

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/87/2025/UPP	THE OPERATION OF STAFF CANTEEN SERVICE AT B2 WOMEN AND CHILDREN CENTRE OF RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF ONE (1) YEAR	1 YEAR	RIPAS HOSPITAL	\$10.00	15 <sup>TH</sup> APRIL 2025	Abdul Aziz bin Haji Shamsuddin Head of Operational Section 4th Floor Women and Children Centre Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital Negara Brunei Darussalam Contact No: 2242424 Ext 7420 email : aziz.hjshamsuddin@moh.gov.bn

**TENDER REFERENCE NO.: KK/87/2025/UPP**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**THE OPERATION OF STAFF CANTEEN SERVICE AT B2  
WOMEN AND CHILDREN CENTRE OF RAJA ISTERI  
PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A  
PERIOD OF ONE (1) YEAR**

**TENDER FEES : \$10.00**

**RECEIPT NO. :**

**CLOSING DATE : ON TUESDAY, 15TH 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)**

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## SECTION 2

### SPECIFICATIONS

#### INVITATION TO TENDER

#### THE MANAGEMENT AND OPERATION OF STAFF CANTEEN SERVICES AT B2 WOMEN AND CHILDREN CENTRE OF RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF ONE (1) YEAR

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##### 1. GENERAL

- 1.1. With over 3000 hospital staff, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital prioritizes providing diverse and adequate amenities and facilities to enhance staff convenience and overall well-being.
- 1.2. To that end, RIPAS Hospital is inviting interested parties to participate in a tender for the lease of the Women and Children Centre to provide **buffet-style** canteen services. These services aim to offer convenience to hospital staff while ensuring high-quality food and beverages. The selected vendor must uphold strict hygiene and safety standards while maintaining affordability.

##### 2. LEASE PERIOD

- 2.1. The lease will be for a period of ONE (1) year.

##### 3. SCOPE OF BUSINESS

- 3.1. The Tenderer shall be exclusively permitted to operate and manage a buffet-style canteen service as approved by the Government of Brunei Darussalam within the designated hospital premises. The Tenderer shall be responsible for the full scope of operations, maintenance, and compliance with all applicable regulations, including but not limited to the following:
  - 3.2. **Canteen Operations**
    - 3.2.1. The Tenderer shall provide a diverse selection of buffet-style Halal food options.
    - 3.2.2. All food preparation, handling, storage, and distribution shall be conducted in compliance with hygiene and safety standards. **Cooking within the Hospital Building is strictly prohibited.**
    - 3.2.3. The Tenderer shall implement measures to minimize infection risks associated with food service operations.
  - 3.3. **Equipment, Facilities, and Infrastructure**
    - 3.3.1. The Tenderer shall provide and maintain all necessary equipment, including crockery, cutlery, cold storage units, fixed cabinets, and loose furniture.
    - 3.3.2. Any additional air conditioning units beyond existing hospital provisions shall require prior written approval from the Chief Executive Officer ("CEO") of the hospital and shall be procured, installed, and maintained at the Tenderer's sole expense.

### **3.4. Cleanliness and Hygiene**

- 3.4.1. The Tenderer shall maintain the premises in a clean and hygienic condition at all times and shall allow inspection by authorized hospital officers as required.
- 3.4.2. The Tenderer shall provide dedicated cleaners to ensure the continuous upkeep of canteen areas, including proper storage of crockery, cutlery, and utensils (disposable).
- 3.4.3. The Tenderer shall supply and maintain essential cleaning tools and materials, including but not limited to:
  - 3.4.3.1. Utensils, washing dispensers, rubbish trolleys, bins, plastic bags, pails, mops, and detergents for floors, walls, and mirrors;
  - 3.4.3.2. Electrical insect killers and plastic curtains where necessary.
- 3.4.4. The Tenderer shall be responsible for the proper collection and disposal **off-site** of all waste, including used cooking oil, food waste, and disposable items, in accordance with hospital waste management policies.

### **3.5. Infrastructure Maintenance and Renovation**

- 3.5.1. The Tenderer shall be responsible for the maintenance and replacement of infrastructure, electrical fittings, and equipment within the designated premises.
- 3.5.2. Any modifications, renovations, or upgrades to the existing premises, including but not limited to walls, flooring, ceilings, and electrical fittings, shall be undertaken by the Tenderer at its own cost and must comply with hospital requirements.
- 3.5.3. Any proposed structural modifications, installations, or renovations shall require prior written approval from the CEO of the hospital.
- 3.5.4. The Tenderer shall bear the full cost of supplying, installing, commissioning, and maintaining any related equipment, furniture, and directional signage within the designated area.

### **3.6. Utilities and Compliance**

- 3.6.1. The Tenderer shall be solely responsible for and shall promptly pay all service charges related to electricity, telephone, online payment system and internet services within the designated premises. The obligation to pay for such utilities shall commence upon the Tenderer's initial usage.
- 3.6.2. The Tenderer shall comply at all times with the rules, regulations, and directives set by RIPAS Hospital, as well as any applicable governmental laws and policies governing the operation of the canteen service.

## **4. SUBMISSION OF PROPOSAL**

- 4.1. Tenderer is required to submit a business proposal (colored 2D) of the designated area, complete with the proposed enhancement of the appearance of the Canteen Services facilities and services to be offered. The business proposal should at least contain the following:

- 4.1.1. Company Profile
- 4.1.2. Supporting Documents:
  - 4.1.2.1. Business License;
  - 4.1.2.2. Halal Certificate, if available, will be considered an advantage to the Tenderer; and
  - 4.1.2.3. List of current café and restaurant
- 4.1.3. Business Proposal
  - 4.1.3.1. Proposed Canteen Style
  - 4.1.3.2. Proposed Menu
- 4.2. Tenderer is also required to submit price quote (MINIMUM BND 500.00) for the lease of the services.
- 4.3. Tenderer is also advised to attend tender briefing which will be notified and conducted before the closing of the advertisement.
- 4.4. Any other business proposal may be included upon Ministry of Health's approval.

## **5. CODE OF CONDUCT**

- 5.1. The successful company shall not sub-let the contract to a third party.
- 5.2. The premises shall be maintained to the highest standard of cleanliness. Officers from the RIPAS Hospital shall be allowed to inspect the premise at all time. If the premise is found not to be of high standard, RIPAS Hospital shall engage a third party to clean the premise and charges relating to the cleaning works shall be borne by the Tenderer.
- 5.3. The Centre Management reserves the right to remove or replace any of workers employed by the successful Tenderer from the said premises, who in the opinion of the Centre Management has misbehaved or is incompetent or negligent in the performance of his/her duties.
- 5.4. The outlet shall not be used for other purposes except for purpose of operating a Buffet-style Canteen Service approved by the Government of Brunei Darussalam.
- 5.5. **Pricing & Affordability**
  - 5.5.1. Prices should be reasonable and competitive while ensuring affordability for hospital staff.
  - 5.5.2. The vendor shall provide a price list for hospital approval before commencing operations.
  - 5.5.3. Any price adjustments must be approved in writing by hospital management.
  - 5.5.4. Food and services charges must be priced and displayed properly.
- 5.6. The Tenderer's employees while on duty at the RIPAS Hospital shall dress appropriately.
- 5.7. The Tenderer shall not advertise on behalf of any person or allow any person to put any advertising sign on the leased premises.
- 5.8. The Tenderer shall comply with all laws, Statutory Rules, Regulations and Enactment and pay all fees that may be lawfully demanded in respect thereof.
- 5.9. The Tenderer shall at all times during the period of the Agreement shall maintain and take proper care of the premises let.

5.10. The Tenderer shall as a condition precedent to the commencement of any work:

5.10.1. Take out policies of Insurance indemnifying the Government from all liabilities arising out of claims for loss or damage to property in his possession or custody in the premises and from claims for compensation for death or personal injury to persons, whether or not in the employment of the Tenderer, arising out of the occupation of premises by the Tenderer.

5.10.2. Undertake in writing to indemnify the Government from all liabilities out of claim by any workman employed in the performance of this Contract for payment of compensation under or by virtue of provision of the Workmen's Compensation Act (Chapter 74) or any other law amending or replacing such ordinance and from all costs and expenses incidental or consequential thereto.

5.11. The Tenderer shall keep insured the term of contract and for any extension thereof of the Canteen Service loss or damage by fire, theft, public risk insurance and such other risks and special perils normally insured for the management of Canteen Service 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 reinstalling the Canteen Service in accordance with any planning consents and permissions and to make up deficiency out of its own money.

5.12. License

5.12.1. To obtain a 'Miscellaneous License' from the Brunei-Muara District Licensing Board under the Miscellaneous Licenses Act (Cap. 127 of the Laws of Brunei).

5.12.2. To hold and continue to hold a Business License under the Business Names Act (Cap. 92 of the Laws of Brunei).

5.13. To use and occupy the Canteen Service for the purposes of managing and operating of buffet-style Canteen Service only and to obtain any licenses, permits and approvals from the relevant authorities which may be required for such use.

5.14. Not to make any alteration, additions, changes to the Canteen Service without the Hospital Management's consent in writing which consent shall not be unreasonably withheld. PROVIDED ALWAYS that the consent or approval of the relevant authorities concerned, where necessary, shall first have been obtained prior to the carrying out of any work for which the Government's consent in writing has been given.

5.15. IT IS FURTHER PROVIDED ALWAYS that on the expiry or sooner determination of the term hereby granted the Tenderer shall at its own costs and expenses reinstate the Canteen Service to its original state and condition (fair wear and tear excepted).

## 6. MENU AND SERVICES

6.1. To submit a proposal of menu with price suited to buffet-style Canteen Service.

6.2. Tenderers are encouraged to propose healthy menu items within their proposal.

6.3. The Tenderer shall provide **at least 30 main dishes** daily consist of **Carbohydrate** (rice, noodles, potatoes, bread), **Proteins** (Chicken, Beef, Fish), **Vegetable** and **Fruits**.

6.4. All food menu shall be prepared and freshly cook for that day only.

## 7. SUPPLY AND OPERATION OF EQUIPMENT

- 7.1. The installation tasks to be performed shall include but not limited to:
  - 7.1.1. The connection of equipment to the electrical supply;
  - 7.1.2. The alignment and testing off all equipment;
  - 7.1.3. The provision of an earthing system and electrical surge protection;
  - 7.1.4. The supply, fabrication, painting and assembly of all miscellaneous material, minor components, supports and other such items as are indicated in the accompanying documentation, are clearly intended to be provided or are obviously required for completion of the works herein specified.
  - 7.1.5. The provision of appropriate buffet-style canteen equipment, including but not limited to:
    - 7.1.5.1. Enclosed food display units to maintain hygiene and food safety standards.
    - 7.1.5.2. Food warmers or heated trays to keep food at the required serving temperature.
    - 7.1.5.3. Glass panels or sneeze guards to protect food from contamination.
    - 7.1.5.4. Refrigerated display units for cold food and beverages where necessary.
    - 7.1.5.5. Adequate storage solutions for utensils, trays, and serving dishes.
    - 7.1.5.6. Covers or lids for food trays to ensure food is protected when not being served.
- 7.2. The Tenderer shall be responsible for maintenance and replacement of electrical fittings and lighting within the premise using LED type lighting devices where appropriate.
- 7.3. The RIPAS Hospital shall provide electricity supply at designated areas for the use and operation of the services management equipment.

## 8. KITCHEN & FOOD HANDLING REGULATIONS

- 8.1. **No open-flame or full-scale cooking is allowed on the premises.** Only reheating and warming of food using approved equipment is permitted.
- 8.2. The vendor shall use food warmers, bain-maries, coffee-maker and microwave ovens to maintain food temperature while ensuring food safety and hygiene.
- 8.3. The Tenderer shall ensure that all food items are covered with appropriate lids or enclosed within protective display units when not being actively served to prevent contamination and maintain food quality.

## 9. OPERATION OF CANTEEN SERVICES

- 9.1. The Tenderer shall operate the canteen services minimum 5 days a week from 7am until 5pm.
- 9.2. The Tenderer shall be responsible for ensuring timely replenishment of food, particularly during breakfast and lunch hours.
- 9.3. The Tenderer shall be responsible for direct staff employment, provision of training, coordinating and continuously monitoring / supervising the canteen services' equipment and providing qualified and experience / skilled supervisors and / technicians in the manner befitting a general eatery service.
- 9.4. The Tenderer shall not engage in sub-contracting. However, business consignment



arrangements, where the Tenderer retains full responsibility while allowing third-party vendors to supply specific goods or products under agreed terms, are permitted.

- 9.5. Day-to-day operations including routine inspection and maintenance of equipment shall be the sole responsibility of the Tenderer.
- 9.6. The Tenderer shall communicate directly with the Parking Operator at WCC regarding Loading/Unloading and parking arrangement.

## **10. CANTEEN APPEARANCE**

- 10.1. The Tenderer shall bear in mind that the appearance of the canteen services together with the operation management shall contribute and enhance the image of RIPAS Hospital. It is recommended for the Tenderer to adopt a modern canteen style. Therefore, in the effort to enhance the look of the concerned eatery area:

- 10.1.1. The Tenderer shall keep the area clean and tidy at all times at its own cost.

- 10.1.2. The Tenderer shall provide cleaners to clean the canteen services' facilities during operation hours:

- 10.1.2.1. The Tenderer shall clean the canteen facilities and the surroundings including drain using appropriate equipment as and when required;

- 10.1.2.2. The Tenderer shall provide adequate numbers of rubbish bin with lid;

- 10.1.2.3. The Tenderer shall be responsible for the waste collection and the disposal of the waste and ensure disposal of the waste to designated approved government dumping area.

## **11. SIGNAGE**

- 11.1. The Tenderer shall maintain directional signage and informational signs at the canteen services either electronically or other method.

- 11.2. The Tenderer shall display notices / advertisement / health information or messages as approved by RIPAS Hospital.

## **12. COMPLIMENTARY RIGHT OF USE**

- 12.1. In the event of any major disaster, RIPAS Hospital shall reserve its right to close the Canteen Service premises to the public.

## **13. BUSINESS CONTINUITY & SUSTAINABILITY REQUIREMENTS**

- 13.1. The Operator must submit a Business Continuity Plan (BCP) outlining measures for maintaining operations during emergencies (e.g., power failures, equipment breakdowns).

- 13.2. Sustainable practices must be adopted, including:

- 13.2.1. Use of biodegradable packaging

- 13.2.2. Minimizing single-use plastics

- 13.2.3. Proper food waste disposal practices

#### **14. KEY PERFORMANCE INDICATORS (KPI'S)**

14.1. The following KPIs will be used to assess vendor performance:

- 14.1.1. Hygiene & Safety: 90% compliance with health and safety inspections.
- 14.1.2. Service Quality: Customer satisfaction rating of at least 70% based on surveys, pricing and variety of food.

#### **15. PERFORMANCE MONITORING & PENALTIES**

15.1. Monthly inspections will be conducted to assess cleanliness, service quality, and customer satisfaction.

15.2. Non-compliance with cleanliness, safety, service quality, pricing and operational hours will result in penalties:

- 15.2.1. First offense: Written warning
- 15.2.2. Second offense: 2<sup>nd</sup> Written warning
- 15.2.3. Third offense: Contract termination

#### **16. PAYMENT OF RENT/LEGAL FEES**

16.1. The Tenderer 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, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital not later than first week of each month.

16.2. 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 Tenderer 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.

16.3. Failure to pay rent for three consecutive months will result in contract termination.

16.4. The Tenderer shall be granted a mobilization period of "ONE" (01) month, unless an extension is formally requested and substantiated with a valid justification, subject to the approval of the Hospital.

16.5. The Tenderer shall continue such policy or policies of Insurance during the whole leased period and shall be required to produce to the Chief Executive Officer, RIPAS Hospital or his representative such policy or policies of Insurance and the receipt of payment of the current premium.

16.6. The Tenderer shall pay all dues, stamp duty charges and license fees.

##### **16.7. Deposit**

16.7.1. Deposit equivalent to 2 months' rent shall be paid upon contract signing or once receive letter of award.

16.7.2. The deposit shall be forfeited in cases of breach of contract, failure to operate for the full term, or damages beyond normal wear and tear.

## **17. TERMINATION CLAUSE**

- 17.1. Either party may terminate the contract with a notice period of TWO (2) months.
- 17.2. The hospital reserves the right to terminate the contract under the following conditions:
  - 17.2.1. Failure to pay rent for three consecutive months.
  - 17.2.2. Repeated violations of hygiene, operational, or pricing policies.
  - 17.2.3. Three or more customer complaints related to food safety within a six-month period.
  - 17.2.4. Failure to operate for more than 7 consecutive days without prior approval.
  - 17.2.5. Failure to adhere Performance Management metrics.

## **18. SECURITY**

- 18.1. The Tenderer is fully responsible for monitoring and preventing illegal activities at the Canteen Service facilities/premises.
- 18.2. The Tenderer shall provide adequate security monitoring system such as CCTV at the designated area.
- 18.3. All cost of fitting out and renovations to the Canteen Service shall be borne solely by the Tenderer and in accordance with all rules building regulations and by laws of the relevant authorities.
- 18.4. To supply, install and maintain the equipment in the Canteen Service at its own costs and to ensure that the installation and maintenance of the said equipment shall not cause any disruption, nuisance or disturbance at the Hospital.
- 18.5. To be solely responsible or liable for the security and safety of the Canteen Service and all monies being kept at the Canteen Service at the sole risk of the Tenderer.
- 18.6. To provide adequate security personnel and equipment at its own costs.

## **19. EMPLOYEES**

- 19.1. The Tenderer shall employ an adequate number of employees preferably local in order to operate and run the Canteen Service efficiently.

## **20. PASSES AND UNIFORM**

- 20.1. For admission into the Facilities, the Tenderer is required to issue security passes for its employees. For that purpose, the Tenderer shall submit to the RIPAS Hospital a list of its employees.
- 20.2. No employee of the Tenderer shall be admitted into the Facilities nor shall such employee, agent or sub-contractor be permitted to perform the Service unless has been issued with a security pass;
- 20.3. All employees of the Tenderer must wear clean uniforms which shall be provided by the Tenderer. Such uniform shall have the name of the Tenderer clearly marked on it.

#### **20.4. Uniform and Hygiene Standards:**

- 20.4.1. The Tenderer shall ensure that all personnel adhere to strict hygiene and uniform requirements when handling, preparing, and serving food.
- 20.4.2. All food service staff shall wear:
  - 20.4.2.1. Clean and professional uniforms at all times;
  - 20.4.2.2. Face masks, gloves, and hair coverings while preparing and serving food;
  - 20.4.2.3. Closed-toe, slip-resistant footwear suitable for food service environments.
  - 20.4.2.4. The Tenderer shall enforce strict personal hygiene standards, including regular handwashing and proper handling of food items in accordance with health and safety regulations.

### **21. USE OF FACILITIES**

- 21.1. The Tenderer shall not enter the Facilities for any purpose other than that specified in this Agreement.
- 21.2. Whilst at the Facilities and in the performance of the Services, the Tenderer shall confine themselves to the immediate vicinity of the Facilities and shall cause minimum disturbance to patients.
- 21.3. The Tenderer shall prepare modification plan for the approval of the CEO of RIPAS Hospital for the installation of prepaid meter for electrical supply to the designated area at their own expense.
- 21.4. Telephone line and internet at their own expense.

### **22. FACILITIES**

- 22.1. To permit the Government its agents or workmen with or without appliances at all reasonable notice to the Tenderer (except in case of emergency when no notice shall be required) to enter upon and view the state of repair and condition of the Canteen Service 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 Tenderer of any defect or damage of which the Tenderer may be responsible hereunder requiring the Tenderer within a reasonable time to repair the same in default of the Tenderer 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 Canteen Service 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 Tenderer to the Government on demand.

### **23. BREAKAGES AND DAMAGES**

- 23.1. From time to time to make good 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 Tenderer its servants' licensees agents or invitees and shall also repair and replace immediately all damaged or broken lighting, electrical equipment and plumbing and other fixtures and fittings installed upon the Canteen Service.

- 23.2. At the expiry or sooner determination of the term hereby granted to peaceably and quietly yield up the Canteen Service to the Government in good and Tenderer able 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.
- 23.3. To keep in good repair the walls, floors, main drains and pipes and the external parts of the Hospital and the Canteen Service save where such repair is required due to the fault neglect or default of the Tenderer, its agents, servants, licensees, invitees.
- 23.4. So long as the Tenderer shall pay the monthly rental and perform and observe the several stipulations, conditions and agreements on its part herein contained, to allow the Tenderer to peacefully hold and enjoy the Canteen Service during the term hereby created without any interruptions by the Government or any persons lawfully claiming through or under the Government.
- 23.5. Maintain and keep in repair the common areas of the Hospital provided that the manner and frequency of such maintenance and the expenditure thereon shall be at the absolute discretion of the Government.
- 23.6. If at any time during this tenancy the Canteen Service or any part thereof shall be destroyed or damaged by fire or other disabling or inevitable cause so as to become unfit for use and occupation except when such fire shall have been caused by any act or default of the Tenderer, its servants, agents, licensees or invitees, then the Monthly Rental or a fair and just proportion thereof according to the nature and extent of the damage sustained (to be ascertained in the case of dispute by arbitration in the manner provided in this tenancy) shall be suspended and ceased to be payable until Canteen Service shall have been reinstated and rendered fit for use Provided Always that if in the event that the Government shall be unable to rebuild or reinstate the Canteen Service fit for occupation within two (2) months from the date thereof, the Tenderer shall have the option either to terminate the tenancy herein created or to continue suspending the ceasing of payment of the Monthly Rental. The Government shall not be bound or compelled to rebuild or reinstate the same and in the event the Government decide not to rebuild or reinstate the said tenancy shall determine.

Architectural floor plan of the 1st floor. Key features include:

- Service Lift Lobby:** Contains two service lifts labeled "SERVICE (LIFT 7)" and "SERVICE (LIFT 8)".
- Portable Medical Gas Cylinder Store:** Located near the top center.
- Prayer Rooms:** Two rooms labeled "5A PRAYER (F)" and "5B PRAYER (M)".
- General Staff Common Rm, Pantry & Prayer:** A large central area with seating and a counter.
- Corridor:** A horizontal corridor at the bottom.
- Ante Room:** Located on the right side.
- Restrooms:** Labeled "RWDP" (Restroom/Water Dispenser).
- Staircase:** Labeled "USTAIR 4".
- Dimensions:** Various measurements are provided, such as 4000, 5700, 2563, 2435, 4398, 150, 5568, 5003, 2501, 3150, 436, 2536, 1535, 2807, 654, 1500, 150, 5568, 500N, 500M.
- Floor Levels:** Indicated as "F.F.L. 13.650M" and "F.F.L. 13.600M".
- Other Labels:** "FALL", "FT", "SANITARY PIPE CHASE (6A)", "708 FT", "5623", "56", "4", "5", "7", "19", "18", "FHR", "WR", "RWDP", "F.F.L. 13.600M", "F.F.L. 13.650M", "EL+13.650M", "EL+13.600M".

**SCHEDULE 1 – TENDER FORM**

**TENDER FORM**

To:

**TENDER REFERENCE NO: KK/87/2025/UPP**

**INVITATION TO TENDER**

**THE OPERATION OF CANTEEN SERVICE AT B2 WOMEN AND CHILDREN CENTRE OF RAJA  
ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF ONE (1) YEAR**

---

**TENDER OF (name of Supplier)** : \_\_\_\_\_

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

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

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

*(To be attached with this tender form)*

No.	Description	Rental Amount	
		Per month (B\$)	One (1) Year (B\$)
1.	The rental cost for the operation of a staff canteen services at Raja Isteri Pengiran Anak Saleha (RIPAS) hospital for a period of ONE (1) year		

**PRICING LIST FOR FOOD AND BEVERAGES:**

**BREAKFAST MENU**

**EXAMPLE BREAKFAST OPTIONS:**

<b>Nasi Goreng</b>	<b>Pancake</b>	<b>Waffle</b>	<b>Bagadil</b>	<b>Fries</b>
<b>Roti Kuning</b>	<b>Cucur</b>	<b>Popiah</b>	<b>Pau</b>	<b>Martabak</b>
<b>Karipap</b>	<b>Roti Kawin</b>	<b>Hard/Half-boiled Eggs</b>	<b>Roti Kawin Cheese</b>	<b>Roti Telur</b>
<b>Sandwich</b>	<b>Hashbrown</b>	<b>Nasi Lemak</b>	<b>Nasi Katok</b>	<b>Teh Tarik</b>
<b>Nescafe</b>	<b>Kopi</b>	<b>Milo</b>	<b>Jus</b>	<b>Bubur</b>

Please refer to the example of breakfast food options above to fill in the table below as a guideline (please also note the food is not only limited to the option above):

<b>BREAKFAST SET MENU (PROPOSED)</b>			
<b>Set</b>	<b>Price \$</b>	<b>Proposed Food + Drink (Medium cup-250 ml)</b>	
<b>A</b>	<b>\$3.50</b>	<i>Waffle + Sandwich + Minuman Panas (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
<b>B</b>	<b>\$3.00</b>	<i>Nasi Goreng + Telur Goreng + Nescafe (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
<b>C</b>	<b>\$2.50</b>	<i>Nasi Lemak + Teh O (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.



BREAKFAST SET MENU (PROPOSED)			
Set	Price \$	Proposed Food + Drink (Medium cup-250 ml)	
D	\$2.00	<i>Pau + Teh Tarik (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
E	\$1.50	<i>Roti Kawin + Kopi (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.

Note: Please attached additional detailed proposal (pictures, menu booklet)\*

### LUNCH MENU

#### EXAMPLE LUNCH OPTIONS:

<b>Nasi Goreng</b>	<b>Nasi Putih</b>	<b>Nasi Briyani</b>	<b>Nasi Katok</b>	<b>Nasi Kebuli</b>
<b>Masakan Ayam</b>	<b>Masakan Daging</b>	<b>Masakan Kambing</b>	<b>Masakan Ikan</b>	<b>Masakan Udang</b>
<b>Masakan Sayur</b>	<b>Masakan Sotong</b>	<b>Sambal</b>	<b>Buah-Buahan</b>	<b>Salad</b>
<b>Masakan Telur</b>	<b>Satay</b>	<b>Masakan Kerang</b>	<b>Sup</b>	<b>Soto</b>
<b>Ulam</b>	<b>Pasta</b>	<b>Mee Goreng</b>	<b>Dim Sum</b>	<b>Fish and Chip</b>
		<b>Japanese Tauhu</b>		

Please refer to the example of lunch food options above to fill in the table below as a guideline (please also note the food is not only limited to the option above):

LUNCH SET MENU (PROPOSED)			
Set	Price \$	Proposed Food	
A	\$5.00	<i>Nasi putih + Telur dadar + Daging + Sayur + Ikan (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
B	\$4.00	<i>Nasi + Udang masak kari + Sayur (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
C	\$3.50	<i>Nasi + Sayur + Daging (Contoh)</i>	<i>Ayam Penyet (Contoh)</i>
		1.	2.
		3.	4.
		5.	6.
		7.	8.
		9.	10.

LUNCH SET MENU (PROPOSED)			
Set	Price \$	Proposed Food	
D	\$3.00	<i>Nasi Ayam Roasted (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
E	\$2.50	<i>Nasi + Sayur + Ayam (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
F	\$2.00	<i>Nasi + Ayam Kari (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.
G	\$1.50	<i>Nasi + Ikan Rumahan Goreng (Contoh)</i>	1.
		2.	3.
		4.	5.
		6.	7.
		8.	9.

Note: Please attached additional detailed proposal (pictures, menu booklet)\*

### A LA CARTE MENU

À LA CARTE/PER SERVING/PORTION					
No.	List	Price \$	No.	List	Price \$
1.	Nasi Putih		2.	Udang	
3.	Mee		4.	Daging	
5.	Sayur		6.	Sotong	
7.	Ayam		8.	Telur	
9.	Ikan		10.	Kambing	
11.	Nasi Goreng		12.	Fresh Slice Fruits	
13.	Vegetable Salad		14.		
15.			16.		
17.			18.		
19.			20.		

À la carte Drinks					
No.	List	Price \$	No.	List	Price \$
1.	Tea		2.	Coffee	
3.	Latte		4.	Fresh Juice	
5.	Cordial Drinks		6.	Bottled Water	
7.	Soft Drinks		8.		
9.			10.		
11.			12.		
13.			14.		

The tenderer shall propose a selection of dishes for each item below to be offered under the contract:

NO.	ITEM	PROPOSED DISHES
1.	Masakan Sayur	
2.	Masakan Ayam	
3.	Masakan Ikan	
4.	Masakan Daging	
5.	Masakan Kambing	
6.	Masakan Udang	
7.	Masakan Telur	
8.	Masakan Sotong	
9.	Masakan Sup	

- Dated this                      day of                      2025

Tenderer's official stamp:

**THE OPERATION OF STAFF CANTEEN SERVICES AT B2 WOMEN AND CHILDREN CENTRE OF RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS)  
HOSPITAL FOR A PERIOD OF ONE (1) YEAR**

<b>NO.</b>	<b>SPECIFICATION AND REQUIREMENT</b>	<b>OFFER</b>	<b>REMARKS (IF ANY)</b>
1.	The Tenderer shall only be permitted to conduct the business of operating and managing the cafe approved by the Government of Brunei Darussalam		
2.	The Tenderer shall perform the following services: 1. providing variety of food choices, 2. food preparation, handling, storage and distribution, and 3. reducing the risk of infections in the facility associated with operations of the food services		
3.	Provision of equipment including crockeries and cutleries to the facilities		
4.	The tenderer needs to provide the premise with the needful necessities such as cold storage, fixed cabinet or loose furniture and water tank with filtration system.		
5.	The premise shall be maintained to the highest standard of cleanliness. Officers from respective hospitals/facilities shall be allowed to inspect the premise at all time.		
6.	The Tenderer shall provide cleaners to maintain the kitchen cleanliness, neatness, hygienic at all times.		

NO.	SPECIFICATION AND REQUIREMENT	OFFER	REMARKS (IF ANY)
7.	The Tenderer shall keep/stock crockeries, cutleries and utensils in proper storage.		
8.	The Tenderer shall provide complete utensils, utensils' washing dispenser, rubbish trollies, rubbish/garbage bins, garbage plastic bags, pails and mops, detergents for floor, walls, mirrors and etc		
9.	The Tenderer shall be responsible for the proper disposable of waste e.g. waste water, food waste, and used disposable items.		
10.	The Tenderer shall be responsible for maintenance of the infrastructure, replacements of electrical fittings, and equipment at all time.		
11.	Any civil work in relation to the installation of equipment including building modification will be responsible by the Tenderer		
12.	The proposed building modifications must be submitted to the CEO of the respective hospitals/facilities for permission before its implementation		
13.	The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of any related equipment/furniture/ including directional signage. Installing of communication line.		



NO.	SPECIFICATION AND REQUIREMENT	OFFER	REMARKS (IF ANY)
14.	The cafe tenderer shall comply with rules and regulations set by the RIPAS Hospital at all times		
15.	Tenderers are required to submit <b>a business proposal</b> (colored 2D) of the designated area, complete with the proposed enhancement of the appearance of the cafe facilities, services to be offered		
16.	Tenderers are also required to submit <b>price quote (MINIMUM BND 500) for the cafe</b>		
17.	The successful company shall not sub-let the contract to a third party		
18.	The Tenderer shall operate the eatery minimum 5 days a week from 7am to 5pm. The Tenderer may be required to extend the service during the public holiday including Friday, Sunday and Public Holidays.		
19.	The Tenderer shall bear in mind that the appearance of the cafe together with the cafe operation management <b>shall contribute and enhance the image of RIPAS Hospital. It should be of an ambience of quality and modern-style.</b>		

## **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

<b>Customers Name and Address</b>	<b>Customer Type (Govt or Quasi Govt)*</b>	<b>Contact Person</b>	<b>Title</b>	<b>Contact Number, Fax Number and E-mail Address</b>

\*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**

**LIST OF PROPOSED EQUIPMENT**

<b>NO.</b>	<b>ITEM</b>	<b>QUANTITY</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		