

BIL	Quotation Reference	Description	Advertisement Date	Closing Date (Not Later Than 09.00aM)	Quotation Fee	Requesting Department	Focal Person
1	(24) PSD/QTN/2025 - (SSBH)	<p>ONE (01) YEAR CONTRACT FOR NURSE CALL PREVENTIVE MAINTENANCE UNDER SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT</p> <p><u>PLACE OF SUBMISSION:</u> QUOTATION BOX (GROUND FLOOR) MINISTRY OF HEALTH COMMONWEALTH DRIVE BANDAR SERI BEGAWAN, BB 3910 NEGARA BRUNEI DARUSSALAM</p>	20/02/2025	08/03/2025	\$5.00	HOSPITAL SURI SERI BEGAWAN, KUALA BELAIT.	<p>SURIANA BINTI HAJI DAUD</p> <p>PMK KETUA PENGURUSAN ESTET</p> <p>TEL: 3335331 ext. 3276</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 **SURIANA BINTI HAJI DAUD, PEMANGKU KETUA BAHAGIAN PENGURUSAN ESTET, KUALA BELAIT (3335331 EXT 3274)**

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 (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 **6 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 **BS5.00 [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 2.00 PM on SATURDAY in a sealed enveloped addressed to: -

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 (01) YEAR CONTRACT FOR NURSE CALL PREVENTIVE MAINTENANCE UNDER SURI SERI
BEGAWAN HOSPITAL KUALA BELAIT**



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

Quotation For : ONE (01) YEAR CONTRACT FOR NURSE CALL PREVENTIVE MAINTENANCE UNDER SURI SERI BEGAWAN HOSPITAL KUALA BELAIT

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 _____)

(or),

At Schedule of Rates attached subject to the adjustment percentage of an additional (+) / a deduction (-) * _____ % with an approximate Maximum Contract Sum as stated in PART C - APPENDIX Item 6.0.

And,

within the Contract Period of 01 Days / Weeks / Months / Year* in accordance with the terms and conditions below.

2.0 Owner / Director * 's : _____
Signature & Name : _____
IC No. : _____

2.1 Signature & Name of : _____
Witness : _____
IC No. : _____

2.2 Company Address : _____

B	
	Company Stamp

2.3 Tel. No. : _____ Fax No. : _____ E-mail : _____

2.4 Date : _____

ACCEPTANCE OF CONTRACT (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 _____)

or

At Schedule of Rates attached subject to the adjustment percentage of an additional (+) / a deduction (-)* _____ % with an approximate Maximum Contract Sum as stated in PART C - APPENDIX Item 6.0.

And,

within the Contract Period of _____ Days / Weeks / Months * in accordance with the terms and conditions below.

4.0 _____
(_____)

4.1

4.2 Signature & Name : _____
of witness (_____)

4.3 Address : _____

4.4 Tel. No. : _____ Fax No. : _____ E-mail : _____

4.5 Date of Contract : _____ Approval No. : _____

4.6 The Superintending Officer is : _____

4.7 The Starting Date is on : _____

Note : An asterisk * indicates text that is to be deleted as appropriate

C	
	Department Stamp

PART B - TERMS OF QUOTATION

CONDITIONS

1. SUPERINTENDING OFFICER'S REPRESENTATIVE

The term 'Superintending Officer' (or S.O.) includes anyone authorized in writing by the Superintending Officer to act on his behalf.

2. S.O.'S INSTRUCTIONS

(a) All S.O.'s instructions involving variations must be confirmed in writing by the S.O.

(b) If the Contractor fails to comply within a reasonable time after he receives the S.O.'s written instruction then the S.O. may employ others to carry out all necessary work and recover all related costs from Contractor.

3. VARIATIONS

Variations do not invalidate the Contract. All authorized variations will be paid or omitted as per:

(a) Schedule of Rates (current at the time of award); or

(b) similar or pro-rata rates in the Contractor Documents; or

if (a) and (b) above are not applicable,

(c) fair rates agreed between the S.O. and the Contractor

The final Contract Sum will be adjusted to incorporate the variations.

4. DEDUCTIONS FROM PAYMENTS

If the Contractor owes the Government any money under this Contract, the S.O. may deduct it from the Contractors' payments.

5. SUB-CONTRACTING

The Contractor shall not assign this Contract or sub-contract all or any portion of the Works without the S.O.'s written consent. The consent shall not be unreasonably refused to the prejudice of the Contractor. The Contractor is still solely and personally responsible for making sure that all terms, stipulations and conditions in this Contract are followed by such authorized sub-contractors.

6. DAMAGE TO PERSONS AND PROPERTY

(a) *Injury to persons* – The Contractor shall indemnify the Government any liability, loss, claim or legal actions in common law or by statute, which involve personal injuries or death of anyone during or due to execution of the Works unless due to any act or neglect of the Government or its servants.

(b) *Injury to property* – The Contractor shall be liable for and shall indemnify the Government any liability, loss, claim or legal action or any injury or damage to any property real or personal during or by reason of the Works being carried out as a result of negligence, omission or default of the Contractor, his agents, servants, authorized sub-contractor or to any circumstances within his control.

(c) Without prejudice to his liability under (a) and (b) above, the Contractor shall:

(i) take the necessary insurance to cover his liability; and

(ii) deposit the approved relevant policy/policies and premium receipts with the S.O.;
and

(iii) ensure that his sub-contractors do the same as in (i) and (ii).

Otherwise the Government may take out the relevant insurances and deduct the premium paid from the Contractor's payments.

7. WORKMEN'S COMPENSATION

Before starting any work under this Contract, the Contractor must take out a Workmen's Compensation policy from an insurance company approved by the S.O. The policy or policies shall provide for compensation for any liabilities and all incidental and consequential costs and expenses to the Contractor and the Government including all its servants due to any legal actions by any workman employed by the Contractor and any sub-contractors in carrying out this Contract.

8. DEFAULT

If the Contractor fails to take out or renew the insurances referred in Clauses 7, 8 and 9 in joint names with the Government, the S.O. may do so and deduct the expenses from the Contractor's payment or payments.

9. CONTRACT PERIOD

- (a) Possession of the Site will be given after the award of the project.
- (b) The contract period is 1 year.
- (c) The S.O. may extend the contractor period not exceeding 25% of the original contract period.

10. DETERMINATION OF CONTRACT

- (a) If the Contractor:
 - (i) wholly suspends the Works before completion without any reasonable cause; or
 - (ii) fails to proceed with the Works with reasonable diligence; or
 - (iii) refuses or persistently neglects after a written notice from the S.O., to remove defective works or improper materials.

for fourteen (14) days after a notice sent by registered post to the Contractor from the S.O., the S.O. may then determine this Contract by a notice sent by registered post.

- (b) If the Contractor:
 - i) commits an act of bankruptcy; or
 - ii) becomes insolvent or compounds with; or
 - iii) makes any assignments for the benefit of his creditors; or
 - iv) assigns or sub-contracts the Contract or any portion of the Works without the S.O.'s written consent.

the S.O. may determine this Contract by a notice sent by registered post.

- (c) In either (a) or (b) above, the S.O. may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

11. OTHER CONTRACTORS

The Contractor shall allow and cooperate with others, who are appointed by the Government, to carry out other works on the same site.

12. PAYMENT

- (a) The S.O. shall certify payments for the works completed satisfactorily.
- (b) No final payment shall be paid on completion of the Works until the Contractor has satisfied the S.O. by submitting:
 - (i) a statutory declaration made by or on behalf of the Contractor; or
 - (ii) a certificate signed by or on behalf of the Commissioner of Labour

Stating that all the workmen employed by the Contractor and his sub-contractor on the Works have received all wages due to them and that all dues under the Labour Code have been paid.

13. SCHEDULE OF RATES

The Schedule of Rates shall form part of the said Contract and shall be used for the valuation of work (or of the supply of labour and/or materials) ascertained measurement and valuation in accordance with the net rates or prices contained therein in so far as such rates or prices apply, subject to the percentage adjustment tendered by the Contractor, where the net rates or prices do not apply, the value shall be based upon rates or prices deduced therefrom so far as it is reasonable to do so, subject to the percentage adjustment(s) tendered by the Contractor.

14. VALIDITY OF CONTRACT

The contract is valid only when accepted and signed by an officer authorized to do so on behalf of the Government.

APPENDIX

CLAUSE:

- *9 Date for Possession of Site (will be given after project award)
- *9 End of Contract Date (will be given after project award)

TITLE: ONE (01) YEAR CONTRACT FOR NURSE CALL PREVENTIVE MAINTENANCE UNDER SURI SERI BEGAWAN HOSPITAL KUALA BELAIT

A. PARTICULAR CONDITIONS

1. The scope of works

Nurse call system is a critical part of patient safety and care in the hospital. It's purpose to reduce risk of fall and it's capability to alert nurses of emergency situations including to facilitate good communication between the staffs and nurses with it's locator options. Due to the critical role, nurse call requires periodic maintenance in order to ensure the efficiency of the system and to avoid the unexpected breakdown. The maintenance includes:

- 1.1 System checking
- 1.2 System reconfiguration
- 1.3 Module / Termination checking
- 1.4 Checking all the connection including replace the RJ45 (if needed)
- 1.5 Perform testing and commissioning of the system to make sure all modules working in good condition
- 1.6 Inclusive of 24/7 breakdown call support

2. Breakdown Schedule

There will be no breakdown schedule or frequencies of schedule as the works to be executed depend on the service call issued by the S.O or his representative.

3. The following conditions are applicable to the works within this tender.

- 3.1 The Contractor shall maintain an office in Kuala Belait where he can be notified by telephone relating the job to be done.
- 3.2 The Contractor shall be available even after office hours, Fridays, Sundays and Public Holidays as directed by the S.O if necessary.
- 3.3 The Contractor shall maintain sufficient electrical items and spare parts which are commonly used to avoid delay during breakdown.
- 3.4 The Contractor shall provide a competent registered electrical technician to be equipped with proper tools and safety gadgets to enable them to carry out their work with accuracy and effectively without the risk of causing any damage to the system or building.
- 3.5 The Contractor shall collect the 'SERVICE CALL SLIP' issued by the S.O. on every working day 8.00am. The designated representative of the S.O shall certify the service call slip complete with official stamp, time in, time out and the date.
- 3.6 The service and breakdown report shall be forwarded to Estet Maintenance, Suri Seri Begawan Hospital, Kuala Belait the very next working day for the approval of the S.O.
- 3.7 The Contractor shall submit three (3) copies of invoice within the first two weeks for the month the works that was carried out in the proceeding month with the enclosed service call slip and the original service report by the S.O.

3.8 The Contractor shall provide a log book to record the work done on each location. The log book shall show the exact date, time started and completed, description of work, and the names of the Technicians working. The Technician shall affix their signature and the S.O. or his representative shall confirm the completion of the work. The log book shall be always available for inspection anytime during the duration of the contract.

PC/01

3.9 Any breakdown or complain must be reported to the S.O. or his representative verbally within 24 hours in addition to the maintenance logging report made by the Estet Maintenance staff. The report shall state the nature of fault, the work done and any further work that is required.

3.10 The contractor shall remove and replace any supplied items which are damage, defect or not comply with the specification. If the contractor fails to do so within the reasonable time, the S.O. has the option to remove the items and replace with the correct specification and the contractor shall be responsible with the cost and expenses incurred.

3.10.1 If the S.O. thinks that any of the items supplied are not in accordance with the specification, the S.O. have the right to submit the items to expert for examination and/or testing. All test in connection therewith shall be borne by the Contractor.

3.11 The contractor shall not assign this contract or any portion of the work to sub-contractor without the S.O. written permission. The consent shall not be reasonably refused to the prejudice of the contractor. The contractor is still solely and personally responsible for making sure that all terms, stipulation and conditions in this contract are followed by such authorized sub-contractor.

4. *Protection against existing plants and equipments.*

The contractor shall provide necessary protection against the existing plants and equipments in the adjacent working areas while carrying out the contractor's works.

5. DELAYS AND LIQUIDATED DAMAGES

5.1 If the Contractor; -

fails to complete the Corrective Maintenance Services within the Down Time specified in **Clause 7**

the Contractor shall pay the Government as and by way of liquidated damages which shall be deducted by the Government from any Maintenance Charges due to or may become due to the Contractor under this Agreement for the costs the Government will incur as a result as follows:

for the failure or delay mentioned, for each of the affected Corrective Maintenance or any parts thereof, the sum of **Fifty Brunei Dollars (B\$50.00)** for per day or part thereof of such failure or delay.

6. Down Time

The Down Time of the Corrective Maintenance Services shall in all cases not exceed seven (7) days.

B. PARTICULAR SPECIFICATION

1. This particular specification is supplemented to the Standard Schedule of Rates for Maintenance Term Contract for Ministry of Health facilities Vol. 2 of 2 and the PWD specification (revised 1988) and Contract Form for Minor Works and shall be read in conjunction with the other documents and Summary of Tender forming this contract. Any discrepancies between these documents shall be clarified with the Superintending Officer (S.O.) whose decision shall be final and binding upon the contractor. The Contractor shall be considered as having knowledge understanding of the said documents.
2. The tender is open to competent and registered electrical company which has qualified and skilled electrical Technicians to take charge of the contract works during the duration of the contract.
3. All prices include labour, parts and transport charges.
4. The successful Tenderer shall submit within fourteen (14) days of the following documents
 - a. Work Permit

LOCATIONS OF NURSE CALL SYSTEM

1. NURSE CALL SYSTEM ASCOM (TELECARE M)

- 1.1 WARD 3 (21 BEDS)**
- 1.2 WARD 4 (21 BEDS)**
- 1.3 WARD 10 (21 BEDS)**
- 1.4 WARD 11 (21 BEDS)**

2. NURSE CALL SYSTEM ASCOM (TELECARE IP)

- 2.1 WARD 6 (20 BEDS)**
- 2.2 WARD 5 (23 BEDS)**
- 2.3 WARD 15 (33 BEDS)**

SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT

RATES OF MAINTENANCE VISIT FOR ONE (1) YEAR

ITEM	DESCRIPTION	QTY	TASK B (6 MONTH)			TASK C (ANNUALLY)		
			Rate	No.	Amount	Rate	No.	Amount Carried Forward to Summary
1.	Nurse Call system Ascom (Telecare M)	64		x 1			x 1	
2.	Nurse Call system Ascom (Telecare IP)	76		x 1			x 1	
Total Amount =								
Grand Total =								

PART C - APPENDIX

<p>1.0</p>	<p>Completion Date: (If not stated, to be instructed by the Superintending Officer, if more than one completion period, identify the scope of Works for each completion period). For Term Contract, the Contract shall end when the following conditions are met: (a) The actual expiration of the Contract Period; or (b) The limit of the Approximate Maximum Total Value of All Job Orders have been reached; whichever of the above comes first but subject to Clause 3.2 and Clause 4.0.</p>	<p style="text-align: right;">12 / MONTHS</p>
<p>2.0</p>	<p>Liquidated and Ascertained Damages (LAD): (If none stated, then the Superintending Officer may certify a reasonable sum as compensation for delay).</p>	<p style="text-align: right;">B\$ 14 per day</p>
<p>3.0</p>	<p>Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion).</p>	<p style="text-align: right;">09 Months</p>
<p>4.0</p>	<p>Retention Sum: (If none stated, FIVE (5%) PERCENT of the Contract Sum).</p>	<p style="text-align: right;">0 % of the Contract Sum</p>
<p>5.0</p>	<p>Minimum and Maximum Values of Job Orders: Minimum value of any one Job Order to be issued Maximum value of any one Job Order to be issued (If none stated, the maximum value to be issued must be capable of being carried out and completed within the Contract Period).</p>	<p style="text-align: right;">≤ B\$ _____ ≥ B\$ _____</p>
<p>6.0</p>	<p>Approximate Maximum Total Value of All Job Orders for the Contract Period: (If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSAND) The Superintending Officer gives no warranty or undertaking as to the actual amount of Works that will be issued through Job Orders and no variance in the actual value of Works ordered shall give rise to a change in any rate, price or percentage adjustment.</p>	<p style="text-align: right;">≤ B\$ _____</p>

**ESTATE MANAGEMENT SECTION
SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT
QUOTATION / TENDER SITE VISIT FORM**

COMPANY : _____
PERSON IN CHARGE : _____
DATE OF VISIT : _____

I hereby on behalf of my company has made a Site Visit to the work location on _____

And have understand the work requirement and all specification stated in the quotation/tender title and no.:

I (My Company also agree not to make any additional claim to MOH which occur during the job working period which cause accident or damage to my Company

Contractor's Signature & Chop

[Name : _____]

Verified by:

Estate S.O. / Officer

[Name : _____]

Designation : _____

Date : _____

Note:

Site Visit shall **ONLY** be done on **Tuesday** or **Thursday** prior to the tender closing date.
(09.30 AM - 12.00PM)
(01.45 PM - 04.00PM)

Telephone No. :
3335331 Ext. no. **3276 / 4304**
3335332
3335333

The Contractor must visit the site before quoting any price for the above work. The Tenderer shall satisfy himself as to the nature of the site/ ground condition.

The Contractor shall fulfill all the 'QUOTATION SITE VISIT FORM' and this form must be attach together during submitting the quotation.

Failing to do so, the quotation will be considered **VOID**.