home visit.</li> </ul>		
	As Required					<ul style="list-style-type: none"> <li>▪ Formal Hospital visit (group visit) – upon CEO approval</li> <li>▪ HOD Meeting/ Workshop – upon CEO approval</li> <li>▪ MOH/Hospital Official Activities – upon CEO approval</li> </ul>	

\*Time may change according to management requirements.

**SCHEDULE C**

**Performance Matrix**

<b>NO.</b>	<b>PERFORMANCE INDICATORS</b>	<b>EXPECTED LEVEL</b>	<b>MEASUREMENT PROTOCOL</b>	<b>PENALTY IN CASE OF NON-COMPLIANCE</b>
1	Attendance punctuality (refer to clause 2.2.1 & 2.3.1)	At least 95% of time within a month	To be verified from monthly record attendance	5% of the total monthly invoice
2	Carrying out task performance	At least 95% of time within a month	To be verified based on inspections	5% of the total monthly invoice
3	Safety of the equipment while during transportation (refer to clause 14)	100%	To be verified based on inspections	Refer Clause 14.3
4	Transport maintenance (refer to clause 4)	At least 95% of time within a month	To be verified based on inspections	5% of the total monthly invoice
5	Code of conduct (refer to clause 3)	100%	To be verified based on the spot /random inspections / complaint by authorized officials/ nurse-in-charge	10% of the total monthly invoice

<b>NON-CONFORMANCE REPORT (NCR)</b>		
<b>SECTION 1</b>		
1.Contract Title		4.Date:
2. Contract Reference		5.NCR Number/year:
3.Company Name		6. Department / Area:
<b>SECTION 2</b>		
7. Reported from: <input type="checkbox"/> Inspection <input type="checkbox"/> Complaint/Feedback <input type="checkbox"/> On the Spot <input type="checkbox"/> Others:		
8.Non-Conformance Classification: <input type="checkbox"/> Health & Safety <input type="checkbox"/> Personnel <input type="checkbox"/> Equipment and supplies <input type="checkbox"/> KPI		
9. Risk Rating: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
10.Site/place:		
11.Reported by:		
12. Description of non-conformance:		
13.Photo /video:		
<b>SECTION 3</b>		
<b>Corrective/Preventive Action (to be filled by respondent)</b>		
14. Description of Immediate Actions /Corrective Actions:		
	15.Completion date & time:	
16.Description of Preventive Action (to prevent recurrence):		
17.Approved by:	18. Accepted by:	19.Date:
<b>SECTION 4 (for office use)</b>		
<b>Final Review &amp; Closing Out of Report</b>		
<input type="checkbox"/> Above actions implemented satisfactorily, report is CLOSED. <input type="checkbox"/> New NCR issued. Reasons:		
Other Comments:		
20. Reviewed by and Signature:		21.Date:

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**SCHEDULE A - TENDER FORM**

To:

**TENDER REFERENCE NO: KK/14/2025/SSBH(TC)**

**INVITATION TO TENDER**

**TRANSPORTATION SERVICES FOR SURI SERI BEGAWAN HOSPITAL, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

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**TENDER OF (name of Supplier)** : \_\_\_\_\_

Company/Business Registration No : \_\_\_\_\_

Tender Closing Date : \_\_\_\_\_

<b>NO.</b>	<b>DESCRIPTION</b>	<b>TOTAL COST PER MONTH</b>	<b>TOTAL COST PER YEAR</b>	<b>REMARKS</b>
<b>1</b>	<b>Van/Cargo Van with driver</b>			
<b>2</b>	<b>4x4 Wheel Drive Car with driver</b>			
<b>TOTAL TENDER PRICE PER MONTH</b>				
<b>TOTAL TENDER PRICE PER YEAR</b>				
<b>TOTAL TENDER PRICE FOR THREE (3) YEARS</b>				

We offer and undertake on your acceptance of our Tender to supply and deliver the above-mentioned services in accordance with your Invitation to Tender.



1. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation to Tender. We have not qualified or changed any of the provisions of your Invitation to Tender.
2. We shall execute a formal agreement in the appropriate form set out in Section 4 - Contract of the Invitation to Tender together with such further terms and conditions, if any, agreed between Government and us.
3. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDAR MONTHS FROM THE TENDER CLOSING DATE.
4. When requested by you, we shall extend the validity of this offer.
5. We further undertake to give you any further information which you may require.

Dated this    day of    2025.

\_\_\_\_\_

**Signature of authorised officer of Tenderer**

Name :

Designation :

Tenderer's official stamp:

## SCHEDULE B - INFORMATION SUMMARY

2.1 Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) Company profile (including Contractor and sub-contractor(s), if any)
- (c) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
  - ***Supplying, Maintaining Vehicles and Delivery of Vehicles on lease/rental or similar services***
- (d) Other information which is considered relevant

**SCHEDULE C - SUB-CONTRACTOR**

- 3.1 Tenderers shall complete Table 3.1 with information about all the companies involved in the provision of the services and items specified in this tender. This shall include details about the Contractor and each sub-contractor involved, as well as their respective responsibilities.
- 3.2 Tenderers shall also indicate in Table 3.1 any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 3.1 Responsibility Table

Company Name	Responsibility Description	Alliance Relationship between Contractor and Sub-contractor(s)		
		Alliance Exists? (Y/N)	Date Established	Alliance Description
<b>Contractor</b>				
		Not Applicable	Not Applicable	Not Applicable
<b>Sub-contractor(s)</b>				

## **SCHEDULE D - COMPANY'S BACKGROUND**

- 4.1 Each of the companies involved in this tender, including Contractor and sub-contractor(s) (if any), shall provide information on the company's background, scope of operations, financial standing and certified copy of its Certificate of Incorporation or Certificate of Registration (as the case may be).

## SCHEDULE E - REFERENCES

5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 References of previous customers

Customer Name and Address	Customer Type (Govt or Quasi Govt) *	Contact Person	Title	Contact Number Fax Number and E-mail Address

**\*Note:**

Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. A Quasi Government is defined as an organisation which (1) is managed and controlled by the Government; or (2) has at least 50% shares being held by the Government. Please leave the column blank if the customer is neither a Government or Quasi Government organisation.

5.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.

5.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.

**SCHEDULE F - TENDERER'S DECLARATION**

**PENAKUAN PENENDER**

**SCHEDULE G - STATEMENT OF COMPLIANCE**

- 7.1 Tenderers shall indicate their compliance by providing a compliance table in Table 7 with clause by clause including sub-clause by sub-clause statement of compliance corresponding to all the sections of Section 2 – Specifications.
- 7.2 Proposal without the compliance table will be considered incomplete and will be disqualified.

**Table 7 - Compliance Table**

Section	Compliance <sup>1</sup>		Remarks <sup>2</sup>
	Yes	No	
General Conditions			
Specifications			
Vehicle Accessories			
Warranty			
Maintenance Services			
Breakdown & Recovery Services			

**Note:**

- <sup>1</sup> Please put a tick ( ✓ ) at “Yes” column if complied, and a tick ( ✗ ) at “No” column if not complied.
- <sup>2</sup> Where appropriate, Tenderer shall specify how the requirement will be met in the Remarks column