

REFERENCE OF TENDER	DESCRIPTION OF TENDER	TIME PERIOD OF TENDER	DEPARTMENT/DIVISION/UNIT REQUESTING TENDER	FEES	CLOSING DATE NOT LATER THAN 12.00PM	FOCAL PERSON
KK/62/2025/JPKAS(TC)	<p>THE PROVISION OF MAINTENANCE SERVICES FOR REFRIGERATION, AIR CONDITIONING AND VENTILATION AT PEJABAT KESIHATAN PEKAN TUTONG, IN TUTONG DISTRICT FOR A PERIOD OF FIVE(5) YEARS</p> <p><u>Eligibility for Tenderers:</u> Registered with Ministry of Health</p> <p><u>Class:</u> <u>Category:</u> M01 & E01</p>	5 YEARS	DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES	\$30.00	8 TH APRIL 2025	<p><i>Procurement Officer Department of Environmental Health Services Ministry of Health Negara Brunei Darussalam Contact No: 2381640 ext 7916/7871</i></p>

TENDER REFERENCE NO.: KK/62/2025/JPKAS(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF MAINTENANCE SERVICES FOR
REFRIGERATION, AIR CONDITIONING AND VENTILATION
AT PEJABAT KESIHATAN PEKAN TUTONG, IN TUTONG
DISTRICT FOR A PERIOD OF FIVE(5) YEARS**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 08TH APRIL 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/62/2025/JPKAS(TC)

**INVITATION TO TENDER
THE PROVISION OF MAINTENANCE SERVICES FOR REFRIGERATION, AIRCONDITIONING
AND VENTILATION AT PEJABAT KESIHATAN PEKAN TUTONG IN THE TUTONG
DISTRICT FOR A PERIOD OF FIVE (5) YEARS**

SCOPE OF WORKS

1. GENERAL

- Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of maintenance services (hereinafter referred to as “Maintenance Services”) for Refrigeration, Air Conditioning and Ventilation (hereinafter referred to as “the System”) at **the locations** as set out in **Schedule I – List of Equipment** delete for a duration of five (5) years.
- 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 specification. The Maintenance Services consist of:
 - Preventive Maintenance
 - Corrective Maintenance
- All prices to be quoted shall include labor, parts and transport charges.
- 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

- Scheduled or routine preventive maintenance, which includes testing and inspection, on the system shall be performed during Government working hours (07.45 am – 12.15 pm and 01.30 pm – 04.30 pm).
- Preventive maintenance shall be performed in accordance with the maintenance schedules set out in **Schedule II – Plant Preventive Maintenance Schedules (PPM) recommended** by the manufacturers’ service manuals.
- 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.
- The frequencies of the preventive maintenance may be adjusted by mutual agreement, to suit the duty and conditions of operation of the system’s equipment.
- 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.

- 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 there period is exceeded and that, it is in the opinion of the Superintendent Officer, the system ought reasonably to have been put back to service.
- 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 time when fault notice was received, nature of fault, time when rectification works was initiated, actual time taken for repair, materials and parts used.

2.2 CORRECTIVE MAINTENANCE

- Corrective Maintenance shall be performed at **ANY TIME (inclusive of public holiday)** upon notification by the Superintending officer or his representative.
- The Tenderer shall dispatch his technician to a site specified by the Superintending officer or his representative within one (1) hour (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.
- If the Response Time is exceeded, **a penalty of B\$50.00 per hour** upon the Tenderer for every hour or part thereof that the Response Time is exceeded.
- The technician shall complete any repair or replacement of parts within seven (7) days from the time the technician arrives at the specified site (hereinafter "Downtime"). **A penalty of B\$100.00 per day** shall be imposed if the said Downtime is exceeded and that, it is in opinion of Superintending Officer, the system ought reasonably to have been put back to service.
- Any breakdown report(s) shall be forwarded to the Estate Maintenance Section (hereinafter "EMS"), Tutong on the next working day for approval of EMS's Superintending Officer.

2.3 ADDITIONAL SERVICES

- 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 and boards.
- 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

- 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 reasonably expected to be needed due to breakdown.
- The Tenderer shall submit a price list of all parts or item as listed out in **Schedule III –Spare Parts List**. This list shall be inclusive of all duties, taxes, labour charges, transport charges and maintained for three years.
- 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.

- A grace period of **two (2) weeks** for repairs which are outstanding due to unavailability of spare parts or awaiting spare parts, after which 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.
- 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 done by the Tenderer unless such examination and/or test show that the said part/s is/are in accordance with its specification/s.
- These shall be genuine parts, materials and consumables approved by the system manufacturers and where new parts or materials are to be used, the Superintendent Officer's approval shall be an advance.
- The contractor shall give (9) months warranty period to all replacement parts and repair after complete works are done.

4 PERSONNEL

- 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 Engineer
 - Three (3) registered technician/supervisor consisting of:
 - ✓ One (1) Electrical
 - ✓ One (1) Aircon
 - One (1) tradesman
- Failure to provide the required personnel to carry out the Maintenance Services will result in an imposition of the following charges:

○ Engineer	-	B\$100/day
○ Supervisor/Technician	-	B\$75.00/day
○ Tradesman	-	B\$50.00/day
- 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.
- The Tenderer is required to submit a list of names, addresses, qualification, 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.
- 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.
- 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 or any part of the building within the contract.

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

- 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.
- The log book must show the date, time and duration of work performed; a description of work performed and the name of the Tenderer's personnel responsible for performing the work.
- 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.
- The log book must be available for inspection by the Government at any time.
- The Tenderer shall also submit Maintenance Service Reports in a format acceptable 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.
- Any verbal reports made by the EMS 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 AND TOOLS

- The Tenderer shall insure 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 as listed out in **Schedule IV - List of Tools** but are not limited to the following:
 - Multitester
 - Insulation Tester
 - Test pin
 - Fuse
 - Indicator panel bulbs
 - General Tool kit

8 CONTRACT PRICE AND PAYMENT

- 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:

- One (1) original invoice;
 - One (1) duplicate invoice;
 - Service Call Slip;
 - A detailed Maintenance Service Report
- The Contractor shall submit the invoice of the previous month **on the first week of the next month**. All claims shall be addressed to:

Head of Section
Estate Maintenance Section
Hospital PMMPMHAMB Tutong
Negara Brunei Darussalam

- 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.

9 CONSUMABLES

- Consumable items as listed out in **Schedule V - Consumables items** shall be deemed to be included in the rates and prices for the maintenance services. No additional claims shall be entertained for these items.

10 USE OF SITE

- The Tenderer shall not use the site for any purpose other than that of carrying works in connection with the performance of the contract
- The Tenderer shall at all times keep the site clear and free from all surplus materials, rubbish, debris arising from the execution of the works and shall keep the site in a clean condition.

11 HEALTH AND SAFETY, PRECAUTION AGAINST CONTROL

- The Tenderer shall provide all necessary measure, comply with all health and safety regulations and rules that are force, and comply with all orders and instructions given to him from time to time by the Superintending Officer in regard to health and safety persons in the vicinity of the site and including safety and other regulation in force in the Hospital, Health Centers and Clinics and any requirements of local authority and/or public service authority. No claim by the Tenderer for additional payment shall be allowed on the grounds of any misunderstanding or misinterpretation due lack of knowledge of these conditions, regulations and requirements.

SCHEDULE I

LIST OF EQUIPMENTS & MAINTENANCE CHARGES

LIST OF EQUIPMENTS

Item No.	Plant/Equipment	Location	SERVICE PRICE								
			Monthly	2 Monthly	Quarterly	Annual	Quantity	Total			
1	Split Units Complete Set	Pejabat Kesihatan Pekan Tutong and Alam Sekitar	-	\$ 5	x	-	\$ 1	x	\$ 29	x	\$
2	Room Air Conditioner (RAC) and Starter	Pejabat Kesihatan Pekan Tutong and Alam Sekitar	-	\$ 5	x	-	\$ 1	x	\$	x 2	\$
PAGE TOTAL										\$	
GRAND TOTAL CARRIED TO TENDER FORM (SCHEDULE A)			PER YEAR			x 5 YEARS					

SCHEDULE II

PLANT PREVENTIVE MAINTENANCE SCHEDULE

**PREVENTIVE MAINTENANCE
SCHEDULES / CHECKLISTS**

Equipment Split Unit	Maintenance 2-Monthly Services	2M/ACSU
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1. Wash the air filter or replace if necessary.
2. Brush and vacuum clean the cooling coil and comb straight fins if found dented.
3. Check for noise and vibration. Correct any loose fasteners, mounting etc.
4. Check any coil freezing during operation.
5. Clean condensate drain pan, drain pipe of sludge and slime etc.
6. Check and record running current of the compressor and fan motor.
7. Inspect and service controls and safety components.

Equipment Split Units	Maintenance Annual Service	Y/ACSU
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1. Carry out 2-monthly service.
Note: For wall, floor, ceiling, cassette type split unit the refrigerant should be pump-down and the FCU must be brought down for general servicing. Prior to the completion the FCU must be reinstalled with adequate Freon charge any additional Freon will be included in annual servicing price.
2. Dry base of unit and paint internally with anti-rust paint where applicable.
3. Paint external surface with quick drying glossy paint of similar colour to original (including conduits and trunking).
4. Test smoke damper manually; report if defective.
5. Meg compressor windings and fan motor.

Equipment Room Air Conditioners	Maintenance 2-Monthly	2M/RAC
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1. Wash the air filter or replace if necessary.
2. Brush and vacuum clean the cooling coil and comb straight fins if found dented.
3. Check for noise and vibration. Correct any loose fasteners, mounting etc.
4. Check any coil freezing during operation.
5. Clean condensate drain pan, drain pipe of sludge and slime etc.
6. Check and record running current of the compressor and fan motor.
7. Inspect and service controls and safety components.

Equipment Room Air Conditioners	Maintenance Annual Service	A/RAC
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1. Remove from installed site to workshop, replace with service unit if required and carry out 2-monthly service.
2. Meg compressor windings and fan motors.
3. Chemically clean condenser and cooling coil.
4. Prepare and repaint outer surface with similar colour paint to original.

SCHEDULE III

SPARE PARTS LIST

SCHEDULE III

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.				
Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
1.	Thermal overload relay for fully hermetic compressor for split unit			
a.	¾ - 1 Hp			
c.	2½ - 3 Hp			
	Spares for RAC & Split Unit Air Cond. Any HP			
2.	Capacitor running/starter 370-440VAC, 50Hz any brand			
a	2 – 5 MFD			
b	6 – 15 MFD			
c	16 – 29 MFD			
d	30 – 50 MFD			
3.	Over load relay, for compressor			
4.	Fan motor bearing			
5.	Filter drier			
6.	Remote control for split unit			
7.	High pressure switch			
8.	Low pressure switch			
9.	Service valve			
10.	Refrigerant piping connector coupling			
11.	Fully hermetic compressor for RAC 410A any make c/w filter drier valve, motor protector, crankcase heater, capacitor + 9 months warranty including testing & commissioning			
b.	12,000 Btu/hr – 17,000 Btu/Hr			
c.	18,000 Btu/hr – 24,000 Btu/Hr			

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.

Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
12.	Fully hermetic compressor for split unit 410A any make c/w service valve, motor protector, crankcase heater, capacitor + 9 months warranty including testing & commissioning			
a.	8,000 Btu/hr – 12,000 Btu/Hr			
b.	12,500 Btu/hr – 16,000 Btu/Hr			
c.	16,500 Btu/hr – 24,000 Btu/Hr			
d.	24,500 Btu/hr – 30,000 Btu/Hr			
13.	Fan blade for condenser, split unit any make			
a.	8,000 Btu/hr – 12,000 Btu/Hr			
b.	12,500 Btu/hr – 16,000 Btu/Hr			
c.	16,500 Btu/hr – 24,000 Btu/Hr			
d.	24,500 Btu/hr – 30,000 Btu/Hr			
14.	Micro-computer control for split unit any make			
a.	8,000 Btu/hr – 10,000 Btu/Hr			
b.	10,500 Btu/hr – 13,000 Btu/Hr			
c.	13,500 Btu/hr – 18,000 Btu/Hr			
d.	18,500 Btu/hr – 28,000 Btu/Hr			
15	Electrical printed circuit boards for split unit any make			
a.	8,000 Btu/hr – 10,000 Btu/Hr			
b.	10,500 Btu/hr – 13,000 Btu/Hr			
c.	13,500 Btu/hr – 18,000 Btu/Hr			
d.	18,500 Btu/hr – 28,000 Btu/Hr			
16.	FCU fan scroll for split unit any make			

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.

Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
a.	8,000 Btu/hr – 10,000 Btu/Hr			
b.	10,500 Btu/hr – 13,000 Btu/Hr			
c.	13,500 Btu/hr – 18,000 Btu/Hr			
d.	18,500 Btu/hr – 28,000 Btu/Hr			
e.	28,500 Btu/hr – 38,000 Btu/Hr			
17.	New condenser fan motor for split unit any make			
a.	8,000 Btu/hr – 10,000 Btu/Hr			
b.	10,500 Btu/hr – 13,000 Btu/Hr			
c.	13,500 Btu/hr – 18,000 Btu/Hr			
d.	18,500 Btu/hr – 28,000 Btu/Hr			
e.	28,500 Btu/hr – 38,000 Btu/Hr			
18.	New evaporator fan motor for split unit any make			
a.	8,000 Btu/hr – 10,000 Btu/Hr			
b.	10,500 Btu/hr – 13,000 Btu/Hr			
c.	13,500 Btu/hr – 18,000 Btu/Hr			
d.	18,500 Btu/hr – 28,000 Btu/Hr			
e.	28,500 Btu/hr – 38,000 Btu/Hr			
19.	To rewind fan motor for split unit any make c/w bearings			
a.	8,000 Btu/hr – 13,000 Btu/Hr			
b.	13,500 Btu/hr – 18,000 Btu/Hr			
c.	18,500 Btu/hr – 28,000 Btu/Hr			

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.

Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
d.	28,500 Btu/hr – 38,000 Btu/Hr			
20	Removal of existing split unit & deliver to BPE store			
a.	8,000 Btu/hr – 10,000 Btu/Hr			
b.	10,500 Btu/hr – 13,000 Btu/Hr			
c.	13,500 Btu/hr – 18,000 Btu/Hr			
d.	18,500 Btu/hr – 28,000 Btu/Hr			
21	3-core flexible cable suitable for the following rating			
a.	15 amps			
b.	20 amps			
c.	30 amps			
22.	Replace refrigerant piping insulation using Armaflex for split unit			
a.	Below 1”			
b.	1½” – 2”			
23.	To replace a compressor with another working compressor salvaged from a written-off unit, including all necessary related works. The works shall also include testing of the unit repainting of the unit using two coats of red lead oxide paint and a final coat to match the original colour. The price should only be chargeable as labour charge.			
24.	Supply and installation of new Wall Mounted split type air conditioning unit (please stated brand offer) with varied capacity and size on to a location as requested by designated officer of the department, where the wall are either already available or done by others. The prices should include all materials such as wiring, starter, plug top etc and works related, testing/commissioning and 5 years warranty for compressor			

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.				
Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
b.	10,500 Btu/hr – 13,000 Btu/Hr			
c.	13,500 Btu/hr – 18,000 Btu/Hr			
d.	18,500 Btu/hr – 28,000 Btu/Hr			
25	Supply and installation of new Cassette Type Split air conditioning unit (please stated brand offer) with varied capacity and size on to a location as requested by designated officer of the department, where the wall are either already available or done by others. The prices should include all materials such as wiring, starter, plug top etc and works related, testing/commissioning and 5 years warranty for compressor			
b.	28,500 Btu/hr – 38,000 Btu/Hr			
26	Weatherproof Isolator Switch (any size)			
TOTAL PRICE (B\$)				

SCHEDULE IV

LIST OF TOOLS

SCHEDULE IV

LIST OF TOOLS AND INSTRUMENTS TO BE USED THROUGH OUT THE CONTRACT PERIODS

Items No.	Names of Tools/Instrument	Size/Range	Quantity	Y/N
1.	Vacuum Pump	For Commercials/ Domestic Plant	1 nos	
2	Screw Driver	Various Sizes	2 Sets	
3.	Philip Screw Driver	Various Sizes	2 Sets	
4.	Alan Key	Various Sizes	2 Sets	
5.	Ratchet	1/4 " - 3/8 "	1 Sets	
6.	Socket Set (metric)	Various Sizes	1 Sets	
7.	Open End /Ring Spanner	Various Sizes	1 Sets	
8.	Adjustable Spanner	6" 8" 10" & 12"	1 nos each	
9.	Torque Wrench	80-250lbs	1set	
10.	Manifold Gauge for R12 & R134 Machines	-	1 set each	
11.	Pipe Wrench	12" & 24"	1 nos each	
12.	Oxygen & Acetylene Set (small cylinder)		1 set	
13.	Pressure Pump (Complete Set)	800-1200 watts	1 sets	
14.	Ladder	8 steps & 12 steps	1 nos each	
15.	Flaring Set	Various Sizes	1 set	
16.	Torch Light		1 nos	
17.	Extension Light		1 nos	
18.	Extension Wire complete (3 core)	10m & 30m (long)	2 set each	
19.	Long nose Plier, Side cutter Plier & Plier		2nos each	
20.	Portable Arc Welding (complete)		1 set	
21.	Hose	20- 30m (long)	1 nos	
22.	Wet and Dry Vacuum Cleaner		1 nos	
23.	Vernier Clipper		1 nos	
24.	Hack saw		1 nos	
25.	Junior Hacksaw		1 nos	
26.	Bearing Puller	3-12kg	1 nos	

Items No.	Names of Tools/Instrument	Size/Range	Quantity	Y/N
27	Ball Hammer and Mallet		1 nos each	
28	Water Flow Meter		1 no	
29.	Air Velocity Meter		1 no	
30	Sling Physcrometer		1 nos	
31	Multi Meter Tester		1 nos	
32	Amps Meter		1 nos	
33	Megger Meter		1 nos	
34	Safety Shoes		1 nos	
35	Overall/Uniform with clear logo/name of the company		4 nos	
36	Hand Gloves		4 nos	
37	Eye protection (glass/plastic)		4 nos	
38	Ear Muff/ Protector		4 nos	
39	Safety Helmet		4 nos	
40	First Aid Kit (Complete)		1 sets	
41	Fire extinguisher	BFC 2.5Kg)	1 sets	
42	Halide Detector		1 nos	
43	Electric Drill & Rechargeable Battery Drill		2 nos each	
44	Drill bit	Various size for Concrete, Metal and wood	2 sets	
45	Push Car/ trolley		1 nos	
46.	Grease Gun		1 nos	
47.	Thermo-hydrograph		1 nos	

Note:

List of items (1- 48) are required through out the contract and must be available within 14 days of commencing works/ contract starts. Any items are not listed, may be useful and require, Tenders are required to fill in the blank form provided.

SCHEDULE V

CONSUMABLES ITEMS

SCHEDULE V

LIST OF CONSUMABLES ITEMS

Consumables items to be paid within the contract conditions including labour, supervision, testing and commissioning. To be used at any time when required throughout the contract period.

1. bearing/ Bush of All Refrigeration and Air conditioning. (Any types and sizes)
2. Painting and Cleaning material to all Refrigeration and Air conditioning electrical grade contact spray for switch board, Control Panel and etc.
3. Motor terminal & compressor thermal overload ie klixon, etc
4. Any type of air filters.
5. Rubber mounting for compressor, motor etc
6. Flare nut, Flare Union, crews, fastener, nuts and bolts (any types and sizes)
7. Approved chemicals for cleaning coil (in any amount) when ever required.
8. Service valves or charging port for compressor.
9. Fuses, Cables lugs, Connector and etc (any types and amps)
10. 13A ,15A Plug Top and Heater switch (any amps)
11. Repair leaks c/w recharge refrigerant to full running capacity (The item shall be used when ever the unit not cooling/undercharge due to leak in the system) for R11, R12, R22, R134A, R407, 410A and etc.
12. Denso / Duct and Refrigerant Pipes Insulation Tape (to repair damage of All Refrigeration and Air conditioning.)
13. Roll Filter for FCU, etc
14. Indicator bulbs for all type of switch board, indicator panel etc.
15. Compressor capacitor (any size) and Fan capacitor (any size).
16. Unblock and service drain pipe (For Split unit)

SCHEDULE VI

SITE

SITE

No	Location
1.	Pejabat Kesihatan Pekan Tutong / Bahagian Alam Sekitar

SCHEDULE A – TENDER FORM

To:

TENDER REFERENCE NO: KK/62/2025/JPKAS(TC)

**INVITATION TO TENDER
THE PROVISION OF MAINTENANCE SERVICES FOR REFRIGERATION, AIRCONDITIONING
AND VENTILATION AT PEJABAT KESIHATAN PEKAN TUTONG IN THE TUTONG
DISTRICT FOR A PERIOD OF FIVE (5) YEARS**

TENDER OF (*name of tenderer*)

Company/Business Registration No _____

Tender Closing Date: _____

ITEM	DESCRIPTIONS	PRICE B\$
1.	TOTAL COST OF PREVENTIVE MAINTENANCE SERVICE CHARGE PLUS UNLIMITED BREAKDOWN CALLS PER ANNUM	
2.	TOTAL COST FOR FIVE (5) YEARS	

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 TWELVE (12) 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 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:
 - *Provision of maintenance services for refrigeration, air-conditioning and ventilation*
- d) Other information which is considered relevant

SCHEDULE C – 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 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 – DECLARATION

**PENGAKUAN PENENDER
*TENDERER'S DECLARATION***