

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/68/2025/SSBH(TC)	<p>THREE(3) YEARS TERM CONTRACT FOR GRASS CUTTING AND GENERAL CONSERVANCY MAINTENANCE WORK AT HOUSING UNDER SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT</p> <p><b><u>Eligibility for Tenderers:</u></b> Registered with Ministry of Health OR Ministry of Development</p> <p><b><u>Class:</u></b> II Above <b><u>Category:</u></b> S02 and S07</p>	3 YEARS	SURI SERI BEGAWAN HOSPITAL KUALA BELAIT	\$30.00	8 <sup>TH</sup> APRIL 2025	<p>Muhammad Izzatuddin bin Hj Ali Pemangku Ketua Pembantu Estet Hospital Suri Seri Begawan Kuala Belait Negara Brunei Darussalam Contact No: 3335331 ext 3276 email: izzatuddin.ali@moh.gov.bn</p>

**TENDER REFERENCE NO.: KK/68/2025/SSBH(TC)**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**THREE(3) YEARS TERM CONTRACT FOR GRASS  
CUTTING AND GENERAL CONSERVANCY MAINTENANCE  
WORK AT HOUSING UNDER SURI SERI BEGAWAN  
HOSPITAL, KUALA BELAIT**

**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**

#### **1.0 SCOPE OF WORK**

##### **1.1 GRASS CUTTING**

The contractor shall carry out regular mowing and trimming of grass areas across the site. The work involves ensuring all grassed surfaces are kept neat, uniform, and at consistent height. The grass cutting will be done using appropriate machinery, and clippings will be removed or spread evenly, avoiding accumulation. The frequency of grass cutting shall be carried out 2 (TWO) times per month for listed locations except "Bungalow Kelas B", which shall be carried out 4 (FOUR) times per year if required only.

##### **1.2 GENERAL CONSERVANCY & CLEANING WORKS**

The contractor must ensure the collection and removal of litter, debris, and waste materials from all external areas, including walkways, garden beds, and open spaces. The works will ensure that all surfaces are free from rubbish and maintain a high standard of cleanliness. This includes sweeping and clearing of paths, as well as the disposal of waste to designated collection points in line with environmental regulations. The work will be carried out 2 (TWO) times per month to maintain a presentable and hygienic environment.

##### **1.3 HORTICULTURAL MAINTENANCE WORKS**

The scope of horticultural maintenance includes the trimming, pruning, and cutting of branches, leaves, and other plant matter for a variety of ornamental and fruit trees. Maintenance works will be carried out as specified by the Supervising Officer (SO), with a frequency of 3 (THREE) times per year. The works will include the removal and disposal of all waste and debris generated during the trimming and pruning process. The trees may be up to, but not exceeding, 6 meters in height from ground level or exceeding 6 meters in height from ground level.

##### **1.4 TREE CUTTING**

The contractor shall carry out the safe and professional removal of overgrown, damaged, or hazardous trees on-site. This may include felling trees that pose a risk to safety or property, as well as pruning or thinning branches to promote healthy growth. All tree cutting activities will be carried out in accordance with safety protocols, using appropriate equipment, and complying with local environmental and legal regulations. Proper disposal of tree debris will also be ensured.

##### **1.5 REMOVING AND RELOCATING**

The contractor shall include relocation or removing of ANY objects properly obstructing the project area to another area as per instructed by the supervising officer in charge without any additional charges to the government and without any delay to the project. Any kind/types of defects during the installation or relocations of any government property by the contractor must be replaced with new one matching existing at the nearest time possible without any extra charges or delay to the government.

##### **1.2 ONSITE SUPERVISOR**

The contractor must provide 1(ONE) person onsite supervisor/foreman. And this onsite supervisor/foreman must be onsite all the time during the works in progress. The onsite supervisor must be able to speak Malay or English. This onsite supervisor must submit report status in writing every progress to supervising officer in charge. The contractor must submit their schedule of work to the supervising officer immediately after receiving the letter of acceptance/instruction to start the project and approved by the supervising officer. The

contractor must not leave any of their tools, materials, equipment or belongings onsite after officer hours and Brunei Government will not take any responsibility for any lost during or after the progress.

### 1.3 WORKMANSHIP

All works shall be done by competent experienced person and shall be of first-class quality in every respect with all sections fitted properly together with the greatest accuracy.

### 1.4 WORK ON SITE

All materials stored on site shall be kept clean and free from construction dirt.

### 1.5 JOB COMPLETION

The contractor must complete the whole project in Three (03) years.

### 1.6 FAILURE TO COMPLY

Failure to complete the job within the specified time the supervising officer may take appropriate action and impose a penalty of BND \$20.00 per day to the contractor. If the contractor, after receipt of a written notice from the supervising officer requiring compliance within seven (7) days, fails to comply with such further drawing and/or Superintending Officer's Instruction, the supervising officer may employ and pay other persons to execute any works whatsoever which may be necessary to give effect thereto and all-costs incurred in connection therewith shall be recoverable from the contractor by the supervising officer as a debt or may be deducted by him from any moneys due or become due to the contractor.

## **2.0 USE OF SITE**

2.1 The Contractor shall not use any of the sites for any purpose other than that of carrying out Grass Cutting Works and Conservancy Maintenance Services stipulated in these Specifications.

2.2 The Contractor shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.

## **3.0 SUPERVISION AND PERSONNEL**

3.1 The Contractor shall provide and employ qualified and competent workers to perform the Services.

3.2 The Contractor shall ensure that such personnel are properly trained, possess suitable work pass endorsed by the relevant Department or Authority, Brunei Darussalam and employed by the Contractor throughout the contract period.

3.3 The Contractor 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 Grass Cutting Works and Conservancy Maintenance Services in the format set out in Schedule IV. 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 period of the contract.

3.4 The Superintending Officer reserves the right to remove, reject or replace any persons employed by the Contractor, who in the opinion of the Superintending Officer is not competent to execute the Maintenance Services, and shall direct the Contractor to replace such person/s not later than seven (7) days.

- 3.5 The Contractor shall nominate supervisor/s for the purpose of administrative and on-site supervision. Such nominated persons may be called for interviews prior to the award of the Tender.
- 3.6 To ensure the proper execution of the Grass Cutting Works and Conservancy Maintenance Services, the Contractor shall provide an adequate number of workers.
- 3.7 The Contractor shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- 3.8 All personnel employed by the Contractor shall be neatly and properly attired in uniforms bearing the name of the company.

#### **4.0 INSURANCES**

- 4.1 The Contractor shall procure the following insurances and shall remain effective throughout the contract period and any extension of time granted:
- i. Workmen Compensation
  - ii. Public Liability
  - iii. Fire

#### **5.0 SECURITY**

- 5.1 Where the Maintenance Services is to be carried out within a secure area, the Contractor shall provide to the Superintending Officer full details of all his personnel and vehicles requiring access to the site, not less than seven (7) days before entry is required. Details shall include the following particulars:
- o Name
  - o Address
  - o Identity card number / passport number
  - o Gender
  - o Citizenship
  - o Expiry date of work pass (for foreign workers)
- 5.2 Where security passes are issued to the Contractor's personnel, the Contractor is responsible for the proper use of the passes.
- 5.3 The Contractor shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee not being engaged to work at the secured area, or if the employee has left the Contractor's employment.

#### **6.0 HEALTH AND SAFETY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, AND ETC.**

- 6.1 The Contractor shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The Contractor shall also comply with all orders and instructions given to him from time to time by the Superintending Officer with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- 6.2 The Contractor shall take all reasonable precautions to prevent loss or damage by fire, comply with existing fire regulations and all instructions given to him by the Superintending Officer with regards to fire precautions and prevention.
- 6.3 The Contractor shall also ensure that all measures are taken to control noise levels produced during the Services.
- 6.4 The Contractor shall ensure that all equipment is/are safe and operable prior to handing over to the Government.

**SCHEDULE A – LIST OF LOCATION**

<b>ITEM NO.</b>	<b>LOCATION</b>
1	FLAT 657, 734 & 735, JALAN PANDAN 8, KUALA BELAIT
2	FLAT 199, JALAN PANGLIMA, KUALA BELAIT
3	BAREK 769, 771 & 772, JALAN DERMA WANGSA MUMONG, KUALA BELAIT
4	FLAT 415, 510 & BUNGLOW KELAS B, JALAN JAYA NEGARA
5	FLAT 455, JALAN SETIA NEGARA
6	BAREK 356 & 357, JALAN PADUKA TUAN

**SCHEDULE 1 – TENDER FORM**

**TENDER REFERENCE NO: KK/68/2025/SSBH (TC)**

**INVITATION TO TENDER  
THREE YEARS TERM CONTRACT FOR GRASS CUTTING AND GENERAL CONSERVANCY  
MAINTENANCE WORK AT HOUSING UNDER SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT**

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

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

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

NO.	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT (B\$)
	<p><b>Note:</b> The contractor shall carry out site visit inspection and take into account all aspects and conditions of site before submitting his quotation. The contractor must fill this schedule at the time of tendering. Supply all materials, labour, tools and everything else deemed necessary to carry out work as specified and to the satisfaction of the S.O.</p> <p>Contractor having submitted their prices are considered as having visited the site. No claims for additional payment will be entertained on the ground of misunderstanding or misinterpretation of the conditions, measurement etc.</p> <p>Supply and provide all appropriate, adequate and approve manual and/or powered/pressured tools, plants, equipment, machines, transportation, labour with personal safety equipment provision, all other accessories and essentials necessary for the safe, proper, timely and satisfactory execution and completion of the following scope of works to all specified below.</p>				
1.0	<b><u>LOCATIONS</u> (As per attachment)</b>				
1.1	<p><b>Jalan Pandan 8 Kuala Belait</b> 1.1.1. Flat 657 (Approx Area: 4,443.48 m<sup>2</sup>) 1.1.2. Flat 734 &amp; 735 (Approx Area: 4,277.47 m<sup>2</sup>)</p>				
1.2	<p><b>Jalan Panglima Kuala Belait</b> Flat 199 (Approx Area: 2,915.72 m<sup>2</sup>)</p>				
1.3	<p><b>Jalan Derma Wangsa Mumong Kuala Belait</b> 1.3.1. Berek 769 (Approx Area: 2,526.10 m<sup>2</sup>) 1.3.2. Berek 771 (Approx Area: 2,305.92 m<sup>2</sup>) 1.3.3. Berek 772 (Approx Area: 2,313.93 m<sup>2</sup>)</p>				

NO.	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT (B\$)
1.4	<b>Jalan Jaya Negara</b> 1.4.1. Flat 415, Simpang 37-6 (Approx Area: 480 m <sup>2</sup> ) 1.4.2. Flat 510, Simpang 37-5 (Approx Area: 757 m <sup>2</sup> ) 1.4.3. Bunglow Kelas B (8 Bungalows)				
1.5	<b>Jalan Setia Negara</b> Flat 455 (Approx. Area: 1,532.59 m <sup>2</sup> )				
1.6	<b>Jalan Paduka Tuan</b> 1.6.1 Barek 356 (Approx. Area: 2165 m <sup>2</sup> ) 1.6.2 Barek 357 (Approx. Area: 2165 m <sup>2</sup> )				
	Supply of all necessary and appropriate labour, transportation, tools and equipment including safety equipment/accessories for the proper execution of the following scope of works for the period of <b>Three (03) Years</b> to as indicated.				
A	<b><u>GENERAL CONSERVANCY &amp; CLEANING WORKS</u></b> Dry sweeping, cleaning, raking, clearing, removing, carting, towing and transporting away of dry leaves, fallen branches, silts, rubbish and any and all waste, debris, unwanted articles and refuse from trade, construction, domestic, and the likes, dumped and thrown illegally. To driveways, road kerbs, pedestrian walkways, ground floor parking bays and all open compound. Playground, landscapes and grass covered areas, and including building scupper/perimeter and roadsides drains, channel, sumps and the likes: including emptying and cleaning with detergent of waste/litterbins and playground equipment, sets, accessories and likes all as specified: <b>FREQUENCY – TWICE (2) PER MONTH</b> and as per SO instruction and satisfaction	No		72	
B	<b><u>GRASS – CUTTING WORKS</u></b> Grass-cutting including edge trimming and all as specified to all grass-covered landscape areas within the specified zone: including <b>two (02) meters</b> adjacent and beyond any accessible man-made features, access roads, roadside reserves, boundaries, perimeter fencing, retaining walls and/or drain and the likes within the Contract Site Boundary: including clearing, removing and carting away all cut grass, all as specified at a frequency of <b>TWO (02) CUTS PER MONTH</b> .  For Bunglow Kelas B, works need to be done <b>FOUR (04) CUTS PER YEAR (if required only)</b> for each bunglow house.	No		72	



NO.	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT (B\$)
C	<p><b><u>HORTICULTURAL MAINTENANCE WORKS – ALL PROVISIONAL QUANTITIES</u></b></p> <p><b><u>HORTICULTURAL MAINTENACE WORKS TO ORNAMENTAL, FRUIT TREES AND THE LIKES</u></b></p> <p>Trimming, Pruning, cutting of branches, leaves, etc. to various and assortment of types, mix and height of ornamental and fruits trees: and including clearing removing and carting away all waste and debris. All as specified at a frequency of as directed by SO.</p> <p>WORKS TO BE CARRIED EVERY 3 TIMES CUT TO BE DONE IN YEAR</p> <p>1) Up to but not exceeding 6m in high from ground level. 2) Exceeding 6m in height from ground level</p>	No		45	
D	<p><b><u>TREE – CUTTING WORKS</u></b></p> <p>To permanently cut down trees with assortment of types, mix and height of ornamental and fruit trees including clearing removing and carting away all waste and debris (ie: Stumps and the likes). All as specified as per SO instruction.</p> <p>Note:</p> <p>1. Failure to provide as per the above requirement in item 1, pro-rated diminution in values shall be made from said item amount accordingly.</p> <p>2. Area of planting beds of shrub, landscape sites, ground cover, hedges, creepers, climbers, turfs and the likes as in item C, is taken as the overall length (m) times an average of 0.5m on width</p> <p>3. Height of cut grass shall be approximately not more than 50mm (2 inch) from ground level.</p> <p>4. All works instruction shall be made through work order issued and approved by SO and the works must be completed according to the time and duration started within the Work Order.</p> <p>5. Subsequent Work Orders shall be issued ONLY AFTER satisfactory completion of the first or previous last works order.</p>	No		30	
TOTAL AMOUNT FOR THIS SUMMARY OF QUOTATION CARRIED TO PART A-AGREEMENT ITEM 1.0					

**SCHEDULE RATE FOR LABOUR**

ITEM	DESCRIPTION	RATE PER LABOUR

Cost of supply and fix non-schedule parts plus ten per centum (+10%)

Now it is hereby agreed as follows:

Upon and Subject to the Conditions annexed here to the Contractor will carry out and complete the works of Three Years Term Contract for grass cutting and general conservancy maintenance work at housing under Suri Seri Begawan Hospital, Kuala Belait as ordered by the issue to him of a signed Work Order and to provide and supply all labour, materials, tools and everything necessary for the execution of the said work.

- Plus/Minus .....% (..... per centum)
- Delete as necessary and insert the necessary % (N.B. if none stated then it will be assumed as 'NIL').

**To be carried forward to MOH ref: PWDQ2017-15.25-2 2/6 PART A (AGREEMENT)**

**Note: Contractor shall check and ensure all prices quoted in the Tender Form are same including in words. If found to be not same, this Tender can be treated as invalid (Clause 3.1.4, Financial Regulation 2022).**

TOTAL DISCOUNT GIVEN FOR THE FIXED SCHEDULE OF RATES (IN WORDS):

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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                      2025

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

Name:

Designation:

Tenderer's official stamp:

## **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 of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
- (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 or 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 3 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 6**  
**PENGAKUAN PENENDER**  
***TENDERER'S DECLARATION***