

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/26/2025/ESTETMOH (TC)	THREE(3) YEARS TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF COMPRESSED AIR AND ASSOCIATED ACCESSORIES AT DEPARTMENT OF SCIENTIFIC, MINISTRY OF HEALTH	3 YEARS	ESTET MANAGEMENT & PROJECT DEVELOPMENT	\$30.00	4 TH MARCH 2025	Acting Assistant Director of Project Development Estet Management & Project Development Ministry of Health Negara Brunei Darussalam Contact No.: 2381640 ext. 7926/7924/7928

TENDER REFERENCE NO.: KK/26/2025/ESTETMOH(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THREE(3) YEARS TERM CONTRACT FOR
COMPREHENSIVE MAINTENANCE AND REPAIR OF
COMPRESSED AIR AND ASSOCIATED ACCESSORIES AT
DEPARTMENT OF SCIENTIFIC, MINISTRY OF HEALTH**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 04TH MARCH 2025

TIME : 12.00 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 2

SPECIFICATIONS

TENDER REFERENCE NO: KK/26/2025/ESTETMOH(TC)

INVITATION TO TENDER
THREE YEARS TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF
COMPRESSED AIR AND ASSOCIATED ACCESSORIES AT DEPARTMENT OF SCIENTIFIC
SERVICES, MINISTRY OF HEALTH

1. **GENERAL**

- 1.1 Tenderers are sought from suitably qualified with skilled staff and adequate testing instruments who wish to be considered for the provision of maintenance services (hereinafter "Maintenance Services") for the comprehensive maintenance and repair of compressed air and associated accessories at Department of Scientific Services as stated in **Schedule I – List of Equipment and Locations**.
- 1.2 The Tenderer shall provide Maintenance Services for the System inclusive of all necessary spare parts and replacement parts to ensure that the System is kept in good working order and condition and functioning efficiently within the manufacturer's specifications. The Maintenance Services consist of:
- Preventive maintenance; and
 - 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 – 12.15pm and 01.30 pm – 04.30 pm].
- 2.1.2 Preventive maintenance shall be performed every three (3) months in accordance or with the maintenance schedules set out in **Schedule II – Maintenance Schedules** as 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 equipments.
- 2.1.5 Where follow-up work is considered necessary and involves further repairs, the Tenderer shall notify the Superintending 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 **three (3) days**. A penalty of **B\$100.00 per day** shall be imposed if the said period if exceeded and that, it is in the opinion of the Superintending Officer, the System ought reasonably to have been put back to service.

2.1.7 The Tenderer is also required to submit monthly reports covering details of periodic inspection, servicing and repairs. The monthly report shall include, but not limited to, a log showing the time when fault notice was received, nature of fault, time when rectification work 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 technician to a site specified by the Superintending Officer or his representative **within 30 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\$150.00 per hour** shall be imposed upon the Tenderer for every hour or part thereof that the Response Time is exceeded.

2.2.4 The technician shall complete any repair or replacement of parts within **seven (7) days** from the time the technician arrives at the specified site. A penalty of **\$100.00 per day** shall be imposed if the said downtime is exceeded and that, it is in the opinion of the 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 Estate Maintenance Section on the next working day for approval by the 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, boards, and other necessary work required.

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 be reasonably expected to be needed due to breakdown.

3.2 The Tenderer shall submit a price list of all parts or items as listed out in **Schedule III – Schedule of Parts**. This list shall be inclusive of all duties, taxes, labour charges, transport charges and maintained for three years.

3.3 The 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 a 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 borne 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 All parts supplied must be certified with approval from the Department of Fire and Rescue Services.

4. PERSONNEL

- 4.1 To ensure the proper and efficient execution of the Maintenance Services, the Tenderer shall provide and employ qualified and competent workers to perform the Maintenance Services as follows:
- One (1) registered and qualified supervisor
 - Three (3) qualified technician
- 4.2 Failure to provide the required personnel to carry out the Maintenance Services will result in an imposition of the following charges:
- Supervisor - **B\$75.00 / day**
 - Technician - **\$50.00 / day**
- 4.3 The Tenderer shall ensure that such personnel are properly trained and employed (if they are employed outside of Brunei Darussalam) by the Tenderer throughout the three-year duration.
- 4.4 The Tenderer is required to submit a list of names, addresses, qualifications, experiences and other relevant information that the Superintending Officer may require, of all persons that shall be employed for the performance of the Maintenance Services in the format set out in **Section 3** of this Invitation To Tender. Any amendments made to the list shall be submitted in writing within five (5) days upon knowledge that any person has been added or deleted from the list during the three-year duration.
- 4.5 The Superintending Officer reserves the right to remove, reject or replace any persons employed by the Tenderer, who in the opinion of the Superintending Officer is not competent to execute the Maintenance Services, and shall direct the Tenderer to replace such person/s.
- 4.6 All personnel employed by the Tenderer shall be neatly and properly attired in uniforms and equipped with proper tools and safety equipment to enable them to carry out their work safely, accurately and without any risk of causing damage to the System.

5. INSURANCE

The Tenderer shall warrant that he will maintain at his own expense, comprehensive general liability, errors and omissions, workers' compensation, public liability, property damage and automobile liability insurance. Upon request by the Government, the Tenderer shall furnish certificates showing that such insurance is in effect and will not be cancelled or changed in the absence of a prior 30-days' written notice to the Government.

6. LOG BOOKS AND REPORTS

- 6.1 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.
- 6.2 The log book must show the date, time and duration of work performed; a description of the work performed; and the names of the Tenderer's personnel responsible for performing the work.
- 6.3 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.
- 6.4 The log book must be available for inspection by the Government at any time.
- 6.5 The Tenderer shall also submit Maintenance Service Reports in a format acceptable to 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.
- 6.6 Any verbal reports made by the Estate Maintenance Section 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.

7. EQUIPMENT

The Tenderer shall ensure 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:

- Multi-tester
- Insulation Tester
- Glass fuse
- Indicator panel bulbs
- General Tool kit

8. 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 (one (1) original copy and two (2) duplicate copies of the invoice)
 - Service Call Slip; and
 - A detailed Maintenance Service Report
- 8.2 The Tenderer shall submit the invoice of the previous month **within the first (1) weeks of the following month**. All claims shall be addressed to:

**Head of Section
Estate Maintenance Section
Ministry of Health
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.

SCHEDULE I – LIST OF EQUIPMENT AND LOCATIONS

AIR COMPRESSED SYSTEM AT DEPARTMENT OF SCIENTIFIC SERVICES (NEW BLOCK)

EQUIPMENT: ATLAS COPCO COMPRESSOR AIR
BRAND: PENLON
MODEL: CA1000D
SERIAL NOS: 001405
QUANTITY: 1

EQUIPMENT: OILLESS SCROLL AIR COMPRESSOR
BRAND: COAIRE
MODELS: AL15
SERIAL NOS: LS015FI056
QUANTITY: 1

AIR COMPRESSED SYSTEM AT DEPARTMENT OF SCIENTIFIC SERVICES (OLD BLOCK)

EQUIPMENT: MEDLINEAIR COMPRESSOR AIR
BRAND: C&U
MODEL: 7.5U-7CV
SERIAL NO:
1. AB632861
2. AB632862

SCHEDULE II – MAINTENANCE SCHEDULES

MAINTENANCE PROGRAM FOR MEDICAL AIR COMPRESSOR AND ITS ASSOCIATED COMPRESSED AIR TREATMENT LINE

SCOPE OF WORK

Centralized Medical air compressor supplies treated air to the entire hospital and due to the high demand of the treated air in the hospital, the compressor has to run continuously. Air compressor is composed of moving parts: motor, piston, belts, fan and also uses oil, air filters, oil filters and air/oil separators. Due to these parts, the air compressor requires periodic maintenance in order to ensure the efficiency of the machine and to avoid the unexpected breakdown. The maintenance includes:

1. Cleaning of the entire machine.
2. Replacement of the air filters.
3. Replacement of the air separators
4. Replacement of the pre-filters.
5. Replacement of the media of the air dryer.
6. Replacement of the bacteria filters of the air dryer.
7. Replacement of the carbon filters of the air dryer.
8. Checking of the electrical connections.
9. Calibration of the air pressure controls.
10. Checking of the over pressure safety valves and
11. Checking of all the automatic blow-off drain valves

1. Weekly Routine check.

- a) Check and drain the water out.
- b) Check the monitor of the control panel.
- c) Checked the Internal Condition of the Compressor for leakage.
- d) Clean the pre-filters
- e) With the compressor running, Check the "SET" and "RESET" pressure on the display, the minimum pressure on the pressure gauge of the separator tank (the pressure reading must be between 8 and 9 Bar) and the operating temperature on the display.
- f) Check or replace the belt of the motor.
- g) Check the ventilation fan.
- h) Check the tightness of all the electrical connection (on the panel and on the motor terminal board)
- i) Clean the air radiator.
- j) Check water separator
- k) Check the membrane dryer
- l) Check vapor removal filter

2. Every Six (6) Months

- a) Change the air filter cartridge.
- b) Change or clean the panel for pre-filtering the cooling air.
- c) Clean and replace suction filter.
- d) Check or replace the belt of the motor.
- e) Check the ventilation fan.
- f) Check the tightness of all the electrical connection (on the panel and on the motor terminal board)
- g) Check the state of the transmission flexible coupling.
- h) Clean the air radiator.
- i) Replacement of outlet pipe
- j) Replace the special grease
- k) Replace the solenoid valve kit
- l) Replace the silencer
- m) Check water separator

- n) Check the membrane dryer
- o) Check vapor removal filter

3. Every One (1) Year

- a) Change the air filter cartridge.
- b) Clean Air end fan and bearing
- c) Re-grease the Air end grease
- d) Replace tip seal and dust seal.
- e) Check or replace belt.
- f) Change the air separator cartridge.
- g) Change or clean the panel for pre-filtering the cooling air.
- h) Check the correct operation of the safety valves, of the electrical components, and ensure the temperature probe is working.
- i) Check the tightness of all the electrical connections (on the panel and on the motor connection board).
- j) Check the state of the transmission flexible coupling.
- k) Clean the air radiator.
- l) Check Ventilation fan
- m) Replace air filter
- n) Replace the Sieves (dryer)
- o) Replace the silencer
- p) Check or replace suction filter
- q) Check or replace crank case filter
- r) Check or replace water separator
- s) Check or replace carbon filter
- t) Check or replace vapor removal filter
- u) Check or replace dry particulate
- v) Check or replace mist filter

For Compressed Air Treatment Line (Dryer/Filter)

4. Every 15 Days

- a) Perform a manual air treatment line permutation.
- b) Clean the silencers at the bottom of each of the dryer column.

5. Every Month

- a) Check the correct automatic operation of each of the air treatment line.
- b) Check the air treatment line valves for leakage.
- c) Check the operation condition on each of the air treatment lines: pressure, air in-let temperature, treated flow, regeneration flow and pressure drop.
- d) Perform a manual air treatment line permutation.

6. Every Six (6) Months

- a) Replace the CO filtering elements on each of the air treatment lines.
- b) Check the security valve and pressure valve.

7. Once a Year

- a) Replace all of the filtering elements.
- b) Check the pressure gauges.
- c) Replace the decompression silencer.
- d) Check the drain valves on each of the treatment lines.
- e) Check the air treatment lines control panel: electric connection and cam adjustment.

8. Every two years

- a) Replace the non-return valve of the decompression system
- b) Replace the valves diaphragms

9. Every Three (3) Years

- a) Replace the desiccant on each of the air treatment lines. Clean the column In-let before refilling with new desiccant.

SCHEDULE III - SPARE PARTS LIST

Maintenance Parts / Kits for Three (3) Years

ITEM NO.	DESCRIPTION	QUANTITY	PRICE
1.	Air Separator Cartridge	06	
2.	Cartridge Air Filter For VZ	06	
3.	Panel for Pre-Filtering	06	
4.	Belting	30	
5.	Minimum Valve Kit	06	
6.	Thermostatic Valve Kit	06	
7.	Suction filter	06	
8.	Pre-filter	06	
9.	Dust filter	06	
10.	Activated carbon filter	06	
11.	Catalyser filter	06	
12.	Output bacterial filter	06	

**DEPARTMENT OF SCIENTIFIC SERVICES
RATES OF MAINTENANCE VISIT THREE (3) YEARS**

ITEM NO.	DESCRIPTION	QTY	TASK A (MOTHLY)			TASK B (6 MONTH)			TASK C (ANNUALLY)		
			Rate	No	Amount	Rate	No	Amount	Rate	No	Amount
1.	ATLAS COPCO COMPRESSOR AIR Serial no: 001405	1		X 10			X 1			X 1	
2.	OILESS SCROLL AIR COMPRESSOR Serial no: LS015FI056	1		X 10			X 1			X 1	
3.	MEDLINEAIR COMPRESSOR AIR Serial no: AB632861	1		X 10			X 1			X 1	
4.	MEDLINE COMPRESSOR AIR Serial no: AB632862	1		X 10			X 1			X 1	
TOTAL ANNUAL PRICE (\$)											
TOTAL PRICE FOR THREE YEARS (\$)											

SECTION 3
FORMS TO BE USED

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SCHEDULE A – TENDER FORM

To:

TENDER REFERENCE NO: KK/26/2025/ESTETMOH(TC)

INVITATION TO TENDER

**THREE YEARS TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF
COMPRESSED AIR AND ASSOCIATED ACCESSORIES AT DEPARTMENT OF
SCIENTIFIC SERVICES, MINISTRY OF HEALTH**

TENDER OF (*name of tenderer*)

Company/Business Registration No.: _____

Tender Closing Date: _____

SUMMARY

ITEM NO.	NAME OF BUILDING	TOTAL ANNUAL PRICE (B\$)	TOTAL PRICE FOR THREE (3) YEARS (B\$)
A.	PRELIMINARIES – Insurances etc		
B.	CHARGES:		
1	ATLAS COPCO COMPRESSOR AIR		
2	OILESS SCROLL AIR COMPRESSOR		
3	MEDLINEAIR COMPRESSOR AIR		
TOTAL AMOUNT			

1. We offer and undertake on your acceptance of our Tender to provide the above mentioned services 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. 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 the Government and us.
4. OUR OFFER IS VALID FOR **SIX (6)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this day of 20 __

Tenderer's official stamp:

Signature of authorised officer of Tenderer

Name:

Designation:

SCHEDULE A

MAINTENANCE CHARGES – RATES OF MAINTENANCE VISIT THREE (3) YEARS

DEPARTMENT OF SCIENTIFIC SERVICES RATES OF MAINTENANCE VISIT THREE (3) YEARS											
ITEM NO.	DESCRIPTION	QTY	TASK A (MOTHLY)			TASK B (6 MONTH)			TASK C (ANNUALLY)		
			Rate	No	Amount	Rate	No	Amount	Rate	No	Amount
1.	ATLAS COPCO COMPRESSOR AIR Serial no: 001405	1		X 10			X 1			X 1	
2.	OILESS SCROLL AIR COMPRESSOR Serial no: LS015FI056	1		X 10			X 1			X 1	
3.	MEDLINEAIR COMPRESSOR AIR Serial no: AB632861	1		X 10			X 1			X 1	
4.	MEDLINE COMPRESSOR AIR Serial no: AB632862	1		X 10			X 1			X 1	
TOTAL ANNUAL PRICE (\$)											
TOTAL PRICE FOR THREE YEARS (\$)											

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:
 - Maintenance of Compressed Air
 - (d) Other information which is considered relevant.

SCHEDULE C
SUB-CONTRACTORS

- 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

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

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 with the Ministry of Development.

SCHEDULE E

REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 4.1 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 & Address	Customer Type (Gov't or Quasi-Gov't)	Contact Person	Title	Contact Number Fax Number & Email 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.

- 4.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.
- 4.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.

SCHEDULE G

COMPLIANCE FORM

SECTION	DESCRIPTIONS	YES	NO
1.	Instruction To Tenderers	<input type="checkbox"/>	<input type="checkbox"/>
2.	Specification & Bill of Quantities	<input type="checkbox"/>	<input type="checkbox"/>
3.	Forms to be used	<input type="checkbox"/>	<input type="checkbox"/>
4.	Articles of Agreement & Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>