

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/25/2025/PHARM	THE SUPPLY AND DELIVERY OF MEDICINES FOR THE DEPARTMENT OF PHARMACEUTICAL SERVICES MINISTRY OF HEALTH	-	DEPARTMENT OF PHARMACEUTICAL SERVICES	\$500.00	25 <sup>TH</sup> FEB 2025	<p>Lenny Marlioni binti Haji Ramli            Ahli Kimia Ubat            Bahagian Perolehan Farmasi            Jabatan Perkhidmatan Farmasi            Kementerian Kesihatan            Negara Brunei Darussalam            Contact No.: 2393298 ext. 228            e-mail: <a href="mailto:lenny.ramli@moh.gov.bn">lenny.ramli@moh.gov.bn</a></p>

**TENDER REFERENCE NO.: KK/25/2025/PHARM**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**THE SUPPLY AND DELIVERY OF MEDICINES FOR THE  
DEPARTMENT OF PHARMACEUTICAL SERVICES  
MINISTRY OF HEALTH**

**TENDER FEES : \$500.00**

**RECEIPT NO. :**

**CLOSING DATE : ON TUESDAY, 25TH 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)**

## SECTION 1

### INSTRUCTIONS TO TENDERERS

#### 1. INTERPRETATION

- 1.1 As used in these Instructions To Tenderers, the following terms shall have the following meanings, except where the context otherwise requires:

**“Government”** means the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam represented by the Ministry of Health, Brunei Darussalam.

**“Government Project Officer”** means the Project Co-ordinator or such other person as the Government may from time to time determine;

**“Goods/Services”** means the goods/services to be supplied/carried out by the Tenderer as described in **Section 2** of this Invitation To Tender;

**“Intellectual Property Rights”** means any rights in respect of or in connection with any confidential information, copyright, patents, design rights, reports, drawings, specification, or eligible layout rights and includes any right to apply for registration of such intellectual property rights;

**“Invitation To Tender”** means this Invitation To Tender, including the Instructions To Tenderers and all of its Sections, inviting Tenderers to offer to meet the Government’s requirements by submitting a Tender in accordance with the requirements of this Invitation To Tender;

**“Specification”** means the specifications and requirements of the Goods/Services as described in **Section 2** of this Invitation To Tender;

**“Tender”** means the Tenderer’s response to this Invitation To Tender;

**“Tender Closing Date”** means the date and time specified for the submission of the Tender;

**“Tenderer”** means a person, partnership or any other body (whether corporate or otherwise) who submits a Tender in accordance with this Invitation To Tender;

**“Validity Period”** means the time period during which the Government may accept a Tender.

#### 2. ELIGIBILITY

- 2.1 Only companies which are registered with the Ministry of Health are eligible to participate in this Invitation To Tender and must have valid Business Certificate of Registration.

- 2.2 Tenderers must also have

- licensed in accordance with the Poisons Act (Cap.114) for Invitation To Tender of Medicines;
- valid Certificate of Registration with Ministry of Development with the Class and Categories required for the Invitation To Tender for building development, services or electrical related project.

- 2.2 Tenderers are required to submit their Company’s Certificate of Incorporation or Firm’s Certificate of Registration, as applicable, with their Tender.

### 3. SUBMISSION OF TENDER

3.1 All Tenders must comprise of the following:

- 3.1.1 the **Tender Form** provided in **Section 3** in this Invitation To Tender duly completed in accordance with the requirements stipulated therein;
- 3.1.2 the Tender must be in English;
- 3.1.3 each page must be numbered consecutively;
- 3.1.4 wherever possible, the Tender submitted should not exceed A4 paper size; and
- 3.1.5 the Tender must be bound in a form which does not facilitate replacement of pages (i.e. loose leaf binding is not acceptable).

4.2 The Tender must include an address where notices, request, waiver, consent or approval required to be sent by the Government, can be directed to.

4.3 The Tender, including the Tender Form and all other accompanying documents are to be put in an envelope, sealed and must be submitted in **two (2) sets** made up of **one (1) original** and **one (1) duplicate**. All sets shall be bound and clearly labelled as ORIGINAL and DUPLICATE ONE etc. respectively. All Tenders must be addressed to:

***The Chairman  
Mini Tender Board  
Ministry of Health, Jalan Menteri Besar  
Commonwealth Drive, Bandar Seri Begawan BB3910  
Negara Brunei Darussalam***

4.4 The envelope containing the Tender:

- (a) shall **not** bear the name or address of the Tenderer, and
- (b) shall **have** on its **top left-hand**:
  - (i) the Tender number;
  - (ii) the description of project or title of the Tender;
  - (iii) and the words

**"DO NOT OPEN BEFORE 2.00 p.m., On Tuesday, 25<sup>th</sup> February 2025** (the closing date)

4.5 All documents and materials must be submitted at the same time. Materials such as published articles, brochures and pamphlets submitted with the Tender must be stamped with the name of the Tenderer and securely packaged with the Tender.

4.6 Submission of Tender by telex, telegram or facsimile is **not** permitted.

### 5. VALIDITY PERIOD OF TENDER

5.1 Each Tenderer shall for each Tender it submits, maintain a Validity Period of **TWELVE (12) MONTHS** from the Tender Closing Date. Any Tender expressed to be valid for a shorter period may, in the absolute discretion of the Government, be rejected.

5.2 Where the Government seeks an extension of the Validity Period, a request in writing will be forwarded to the Tenderer. The Tenderer shall be required to respond in writing to extend the Validity Period. Failure to respond will result in the Tender not being considered further.

## **6. WITHDRAWAL OF TENDER**

No Tender may be withdrawn after the Tender Closing Date. Any Tenderer who attempts to do so may, in addition to any remedy that the Government may have against it, be liable to be debarred from future Government tender.

## **7. TENDER PRICE**

The Tenderer shall quote in Brunei Dollars in its Tender the all-inclusive price (i.e. CIF price, inclusive of all customs duties and taxes payable whether in or outside Brunei Darussalam) of the Goods/Services described in these Invitation To Tender. Tendered prices shall be firm and fixed and remain valid for acceptance for a period of **TWELVE (12) MONTHS** from the Tender Closing Date and during such extension of the period as may afterwards separately be agreed in writing by the Tenderer at the request of the Government. The tendered prices shall be submitted in accordance with the format set out in **Section 3** to this Invitation to Tender.

## **8. SUFFICIENCY OF TENDER PRICE**

The Tenderer shall be deemed to have satisfied itself before tendering as to the correctness and sufficiency of its Tender for the supply and delivery of the Goods or the provision of the Services.

## **9. TENDER CLOSING DATE**

All Tenders shall be lodged on or before the Tender Closing Date in accordance with these Instructions to Tenderers.

## **10. LATE TENDERS**

A Tender lodged or received by the Government after the Tender Closing Date shall be disqualified.

## **11. ERRORS IN TENDERS**

11.1 Tenderers are advised to study this Invitation To Tender very carefully before finalising their Tenders for submission. The onus is on the Tenderer to ensure that an accurate and complete Tender is submitted.

11.2 The Government may exclude from consideration, any Tender in which prices are not clearly and legibly stated.

11.3 Where the Tender is on a lump sum basis and an error has been made in the priced bill of quantities to arrive at the tendered lump sum, the Tenderer shall without undue delay make all such alterations in and to the priced bill of quantities as the Government considers necessary for such purpose.

11.4 If the Tenderer fails to make the alterations as directed by the Government and/or fails to do so within the time set by the Government, the Tender shall be deemed to have been withdrawn by the Tenderer.

11.5 Where the prices tendered are on a schedule of rates basis and an error has been made in the calculation or summation of the prices, the Tenderer shall be bound by the rates tendered and the Contract sum/total stated in the Tender shall, subject to the agreement of the

Tenderer, be altered by the Government to reflect the correct calculation or summation of the prices.

- 11.6 If the Tenderer fails or refuses to agree to the alteration of the Contract sum/total, the Tender shall be deemed to have been withdrawn by the Tenderer.
- 11.7 If a Tenderer becomes aware of any other discrepancy, error or omission in its Tender not referred to or covered in Clauses 11.3 and 11.5 above and wishes to lodge a correction or additional information, it can *only* do so if:
- 11.7.1 the correction or additional information is provided to the Government without undue delay and is done prior to the Tender closing date; and
- 11.7.2 the correction or additional information is provided to the Government in writing and is initialled by the Tenderer.
- 11.8 In all the above circumstances, any correction or addition shall not be used to alter the Tender in any material particular or so as to change the Tender in a material way. Any omission or addition which is deemed by the Government to alter the original Tender in a material particular, the Tender shall be rejected without any liability whatsoever on the part of the Government.

## 12. INVALID TENDERS

Incomplete Tender submissions and/or Tender submissions received after the Tender Closing Date shall be invalid.

## 13. ACCEPTANCE OF TENDER

- 13.1 The Government reserves the right not to accept the lowest priced or incomplete Tender or any Tender, and shall not be bound to assign any reason therefor.

## 14. SUBMISSION OF SAMPLES

### **For Pharmaceuticals and Medical Consumables**

- 14.1 Samples of the Goods must be submitted together with the **Submission of Sample Form** for each item being offered to the Government Project Officer before Tender Closing Date. Samples submitted must be in full packing and shall be identical in packing and manufacture to the Goods to be offered by the Tenderer. Samples shall be marked with the corresponding item number of the Tender.
- 14.2 Failure by the Tenderer to submit the samples as required shall result in the Tender being excluded from further consideration.

## 15. FURTHER INFORMATION

- 15.1 For further information regarding **Invitation to Tender** please contact Procurement Section, contact no.: 2381979.
- 15.2 For further information regarding **specifications and requirements** please contact the following:

*Lenny Marliani binti Haji Ramli  
Ahli Kimia Ubat, Bahagian Perolehan Farmasi  
Jabatan Perkhidmatan Farmasi  
Kementerian Kesihatan  
Negara Brunei Darussalam  
Contact No.: 2393298 ext. 228  
e-mail: lenny.ramli@moh.gov.bn*

## SECTION 2

### SPECIFICATIONS

TENDER REFERENCE NO.: KK/25/2025/PHARM

INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF MEDICINES FOR THE  
DEPARTMENT OF PHARMACEUTICAL SERVICES  
MINISTRY OF HEALTH

NO.	ITEM	ESTIMATED REQUIREMENT	BUFFER STOCK REQUIRED	PACKING/ PRESENTATION	PACK SIZE	SHELF LIFE	DELIVERY PERIOD
1	Dolutegravir 50mg oral solid preparation preferably tablet	720 x 30's	120 x 30's	Individual pack preferred	-	Minimum of 2 years shelf life upon receipt. Any period less than 2 years to provide Letter of Undertaking.	First order within 2 months upon receipt of purchase order, subsequent order ex- stock

Please note that only medicinal products registered with the Ministry of Health, Brunei Darussalam will be considered unless they meet the criteria for medicinal product registration exemptions.

The following documents and/or information are required with each offer. Failure to comply with the requirement may cause unnecessary delay in processing for approval from the relevant authority.

NO.	REQUIREMENTS
1.	Validity of offer price shall be at least 12 months from the closing date of submission of quote. Where the price validity differs from that required by the Government i.e. 12 months, the LONGER VALIDITY PERIOD will be taken as the final validity period.
2.	Sample of the actual product being offered in untampered original pack including package insert. (For Controlled drugs and Psychotropic drugs see item 3)
3.	<p>A <u>CLEAR QUALITY PICTURE</u> of the primary and secondary packaging of the product being offered; showing name / brand of item, strength and form / preparation, from all sides/ angle. Each picture is to be printed in colour, and this document stamped with supplier's / tenderer's official stamp.</p> <p>Additionally, pictures of the following:</p> <ul style="list-style-type: none"> <li>▪ For tablets/ capsules <ul style="list-style-type: none"> <li>○ Appearance of individual tablets / capsules;</li> <li>○ If the item is in strip pack, the back and front of the strip.</li> </ul> </li> <li>▪ For Injections: Appearance of individual vial / ampoule/ syringe</li> </ul>
4.	Certificate of Analysis.
5.	<p>A copy of any of the following:</p> <ul style="list-style-type: none"> <li>▪ Product Licence Certificate</li> <li>▪ Log of submission for registration of the product</li> </ul>
6.	Product which is registered by at least two drug regulatory agencies in any of the reference countries will be given preference. Please indicate the registration number(s).
7.	Letter of authorization from the Product Licence Holder, where applicable.
8.	Justification on price increase if the same product has been previously supplied to Ministry of Health from the same supplier/distributor.
9.	Latest local content.
10.	Product Shelf-life information.
11.	Declaration of source of animal origin and alcohol content (if any)
12.	On delivery, goods should have a minimum expiry date of 24 months unless item has short expiry (eg: vaccines) or agreed to be accepted by MOH. Any period less than 24 months shall provide Letter of Undertaking.
13.	The storage labelling should be in accordance with ASEAN stability guideline and should be based on the stability evaluation of the drug product. Specific storage temperature should be highlighted.
14.	Tax compliance certificate, if applicable

Note:

\* The reference countries are Australia, Canada, Malaysia, Singapore, United Kingdom (European Union), and the United States of America.

Preference will be given to medicinal products already:

- Registered with the BDMCA.
- Submitted for registration with the BDMCA.



**SECTION 3**  
**TENDER FORM**

To:

**TENDER REFERENCE NO: KK/25/2025/PHARM**

**INVITATION TO TENDER**  
**THE SUPPLY AND DELIVERY OF MEDICINES FOR THE DEPARTMENT OF PHARMACEUTICAL SERVICES MINISTRY OF HEALTH**

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**TENDER OF (*name of tenderer*)** \_\_\_\_\_

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

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

NO.	ITEM	BRAND NAME	MANUFACTURER	PACKING/ PRESENTATION	PACK SIZE	UNIT PRICE	TOTAL PRICE
1	Dolutegravir 50mg oral solid preparation preferably tablet						

**DELIVERY PERIOD:**

First order 2 months, subsequent order ex-stock

**DELAY AND LIQUIDATED DAMAGES:**

If the Supplier fails or is unable to deliver the Goods or any parts thereof on the Delivery Date within the time specified, the Government shall be entitled, without prejudice to claim from the Supplier by way of liquidated damages for each day of such delay, a sum of equal to one percent (1%) of the price of the Goods as stated in the relevant Purchase Order in respect of the delayed delivery, provided that the total liquidated damages shall not exceed the Purchase Order Price.

Please note that only medicinal products registered with the Ministry of Health, Brunei Darussalam will be considered unless they meet the criteria for medicinal product registration exemptions.

The following documents and/or information are required with each offer. Failure to comply with the requirement may cause unnecessary delay in processing for approval from the relevant authority.

NO.	REQUIREMENTS	VENDOR'S OFFER
1.	Validity of offer price shall be at least 12 months from the closing date of submission of quote. Where the price validity differs from that required by the Government i.e. 12 months, the LONGER VALIDITY PERIOD will be taken as the final validity period.	
2.	Sample of the actual product being offered in untampered original pack including package insert. (For Controlled drugs and Psychotropic drugs see item 3)	
3.	<p>A <u>CLEAR QUALITY PICTURE</u> of the primary and secondary packaging of the product being offered; showing name / brand of item, strength and form / preparation, from all sides/ angle. Each picture is to be printed in colour, and this document stamped with supplier's / tenderer's official stamp.</p> <p>Additionally, pictures of the following:</p> <ul style="list-style-type: none"> <li>▪ For tablets/ capsules <ul style="list-style-type: none"> <li>○ Appearance of individual tablets / capsules;</li> <li>○ If the item is in strip pack, the back and front of the strip.</li> </ul> </li> <li>▪ For Injections: Appearance of individual vial / ampoule/ syringe</li> </ul>	
4.	Certificate of Analysis.	
5.	<p>A copy of any of the following:</p> <ul style="list-style-type: none"> <li>▪ Product Licence Certificate</li> <li>▪ Log of submission for registration of the product</li> </ul>	
6.	Product which is registered by at least two drug regulatory agencies in any of the reference countries will be given preference. Please indicate the registration number(s).	

NO.	REQUIREMENTS	VENDOR'S OFFER
7.	Letter of authorization from the Product Licence Holder, where applicable.	
8.	Justification on price increase if the same product has been previously supplied to Ministry of Health from the same supplier/distributor.	
9.	Latest local content.	
10.	Product Shelf-life information.	
11.	Declaration of source of animal origin and alcohol content (if any)	
12.	On delivery, goods should have a minimum expiry date of 24 months unless item has short expiry (eg: vaccines) or agreed to be accepted by MOH. Any period less than 24 months shall provide Letter of Undertaking.	
13.	The storage labelling should be in accordance with ASEAN stability guideline and should be based on the stability evaluation of the drug product. Specific storage temperature should be highlighted.	
14.	Tax compliance certificate, if applicable	

Note:

\* The reference countries are Australia, Canada, Malaysia, Singapore, United Kingdom (European Union), and the United States of America.

Preference will be given to medicinal products already:

- Registered with the BDMCA.
- Submitted for registration with the BDMCA.

1. We offer and undertake on your acceptance of our Tender to supply and deliver the above mentioned goods in accordance with your Invitation To Tender.
2. 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.
3. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDER MONTHS FROM THE TENDER CLOSING DATE. Where the price validity period differs from that required by the Government i.e. 12 months, the **LONGER VALIDITY PERIOD** will be taken as the final validity period.
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 \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**Signature of authorised officer of Tenderer**

Name:

Designation:

Tenderer's official stamp:

To: The Pharmacist  
Pharmacy Procurement Section  
Department of Pharmaceutical Services  
Ministry of Health

Date:  
Your Ref:

**SUBMISSION OF SAMPLES & RELEVANT PRODUCT DOCUMENTS e.g.: COA**

**FOR TENDER REF: KK/25/2025/PHARM**

**Sample submission & documents to be sent to the Pharmacy Procurement before closing of quotation advertisement along with a copy of this form**  
**(Please attention to the Pharmacist).**

The above tender refers.

We are pleased to inform you that the samples we have submitted and Not submitted to the Drug Quality Control Section as on the closing date, are indicated as follows:

NO.	ITEM	SAMPLE SUBMITTED (indicate with √ )	SAMPLE NOT SUBMITTED (indicate with X )	OFFERED/ NOT OFFERED (indicate as appropriate)
1	Dolutegravir 50mg oral solid preparation preferably tablet			

We understand as stated in the instructions To Tenderers that Tenders without samples shall not be considered.

Thank you.

.....  
(Signature of authorized officer of Tenderer)

Tenderer's official stamp:

Name:

Designation:

Date:

**Please submit the Form to the Drug Procurement the latest ONE WEEK after closing of Tender Advertisement.**