

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/29/2025/TUT(TC)	THE MANAGEMENT AND OPERATION OF CAFE AT GROUND FLOOR, PMMPMHAMB HOSPITAL, TUTONG FOR A PERIOD OF THREE(3) YEARS	3 YEARS	HOSPITAL PMMPMHAMB TUTONG	\$10.00	18 TH FEB 2025	<i>Acting Chief Executive Officer Grade 1 Pengiran Muda Mahkota Pengiran Muda Haji Al-Muhtadee Billah Hospital (PMMPMHAMB) Tutong, Ministry of Health Negara Brunei Darussalam Contact No.: 4221010</i>

TENDER REFERENCE NO.: KK/29/2025/TUT(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE MANAGEMENT AND OPERATION OF CAFE AT
GROUND FLOOR, PMMPMHAMB HOSPITAL, TUTONG FOR
A PERIOD OF THREE(3) YEARS**

TENDER FEES : \$10.00

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)

SECTION 2
SPECIFICATIONS

TENDER REFERENCE NO.: KK/29/2025/TUT(TC)

**INVITATION TO TENDER FOR
THE MANAGEMENT AND OPERATION OF CAFÉ AT GROUND FLOOR, PMMPMHAMB
HOSPITAL, TUTONG FOR A PERIOD OF THREE (3) YEARS**

1. GENERAL

- 1.1 The Ministry of Health (MoH) in its continuous effort to improve and enhance the quality of services provided to its staff and the public, intends to privatise the management and operation of its Café facility at Ground Floor, PMMPMHAMB Hospital, Tutong for a period of **THREE (3) YEARS**.
- 1.2 The Café facility would serve to help elevate visitor's experience and offering choice and convenience.
- 1.3 Tenderers shall observe and consider the Scope of Works of this Invitation To Tender before tendering.

2. SCOPE OF WORKS

The successful Tenderer (Hereinafter 'the Tenant') shall observe and consider the following:

2.1 Management and Operation of the Cafe

- 2.1.1 The Tenant shall use and occupy the Café for the purposes of managing and operating of Café Services only and to obtain any licences, permits and approvals from the relevant authorities which may be required for such use.
- 2.1.2 The Tenderer shall perform the following services: -
- 2.1.2.1 Providing variety of sandwiches, drink choices and desserts.
- 2.1.2.2 Food preparation, handling, storage and distribution, and
- 2.1.2.3 Reducing the risk of infections in the facility associated with operations of the food services.

2.2 Licences

- 2.2.1 To hold and continue to hold a Business Licence under the Business Names Act (CAP 92 of the Laws of Brunei).

2.3 Business Hours

- 2.3.1 To operate the Café **every day** from **07.00am to 08.00pm, seven (7) days a week, including Fridays, Sundays and Public Holidays** unless otherwise agreed by the CEO PMMPMHAMB Hospital Tutong to operate differently. On Fridays the Café will operate from 02.30pm to 08.00pm.

2.4 Food and Beverage to be Sold

- 2.4.1 To prepare and sell food and beverages including but not limited to the food and beverages as listed in **Schedule A**.

- 2.4.2 To put up the price list of all food and beverages available for sale at the Café.
- 2.4.3 All food sold at Café should be shown as 'Healthy Food' – refer to Schedule A.
- 2.4.4 Tenderer should include / provide their own propose menu for Healthy Food.
- 2.5 **Hygiene**
- 2.5.1 To prepare all food and beverages in a clean and hygienic manner.
- 2.5.2 To prepare and sell only food and beverages which is sound and fit for human consumption.
- 2.5.3 To ensure that all food and beverages prepared for sale, including all ingredients, fulfill the requirements of the Halal Haram Board of Brunei Darussalam.
- 2.5.4 To ensure that all food ingredients including meat, poultry, fish and vegetable are kept in separate plastic containers and stored in the refrigerator in a safe and hygienic manner.
- 2.5.5 To constantly ensure that the premises of the Café and all apparatus and utensils used in connection with the sale or preparation for sale of food and beverages are kept clean.
- 2.5.6 To maintain the cleanliness of the premises of the Café and its surrounding including and especially the kitchen area and the temporary rubbish dumping site.
- 2.6 **Employees**
- 2.6.1 To employ an adequate number of employees in order to operate and run the Café efficiently.
- 2.6.2 To ensure that all employees including the Manager/Supervisor working at the Café comprise of citizens of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam and be of the Islamic faith.
- 2.6.3 To ensure that all employees including the Manager/Supervisor working at the Café obtain a medical certificate from the Ministry of Health prior to the commencement of their employment at the Café.
- 2.6.4 To ensure that all employees including the Manager/Supervisor working at the Café dress in a proper manner and always clean.
- 2.7 **Installation, Maintenance and Security of the Café**
- 2.7.1 The Tenderer shall be responsible for maintenance of the infrastructure, replacements of electrical fittings, and equipment at all time. Therefore, in the effort to enhance the look of the concerned area. The Tenderer at their own expense shall renovate and upgrade the existing area to the hospital's requirement including wall, floor, and ceiling.
- 2.7.1.1 The Tenderer shall be provided with an area of 4.10 m by 3.70 m to set up the Café (refer to **Schedule B**).
- 2.7.2 Any civil work in relation to the installation of equipment including hiring contractors for building modification will be the responsibility of the Tenderer.
- 2.7.3 The proposed building modifications must be submitted to the Chief Executive Officer of the hospital for permission before its implementation.
- 2.7.4 The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of any related equipment/furniture/ including directional signage.
- 2.7.5 The Tenderer shall also be responsible for the following items: -

- 2.7.5.1 To purchase, install, maintain and repair equipment and appliances in the Café at its own costs.
- 2.7.5.2 To provide the premise with needful necessities such as cold storage, movable cabinet or loose furniture.
- 2.7.5.3 To ensure that the installation and maintenance of the said equipment and appliances shall not cause any disruption, nuisance or disturbance to the hospital.
- 2.7.5.4 To be solely responsible or liable for the security and safety of the Café and all monies being kept at the Café at the sole risk of the Tenant.

2.8 Alterations, Additions etc

- 2.8.1 All cost of fitting out and renovations to the Café Concession shall be borne solely by the Tenderer and in accordance with all rules building regulations and by laws of the relevant authorities.
- 2.8.2 The consent or approval of the relevant authorities concerned, where necessary, shall first have been obtained prior to the carrying out of any work.
- 2.8.3 The Tenant shall at its own costs and expenses reinstate the Café to its original state and condition (fair wear and tear excepted) on the expiry or sooner determination of the term hereby granted.

2.9 Advertisements, signs etc.

- 2.9.1 Not to affix or howsoever any advertisement, signboards, nameplates, logo or otherwise unless prior approval in writing have been granted by the relevant authorities for such advertisement, signboards, name plates, logo or otherwise.

2.10 Facilities Provided for The Café

- 2.10.1 Sink is provided outside the premise
- 2.10.2 Electrical socket provided for the premise

2.11 Viewing of Premises

- 2.11.1 To permit the Government and its agents or workmen with or without appliances at all reasonable notice to the Tenant (except in case of emergency when no notice shall be required) to enter upon and view the state of repair and condition of the Café and to take inventories of the Government's fixtures and fittings therein and to do such works and things as may be required by the Government and the Government may serve notice on the Tenant of any defect or damage of which the Tenant may be responsible hereunder requiring the Tenant within a reasonable time to repair the same in default of the Tenant so doing it shall be lawful for the Government thereafter to enter and execute the required repairs and for that purpose the Government its architects contractors workmen and agents may enter upon the whole or any part of the Café and there remain the purpose of carrying out such repair work and all expenses and costs of carrying out such work shall forthwith be payable by the Tenant to the Government on demand.

2.12 Breakages, Damage

- 2.12.1 The Tenant shall at all times during the lease period shall maintain and take proper care of the premise.
- 2.12.2 From time to time; -

2.12.2.1 The Tenant shall repair any breakage or damage to the common areas of the hospital or to any adjoining premises or any facilities or appurtenances thereof occasioned by want of care or misuse either by the Tenant and its servants, licenses agents or invitees.

2.12.2.2 The Tenant shall also repair and replace immediately all broken glass including exterior windows with glass of the same quality and all damaged or broken lighting, electrical equipment and plumbing and other fixtures and fittings installed upon the Café.

2.13 Insurance

2.13.1 To insure forthwith and keep insured during the term hereby created the Café against loss or damage by fire theft public risk insurance and such other risks and special perils normally insured for the use of a Café and to produce to the Government on demand the policy of such insurance and the receipt of payment of the premium thereof and to cause all monies received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the Café in accordance with the then existing laws and regulations of the local authorities and in accordance with any planning consents and permissions and to make up any deficiency out of its own money.

2.13.2 Not to keep or permit to be kept on the Café or any part thereof any materials or substance the keeping of which may contravene any Act, regulation or By Law.

2.13.3 Not to or permit or suffer to be done anything whereby the policy or policies of insurance effected on the Café may become void or voidable or whereby the premium may be increased and to repay to the Government all sums expended by the Government by way of increased premiums and all expenses incurred by the Government rendered necessary by a breach or non-observance of this provision.

2.14 Inflammable, Explosive Substances

2.14.1 Not to keep or store within or near the Café any contraband or unlawful goods, kerosene or any inflammable, explosive or combustible substances.

2.15 Radio and Television Aerials

2.15.1 Not to put up any pole mast wire or place in or outside the Café any mobile communication antenna except with the consent in writing of the Government **PROVIDED ALWAYS** that any consent given may be withdrawn at any time upon the discretion of the Government having regard to the of the hospital as a whole or to the rights and interests of other tenant occupiers or persons lawfully therein.

2.16 Tenancy Non-Transferable

2.16.1 Not to assign, sub-let or otherwise part with possession of the Café or any part thereof or any interest therein.

2.17 Telephone and Other Charges

2.17.1 To pay for any charges including electricity charges and telephone charges used in the Café during the period of this tenancy.

2.17.2 To agree to sign agreements with the authorities concerned for utilities required and pay for the rental of the equipment including meters.

2.18 Loading of Cafe

2.18.1 Not to overload or permit to overload the electrical wiring or cables or apparatus associated with it in or serving the Café.

2.18.2 Not to affix or install any further or additional electrical points equipment in the Café without the previous consent in writing of the Government (which consent shall not be unreasonably withheld).

2.19 **Covenant to Deliver Cafe in Tenantable Condition**

2.19.1 At the expiry or sooner determination of the term hereby granted to peaceably and quietly yield up the Café to the Government in good and tenantable repair and condition in accordance with the covenants hereinbefore contained and to remove any signs, names, advertisements or notices erected, painted, displayed or affixed and to make good any damage caused by such removal and also to remove all rubbish, trash, waste and any unwanted materials or items therefrom.

2.20 **Appearance of Cafe**

2.20.1 The Tenant shall bear in mind that the appearance of the Café and its surrounding together with its management and operation **shall contribute and enhance the image of PMMPMHAMB Hospital Tutong**. Therefore, in the effort to enhance the look of the concerned areas:

2.20.1.1 The Tenant shall keep the Café in a clean, tidy and proper condition at all times and not to allow to accumulate any trade waste, garbage or rubbish in the Café and to store such trade waste, garbage or rubbish in proper bins or receptacle.

2.20.1.2 The Tenant shall be responsible for the waste collection and the disposal of the waste. Garbage disposal is carried out by an arranged term contract with Ministry of Health.

2.20.1.3 Officers from the PMMPMHAMB Hospital shall be allowed to inspect the premise at all time to avoid any accidents and faults as well as prevent any unwanted food poisoning cases etc.

2.21 **Conditions of Structure**

2.21.1 To keep in good repair the main structure roof, walls, floors, main drains and pipes and the external parts of the Building and the Café where such repair is required due to fault, neglect or default of the Tenant, its agents, servants, licensees, and invitees.

2.22 **Quiet Enjoyment by the Tenant**

2.22.1 The Tenant shall pay the monthly rental and perform and observe the several stipulations, conditions and agreements on its part herein contained, to allow the Tenant to peacefully hold and enjoy the Café during the term hereby created without any interruptions by the Government or any persons lawfully claiming through or under the Government.

3. **CONTRACT PRICE**

3.1 Tenderers are required to submit a price quote of **Minimum BND300 for the monthly rental fee** for the Cafe at Ground Floor, PMMPMHAMB Hospital, Tutong.

3.2 Tenderers are required to submit list of **selling price** for the food and beverages listed in **Schedule A**.

4. **PAYMENT OF RENT**

4.1 The Tenant shall pay the monthly rent in advance at the beginning of each month without deduction. Monthly rents shall be made in the form of cheque payable to the Government of **His Majesty the Sultan and Yang Di Pertuan of Brunei Darussalam** and shall be submitted to the **Chief Executive Officer, PMMPMHAMB Hospital Tutong** not later than first week of each month.

4.2 If at any time the rent or any part thereof (whether lawfully demanded or not) shall remain unpaid for **fourteen days** after becoming payable or if the operator shall at any-time fail or neglect to perform and observe any of the covenants and conditions and on his part to be performed and observed, the **Government may terminate the contract with notice and without prejudice to any claim** by remedy in respect of any antecedent breach of any covenant or condition.

5. COMPLIANCE WITH RULES AND REGULATIONS

5.1 The Tenant shall comply with the rules and regulations set by PMMPMHAMB Hospital.

The successful company shall not sub-let the contract to a third party.

5.2.1 The outlet shall not be used for other purposes except for purpose of operating a Café Concession approved by the Government of Brunei Darussalam.

6. SUBMISSION OF OFFER

6.1 The document including the business proposal, forms to be used in Section 3 of this Invitation To Tender and all other accompanying documents such as Copy of Business Registration and Miscellaneous Licence are to be put in an envelope, sealed and must be submitted in **two (2) copies** made up of one (1) original and one (1) duplicate. All sets shall be bound and clearly labelled as ORIGINAL and DUPLICATE. Respectively, all quotation must be addressed to: -

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

SCHEDULE A

PRICING LIST OF THE FOOD AND BEVERAGES MUST BE AVAILABLE FOR SALE AT THE CAFE:

A. FOOD (SANDWICH)			
LIST	PRICE	LIST	PRICE
1. BEEF BREAKFAST		2. CHICKEN DELIGHT	
3. BEEF PEPPERONI		4. ROASTED CHICKEN	
5. CHICKEN PATTY		6. CHICKEN MEATBALL	
7. CHICKEN SAUSAGE		8. PRAWN	
9. CHICKEN LUNCHEON		10. SALMON	
11. GARLIC MUSHROOM		12. EGG	
13. TUNA			
<ul style="list-style-type: none"> FOR MORE PRODUCTS, SEE ATTACHED MENU 			

B. OTHER FOOD			
LIST	PRICE	LIST	PRICE
1. VEGGIES SALAD		2. COLESLAW	
3. MEAT SALAD		4. BAKED SWEET POTATO	
5. BAKED POTATO		6. MUSHROOM SOUP	
7. MASHED POTATO		8. ICE CREAM	

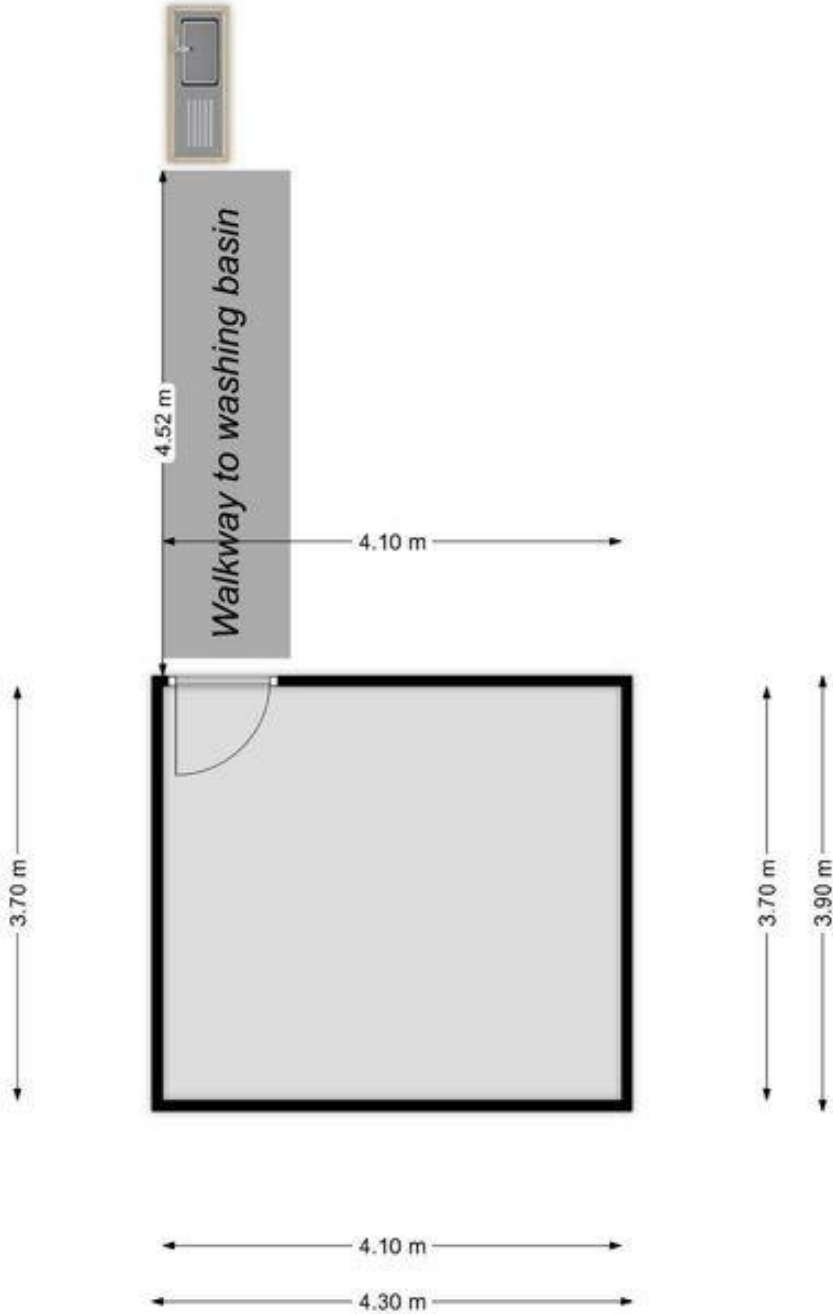
C. SANDWICHES (PRICE PER SLICE) + VEGETABLES / WHOLEMEAL OR WHOLEGRAIN BREAD	
LIST	PRICE
1. EGG SANDWICH	
2. CHICKEN SANDWICH	
3. TUNA SANDWICH	

D. DRINK			
HOT DRINKS		COLD DRINKS	
LIST	PRICE	LIST	PRICE
1. WHITE COFFEE		2. MANGO PEACH	
3. THE TARIK		4. MILO	
5. MILO		6. LEMON TEA	
7. BLACK COFFEE		8. LEMONADE	
		9. SUNQUICK ORANGE	
		10. CANNED SOFT DRINKS	

SCHEDULE B

AREA PROVIDED TO SETUP CAFÉ IN PMMPMHAMB HOSPITAL TUTONG.

A. 2-D DRAWING OF AREA PROVIDED



B. AREA PROVIDED ON GROUND FLOOR OF THE HOSPITAL



**SECTION 3
FORMS TO BE USED**

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SCHEDULE 1 – TENDER FORM

TENDER FORM

To:

TENDER REFERENCE NO.: KK/29/2025/TUT(TC)

INVITATION TO TENDER FOR
THE MANAGEMENT AND OPERATION OF CAFÉ AT GROUND FLOOR, PMMPMHAMB
HOSPITAL, TUTONG FOR A PERIOD OF THREE (3) YEARS

TENDER OF (*name of Supplier*) : _____
Company/Business Registration No : _____
Tender Closing Date : _____

Business Proposal complete with the proposed enhancement of the appearance of the Café facilities, services to be offered including the system/equipment to be used and the operation, maintenance and cleaning program for the Café facilities (based on the checklist of the specifications and requirements)

(To be attached with this tender form)

NO.	DESCRIPTION	RENTAL AMOUNT		
		PER MONTH (\$)	ONE (1) YEAR (\$)	THREE (3) YEARS (\$)
1	THE RENTAL COST FOR THE OPERATION OF OPERATION OF CAFÉ AT GROUND FLOOR, PMMPMHAMB HOSPITAL, TUTONG FOR A PERIOD OF THREE (3) YEARS			

PRICING LIST OF THE FOOD AND BEVERAGE THAT SHOULD BE SOLD:

A. FOOD (SANDWICH)			
LIST	PRICE	LIST	PRICE
1. BEEF BREAKFAST		2. CHICKEN DELIGHT	
3. BEEF PEPPERONI		4. ROASTED CHICKEN	
5. CHICKEN PATTY		6. CHICKEN MEATBALL	
7. CHICKEN SAUSAGE		8. PRAWN	
9. CHICKEN LUNCHEON		10. SALMON	
11. GARLIC MUSHROOM		12. EGG	
13. TUNA			
<ul style="list-style-type: none"> FOR MORE PRODUCTS, SEE ATTACHED MENU 			

B. OTHER FOOD			
LIST	PRICE	LIST	PRICE
1. VEGGIES SALAD		2. COLESLAW	
3. MEAT SALAD		4. BAKED SWEET POTATO	
5. BAKED POTATO		6. MUSHROOM SOUP	
7. MASHED POTATO		8. ICE CREAM	

C. SANDWICHES (PRICE PER SLICE) + VEGETABLES / WHOLEMEAL OR WHOLEGRAIN BREAD	
LIST	PRICE
1. EGG SANDWICH	
2. CHICKEN SANDWICH	
3. TUNA SANDWICH	

D. DRINK

HOT DRINKS		COLD DRINKS	
LIST	PRICE	LIST	PRICE
1. WHITE COFFEE		2. MANGO PEACH	
3. THE TARIK		4. MILO	
5. MILO		6. LEMON TEA	
7. BLACK COFFEE		8. LEMONADE	
		9. SUNQUICK ORANGE	
		10. CANNED SOFT DRINKS	

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. 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.
4. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDAR 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 2024

Tenderer's official stamp:

Signature of authorised officer of Tenderer
Name :
Designation :

SCHEDULE 2 – 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 is the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - ***Operating & Managing Food Establishments such as canteens, café.***
- (d) Other information which is considered relevant.

SCHEDULE 3 – SUB-CONTRACTS

- 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
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-contractor(s)				

SCHEDULE 4 – 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 of Certificate of Registration (as the case may be).

SCHEDULE 5 – 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

Customers 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 purpose.

SCHEDULE 6 – DECLARATION

PENGAKUAN PENENDER
SUPPLIER'S DECLARATION