

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/132 /2025/LAB(TC)	TO SUPPLY AND DELIVER OF LABORATORY CONSUMABLES (BIOHAZARD ZIP-LOCK BAG WITH POCKET) FOR PHLEBOTOMY AND CSRA, DEPARTMENT OF LABORATORY SERVICES, MINSITRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE	-	DEPARTMENT OF LABORATORY SEVICES	\$30.00	17 <sup>TH</sup> June 2025	Hjh rashidah binti PPHA Ahmad Phlebotomy Services and CSRA Department of Laboratory Services Ministry of Health Negara Brunei Darussalam Contact No: 2242424 EXT 6612 e-mail: rashidah.ahmad@moh.gov.bn

**TENDER REFERENCE NO.: KK/132/2025/LAB(TC)**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**TO SUPPLY AND DELIVER OF LABORATORY  
CONSUMABLES (BIOHAZARD ZIP-LOCK BAG WITH  
POCKET) FOR PHLEBOTOMY AND CSRA, DEPARTMENT  
OF LABORATORY SERVICES, MINSITRY OF HEALTH FOR  
A PERIOD OF FIVE (5) YEARS USAGE**

**TENDER FEES : \$30.00**

**RECEIPT NO. :**

**CLOSING DATE : ON TUESDAY, 17TH JUNE 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 AND REQUIREMENTS

TENDER REFERENCE NO: KK/132/2025/LAB(TC)

#### INVITATION TO TENDER

TO SUPPLY AND DELIVER OF LABORATORY CONSUMABLES (BIOHAZARD ZIP-LOCK BAG WITH POCKET) FOR PHLEBOTOMY AND CSRA, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE

DELIVERY PERIOD	4-8 WEEKS AND NO LONGER THAN 12 WEEKS
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NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	PACKAGING SIZE	TOTAL ESTIMATE USAGE/YEAR
1	BIOHAZARD ZIP-LOCK BAG WITH POCKET FOR DOCUMENTS WITH TWO COLOURS PRINTING OF BIOHAZARD SYMBOL AND SAFETY INSTRUCTONS,  ZIP-LOCK BAG SIZE 8"- 8.5" (L) X 6" (W) X 0.48 - 0.05 MM THICKNESS  POCKET SIZE 6"- 8" (L) X 5.5"-6.0" (W) X 0.48 - 0.05 MM	PACK OF 100 PIECES	10,000 PACKS

NO.	SPECIFICATIONS AND REQUIREMENTS
1	All consumables supplied throughout this tender <u>shall</u> have a minimum expiry date of two <b>(2) years on delivery</b> . Should the consumable item be urgently needed, provision of consumable with expiry date of less than two (2) years should be first agreed by the User of the particular laboratory before delivery is made.
2	Letter of Undertaking (LOU) shall be produced upon each delivery of consumable with expiry date of less than two (2) years and vendor shall declare in the LOU that unused, unopened, expired consumable items will be replaced accordingly. For items which are known to have short expiry date such as those containing red blood cells, list down all such items and vendor shall declare in this tender submission of such items and shall be exempted from submitting LOU upon delivery.
3	Staggered delivery every 6 months period directly to the User or items can be delivered in schedule batch delivery
4	Safety Data Sheet (SDS) shall be provided to the User, and recommendation for disposal if applicable
5	<b>Biohazard bag should be zip-lock with pocket for documents (zip-lock must be smooth, easy to open and closed)</b>
6	<b>Biohazard bag should be strong enough to prevent it from leakage and easily torn</b>
7	<b>Biohazard bag should have DEPARTMENT OF LABORATORY SERVICES, BIOHAZARD WORDING AND SYMBOLS, DANGER OF INFECTION AND FOR SPECIMEN ONLY.</b>
8	<b>Biohazard bag logo should have two colours – Yellow and black</b>
9	Item must have a minimum shelf life of two (2) years, if applicable If otherwise, please provide valid reason.
10	User shall have the rights to refuse delivery of items that do not meet the acceptance criteria such as, but not limited to, the following: 1. Tampered or damaged box 2. Leakage upon delivery 3. Items stored pre-delivery not in accordance to manufacturer's instructions 4. Expiry date not meeting requirement
11	User shall have the rights to return any items, and to be replaced at no extra cost, if found not meeting the acceptance criteria upon opening a pack such as, but not limited to, the following: 1. Tampered or damaged packaging 2. Evident of leakage or damaged products 3. Expired products that are evidently less than the requirement mentioned in para 1 calculated from delivery date 4. Leakage upon delivery
12	Vendor shall submit samples of the offered items directly to the Users no later than 7 days after the Closing Date of this advertisement or as required by the Users.
13	<b>FINANCIAL AGREEMENT</b>
13.1	Supply of the consumables is based on the number of consumables required in the Purchase Order according to an agreed schedule period as stated in para 3.
13.2	Buffer stock of consumables shall be available at the local representative as contingency.

NO.	SPECIFICATIONS AND REQUIREMENTS
13.4	<b>EXIT CLAUSE:</b> The tender contract shall be automatically terminated even though tender has not yet expired and this shall be in effect due to, but not limited to, the following: <ol style="list-style-type: none"> <li>1. When the item(s) set out in this tender is/are no longer required by the laboratory or the Department.</li> <li>2. When the approved budget allocation for this tender contract has been used up before the tender contract expires whereby a renewal of tender shall be submitted by the user for an open advertisement subject to approval by the Mini Tender Board (<i>Lembaga Tawaran Kecil</i>).</li> </ol>
14	<b>DELIVERY PERIOD:</b> Preferably 4 – 8 weeks and no later than 12 weeks after issue of Purchase Order
15	<b>PRICE VALIDITY:</b> The quotation shall remain valid for 12 MONTHS* from the final date for the submission of the quotation and no supplier may withdraw his/her quotation within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension to the quotation validity period shall have written consent of the supplier(s).

\* 6 months validity required for <\$50K or 12 months for >\$50K

DELIVERY PERIOD AFTER PO ISSUED	4-8 weeks and no longer than 12 weeks		
Lab/Section/Unit	PHLEBOTOMY SERVICES AND CSRA		
Lab/Section/Unit Ref No.:	DLS/PU/PHL/2025/01/04/01/BZLB(5Y)		
Person to Contact	Name : HJH RASHIDAH BINTI PPHA AHMAD		
	E-mail : rashidah.ahmad@moh.gov.bn		
	Tel. No. : 2242424 ext.		Fax No.: 2220869
FOR ADMINISTRATION USE ONLY			
PPM/PROC Ref. No.	PPM/PROC/2025/>50K/006(PHL)		
Advertisement Ref. No.		Date :	

**SECTION 3**  
**FORMS TO BE USED**

**CONTENTS**

**SCHEDULE 1 - TENDER FORM**

**SCHEDULE 2 - INFORMATION SUMMARY**

**SCHEDULE 3 - SUB-CONTRACTS**

**SCHEDULE 4 - COMPANY BACKGROUND**

**SCHEDULE 5 - REFERENCES**

**SCHEDULE 6 - SUBMISSION OF SAMPLE**

**SCHEDULE 7 - LETTER OF DECLARATION**

## SCHEDULE 1

### TENDER FORM

To:

TENDER REFERENCE NO: KK/132/2025/LAB(TC)

#### INVITATION TO TENDER

**TO SUPPLY AND DELIVER OF LABORATORY CONSUMABLES (BIOHAZARD ZIP-LOCK BAG WITH POCKET) FOR PHLEBOTOMY AND CSRA,  
DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE**

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

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

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

DELIVERY PERIOD	
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NO.	USER'S REQUIREMENTS			VENDOR'S OFFER					
	ITEM DESCRIPTIONS AND SPECIFICATIONS	PACKAGING SIZE	TOTAL ESTIMATE USAGE/YEAR	ITEM DESCRIPTIONS AND SPECIFICATIONS	PART/ CATALOGUE NUMBER AND BRAND	PACKAGING SIZE	TOTAL QUANTITY OFFERED / YEAR	*COST PER UNIT (B\$)	TOTAL COSTS (B\$)
1	BIOHAZARD ZIP-LOCK BAG WITH POCKET FOR DOCUMENTS WITH TWO COLOURS PRINTING OF BIOHAZARD SYMBOL AND SAFETY INSTRUCTONS,  ZIP-LOCK BAG SIZE 8"- 8.5" (L) X 6" (W) X 0.48 - 0.05 MM THICKNESS  POCKET SIZE 6"- 8" (L) X 5.5"-6.0" (W) X 0.48 - 0.05 MM	PACK OF 100 PIECES	10,000 PACKS						

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
1	All consumables supplied throughout this tender <u>shall</u> have a minimum expiry date of two <b>(2) years on delivery</b> . Should the consumable item be urgently needed, provision of consumable with expiry date of less than two (2) years should be first agreed by the User of the particular laboratory before delivery is made.	
2	Letter of Undertaking (LOU) shall be produced upon each delivery of consumable with expiry date of less than two (2) years and vendor shall declare in the LOU that unused, unopened, expired consumable items will be replaced accordingly. For items which are known to have short expiry date such as those containing red blood cells, list down all such items and vendor shall declare in this tender submission of such items and shall be exempted from submitting LOU upon delivery.	
3	Staggered delivery every 6 months period directly to the User or items can be delivered in schedule batch delivery	
4	Safety Data Sheet (SDS) shall be provided to the User, and recommendation for disposal if applicable	
5	<b>Biohazard bag should be zip-lock with pocket for documents (zip-lock must be smooth, easy to open and closed)</b>	
6	Biohazard bag should be strong enough to prevent it from leakage and easily torn	
7	<b>Biohazard bag should have DEPARTMENT OF LABORATORY SERVICES, BIOHAZARD WORDING AND SYMBOLS, DANGER OF INFECTION AND FOR SPECIMEN ONLY.</b>	
8	<b>Biohazard bag logo should have two colours – Yellow and black</b>	



NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
9	Item must have a minimum shelf life of two (2) years, if applicable. If otherwise, please provide valid reason.	
10	User shall have the rights to refuse delivery of items that do not meet the acceptance criteria such as, but not limited to, the following: 1. Tampered or damaged box 2. Leakage upon delivery 3. Items stored pre-delivery not in accordance to manufacturer's instructions 4. Expiry date not meeting requirement	
11	User shall have the rights to return any items, and to be replaced at no extra cost, if found not meeting the acceptance criteria upon opening a pack such as, but not limited to, the following: 1. Tampered or damaged packaging 2. Evident of leakage or damaged products 3. Expired products that are evidently less than the requirement mentioned in para 1 calculated from delivery date 4. Leakage upon delivery	
12	Vendor shall submit samples of the offered items directly to the Users no later than 7 days after the Closing Date of this advertisement or as required by the Users.	
13	<b>FINANCIAL AGREEMENT</b>	
13.1	Supply of the consumables is based on the number of consumables required in the Purchase Order according to an agreed schedule period as stated in para 3.	
13.2	Buffer stock of consumables shall be available at the local representative as contingency.	
13.4	<b>EXIT CLAUSE:</b> The tender contract shall be automatically terminated even though tender has not yet expired and this shall be in effect due to, but not limited to, the	

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
	following: 1. When the item(s) set out in this tender is/are no longer required by the laboratory or the Department. 2. When the approved budget allocation for this tender contract has been used up before the tender contract expires whereby a renewal of tender shall be submitted by the user for an open advertisement subject to approval by the Mini Tender Board ( <i>Lembaga Tawaran Kecil</i> ).	
14	<b>DELIVERY PERIOD:</b> Preferably 4 – 8 weeks and no later than 12 weeks after issue of Purchase Order	<b>(Yes / No)</b> <b>(If No, please specify)</b>
15	<b>PRICE VALIDITY:</b> The quotation shall remain valid for 12 MONTHS* from the final date for the submission of the quotation and no supplier may withdraw his/her quotation within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension to the quotation validity period shall have written consent of the supplier(s).	

\* 6 months validity required for <\$50K or 12 months for >\$50K

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 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 \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*[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:
  - *Supply & Delivery Of Laboratory Equipment, Test Kits and Consumables.*
- (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 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 6 - SUBMISSION OF SAMPLE**

- 6.1 Tenderers shall submit the Submission of Sample form below in respect of the items specified in this tender.
- 6.2 Samples of the items to be submitted shall be:
- a) identical in packing and manufacture to the items to be offered by the Tenderer; and
  - b) marked with the corresponding item number of the tender.



## SUBMISSION OF SAMPLE FORM

To:

TENDER REFERENCE NO: KK/132/2025/LAB(TC)

INVITATION TO TENDER  
TO SUPPLY AND DELIVER OF LABORATORY CONSUMABLES (BIOHAZARD ZIP-LOCK BAG WITH POCKET) FOR PHLEBOTOMY AND CSRA, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE

### SUBMISSION OF SAMPLE FORM OF (NAME OF TENDERER)

NO.	TEST/REAGENT NAME	SAMPLE SUBMITTED (indicate with ✓ )	SAMPLE NOT SUBMITTED (indicate with ✕ )	OFFERED/ NOT OFFERED (indicate as appropriate)
1	BIOHAZARD ZIP-LOCK BAG WITH POCKET FOR DOCUMENTS WITH TWO COLOURS PRINTING OF BIOHAZARD SYMBOL AND SAFETY INSTRUCTIONS,  ZIP-LOCK BAG SIZE 8"- 8.5" (L) X 6" (W) X 0.48 - 0.05 MM THICKNESS  POCKET SIZE 6"- 8" (L) X 5.5"- 6.0" (W) X 0.48 - 0.05 MM			

We understand as stated in the Instructions to Tenderers that Tenders without samples shall not be considered.

Tenderer's official stamp:

\_\_\_\_\_  
[signature of authorized officer of Tenderer]

Name:

Designation:

Date:

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### FOR OFFICE USE

Date of receipt : \_\_\_\_\_

Receiving Officer : \_\_\_\_\_