

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/143/2025/HTD(TC)	THE PROVISION OF LEASING OLYMPUS VIDEOSCOPIES WITH COMPREHENSIVE MAINTENANCE SERVICES FOR DIVISION OF GASTROENTEROLOGY AND HEPATOLOGY, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS		DEPARTMENT OF HEALTHCARE TECHNOLOGY	\$100.00	17 TH June 2025	Nuramaliah binti Haji Jamaludin Biomedical Engineer Ministry of Health Negara Brunei Darussalam e-mail: nuramaliah.jamaludin@moh.gov.bn

TENDER REFERENCE NO.:KK/143/2025/HTD(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF LEASING OLYMPUS VIDEOSCOPIES
WITH COMPREHENSIVE MAINTENANCE SERVICES FOR
DIVISION OF GASTROENTEROLOGY AND HEPATOLOGY,
MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS**

TENDER FEES : \$100.00

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

GOVERNMENT REQUIREMENTS

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SECTION 2

GOVERNMENT REQUIREMENTS

1. INTRODUCTION

- 1.1 Tenderers are hereby invited for **THE PROVISION OF LEASING OLYMPUS VIDEOSCOPIES WITH COMPREHENSIVE MAINTENANCE SERVICES FOR DIVISION OF GASTROENTEROLOGY AND HEPATOLOGY, MINISTRY OF HEALTH**

2. STATEMENT OF REQUIREMENT

- 2.1 **THE PROVISION OF LEASING OLYMPUS VIDEOSCOPIES WITH COMPREHENSIVE MAINTENANCE SERVICES FOR DIVISION OF GASTROENTEROLOGY AND HEPATOLOGY, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS**
- 2.1.1 Tenderers shall propose a newly manufactured videoscopes with comprehensive maintenance in accordance with Government requirements
- 2.1.2 The required specification for the videoscopes stated in Clause 2.1.1 are specified in **Annex 2.1**.
- 2.2 Delivery, Installation and Configuration
- 2.2.1 Upon delivery of the equipment to the Customer's location, the Tenderer together with the Customer shall ensure:
- 2.2.1.1 The equipment is in good physical condition without defects.
- 2.2.1.2 The equipment conforms with the stated Tender Specifications and correct requested quantity as specified in **Annex 2.1**.
- 2.2 Acceptance and Commissioning
- 2.2.1 The Acceptance Testing shall consist of Installation Tests, which is the process of verifying the equipment operate successfully without errors.
- 2.2.2 The equipment shall be commissioned for use upon signing of the acceptance report by the Customer
- 2.2.3 The above shall also apply to the leased equipment in this tender document.
- 2.3 Support and Comprehensive Maintenance
- 2.3.1 The Tenderer shall provide support and comprehensive maintenance, both corrective and preventive, for the equipment throughout the lease period starting from the date of acceptance of the equipment.

- 2.3.2 The Tenderer shall comply with the service levels required by the Government as stated in Clause 3.
- 2.3.3 Corrective Maintenance shall be performed without delay in accordance to the service levels stated in Clause 3
- 2.3.4 The Tenderer shall repair/ replace any parts of the equipment with no additional cost to the Government.
- 2.3.5 If the equipment is found to be:
 - 2.3.5.1 Defective in design, materials or workmanship
 - 2.3.5.2 Fails to function properly or fails to meet any performance requirements

Unless it can be shown that it is caused by improper use or mishandling on the part of the Customer, the Tenderer shall, at their own expense (including parts, labor, transportation and incidental costs) upon notification by the Customer shall completely repair/replace the equipment
- 2.3.6 The Tenderer shall perform preventive maintenance four (4) times a year according to manufacturer's recommendation and perform quality assurance test(s) on each preventive maintenance with no additional cost to the government.
- 2.3.7 The Tenderer shall submit the scope of work for preventive maintenance
- 2.3.8 The Tenderer shall document all maintenance works as well as all necessary tests and provide a copy for the Government for record keeping.
- 2.3.9 Any Field Safety Corrective Actions issued/ordered by the Original Equipment Manufacturer regardless of its severity shall be undertaken after the Customer, Government Technical Staff, and the Local Regulatory Authority have been alerted and informed. Copies of the Field Safety Corrective Action must be given to the aforementioned.
- 2.5 Master Contract
 - 2.5.1 The Tenderer shall enter into a Master Contract with the Government (See Section 4).
 - 2.5.2 The Master Contract shall be during the lease period. All prices quoted shall remain fixed for the whole duration of the Master Contract period.
- 2.6 Damages or loss of leased equipment
 - 2.6.1 The Customer shall be responsible to ensure that the leased equipment are in good condition.

2.6.2. Damages to the equipment due to floods or fire shall be replaced by the Tenderer at no additional cost upon receiving a written notification from the Customer.

2.6.3. Loss of equipment and its accessories due to thefts shall be replaced by the Tenderer at no additional cost, upon receiving a written notification from the Customer and a copy of a police report.

2.7. Project Team

2.7.1 Project Team shall consist of staffs from the Tenderer and its sub-Tenderer(s) and shall form the relevant sub-teams to provide the services as stipulated in Clause 2.

2.7.2 The Tenderer shall:

2.7.2.1 Manage and monitor the services required in this Tender, and track its subTenderer's performance and service levels, set out herein.

2.7.2.2 Provide comprehensive and regular reporting of project performance and shall propose the reporting format as agreed by the Government. The frequency of reporting shall be on a monthly basis, except when the Government requires reports submitted on a "upon delivery" or quarterly basis.

2.7.2.3 Attend all management meetings (which will be held at least every month and whenever additionally needed) and shall respond to enquiries from the Government.

2.7.2.4 For fault correction relating to the equipment, provide general advice, guidance and liaison with other Government service providers or Tenderers.

2.7.3 Key team personnel

2.7.3.1 The Key Team Personnel (i.e Project Manager(s) and Team Leader(s)) of this project team shall be stationed in Brunei for the provision of their particular services during the Contract period.

2.7.3.2 At least one Project Manager shall be assigned for this project team and shall work full time for the whole duration of the Contract period.

2.7.3.3 This Project Manager shall be the key contact person to liaise with the Customer for all contract matters as stated in the Contract.

2.7.3.4 The Government shall be notified of any proposed changes to and replacements of any key Tenderer staff on the project management team during the Contract period. The Tenderer shall seek the Government's approval before effecting the changes and replacements.

2.7.3.5 All key team personnel shall possess at least 3 years' experience in project implementation activities.

2.7.4 The team personnel should have the experience to carry out the following services:

2.7.4.1 To have provided installation, configuration and testing services;

2.7.4.2 To have provided support and maintenance services;

2.7.5. The Tenderer shall work together with the new service provider to execute the Exit Plan, when the Contract terminates or towards the end of the Contract period.

2.8 Documentations and Deliverables

2.8.1 The Tenderer shall be responsible for delivering all relevant documentation for the provision of related services. These shall include the following deliverables:

Service Type	Key Project deliverables
Delivery, Installation and Configuration	Delivery Reports Test Reports
Acceptance and Commissioning	Acceptance Report
Support and Maintenance	Inspection Report Service Report Incident Report

2.8.2 The Tenderer shall consolidate all the documentation stated above such that a complete set of documentation is submitted to the Customer for record.

2.8.3 The documentation set submitted to the Customer shall be in the hard copy form (e.g. printed document) and soft copy (e.g. DVDs / CDs / online / email).

2.8.4 All equipment's and software shall be inclusive of documentation manuals and media kits.

3. SERVICE LEVEL

3.1. General

3.1.1 The Customer may contact the Tenderer in the event of a fault to the equipment.

3.1.2 The Tenderer shall be required to repair or replace faulty equipment during lease period within the service levels specified in Clause 3.3.1.

3.1.3 If the faulty hardware does not meet the specified service levels and cannot be repaired and service not restored within the duration stated in clause 3.3.1 then **alternative services** shall be provided by the Tenderer, at no additional cost to the Government.

Alternative services provided shall include (but are not limited to):

- Immediate replacing the faulty equipment or
- sending the patient to other facilities for treatment.

3.2. Service Support

3.2.1 The Tenderer shall provide 24-hour support services to the end user, 7 days a week.

3.2.2 The Tenderer shall also provide at least two telephone numbers, including an emergency contact number and an email address for use after the above operating hours or during public holidays.

3.2.3 The purpose is for both sales and post-sales services and support.

3.3 Prescribed Response Time

3.3.1 On receipt of a request from the Government the Tenderer undertakes to dispatch suitably qualified engineers/technicians within the following Response and Uptime period

Description	Definition	Requirement	Duration	Action
Response time	Response time is the time taken from initial request made by the user to the time trained technical personnel physically present to assess the request and update status.	To have 24 hours on-call system and to receive the call immediately	within a maximum of 2 hours after receiving the notification, irrespective of whether it's during normal working hours or non-operating hours	<ul style="list-style-type: none"> • Assessment of the issue, • Implementing temporary solutions if needed, • Giving an estimated time for full resolution, • Escalating issues when necessary
Down time	Percentage of time during which a particular piece of biomedical equipment is not available to perform its intended function. Downtime does not include upgrading time or the time when biomedical equipment is not required to be available	Not Affecting services	Up to 4 hours from receipt of notification may be acceptable, but repairs should be initiated promptly, and backups should be ready if needed	If the downtime exceeds this period, alternative solutions loan equivalent equipment should be deployed to ensure continuity of services.
Uptime	Percentage of time during which the	Not affecting services	98% uptime target	<ul style="list-style-type: none"> • Regular preventive maintenance

	equipment is functioning or is available to perform its intended function. Uptime includes upgrading time and the time when the biomedical equipment is not required to be available			<ul style="list-style-type: none"> • Immediate response to equipment malfunctions • maintain an inventory of backup equipment and critical spare parts necessary for the uninterrupted operation
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3.3.2 If the Tenderer fails to respond to the notification or to render the equipment fully operational within the timeframe stated above without providing suitable and equivalent alternative services, then the Government may impose liquidated damages of the amount specified in clause 3.5.1.2 and 3.5.1.3.

3.4 Loan Equipment

3.4.1 The Tenderer shall, at no additional costs provide the Government with a functionally equivalent equipment ("Loan Equipment"):

3.4.1.1 if after four (4) hours of the arrival of the service engineer or technician at the location, it is determined that the faulty equipment cannot be repaired within the prescribed downtime; or

3.4.1.2 if the Tenderer determines that it is necessary to move the equipment or part thereof ("the Removed Equipment") to the Tenderer's premises in order to repair or service the Removed Equipment and as a consequence the Removed Equipment cannot be used by the Government.

3.4.2 Once the Removed Hardware is repaired and restored to good working order, the Tenderer shall forthwith replace the Loan Hardware with the Removed Hardware, upon successful completion of the user acceptance tests.

3.4.3 All incidental costs including parts, transportation and labor charges incurred by the Tenderer pursuant to Clause 3 shall be borne by the Tenderer.

3.5 Delays

3.5.1 If the Tenderer;

3.5.1.1 fails to meet the uptime target specified in Clause 3.3.1; or

3.5.1.2 Downtime of any Equipment exceeds the allowable limits set out in Clause 3.3.2, then the sum equivalent of five percent (5%) of the quarterly leasing fee for the affected Equipment for each

week of such failure or delay and pro rata for parts of a week until the Equipment is fully restored or replaced with a functionally equivalent unit and normal operations resume;

- 3.5.1.3 fails to comply with the Response Time as specified in Clause 3.3.1, the sum of Fifty Brunei Dollars (B\$50.00) for each hour of such failure or delay.

4. PAYMENT

- 4.1. All payment claims shall be submitted to the Customer together with the supporting documents such as Tenderer's invoice, delivery order, acceptance report and service report.
- 4.2. Payments will be made within the period of sixty (60) days upon receiving such claims.
- 4.3. Payments for equipment supplied through leasing will commence upon the signing of the contract, on a quarterly basis until end of leasing period.

ANNEX 2.1

THE PROVISION OF LEASING OLYMPUS VIDEOSCOPIES WITH COMPREHENSIVE MAINTENANCE SERVICES FOR DIVISION OF GASTROENTEROLOGY AND HEPATOLOGY, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS

TERMS AND CONDITIONS		
	TERMS AND CONDITIONS	VENDOR'S OFFER
1	Tenderer must be registered with the Ministry of Health.	
2	TENDER FORM should be filled completely including the USER REQUIREMENT FORM (if available). Submission of incomplete form MAY cause DISQUALIFICATION OF TENDER .	
3	Each tenderer is allowed to quote ONE BRAND/ MODEL WITH ONE PRICE ONLY for each item. Submission of more than one brand/model and price will cause DISQUALIFICATION OF TENDER .	
4	All consumables supplied throughout this tender <u>shall</u> have a minimum expiry date of twelve (12) months / on delivery (if applicable). Should the consumables be urgently needed, provision of consumables with expiry date of less than twelve (12) months should be first agreed by the User before delivery is made (if applicable).	
5	Brochures / catalogues should be submitted / attached with tender document.	
6	Any room renovation which may be required, it is mandatory to conduct site visit (if applicable)	
7	Samples should be submitted together with tender or within fourteen (14 days) of the tender closing dates (if applicable).	
8	DELIVERY PERIOD: (Please state) Not More Than 90 days upon confirmation	
9	PRICE VALIDITY: 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).	
10	The equipment supplied must be newly manufactured , unused, and in its original, sealed packaging. The equipment must not be previously owned, refurbished, or reconditioned in any form.	
11	The vendor is required to provide proof of manufacture date confirming the equipment is new .	
12	To provide justification for the price increase of a product previously supplied to the Ministry of Health by the same supplier/distributor	

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SCOPE OF WORK AND SUMMARY OF PRICES					
This tender is for the supply colonoscopes and gastroscopes					
DESCRIPTION	QTY	Y	N	QUATERLY PRICE for 3 units	TOTAL PRICE FOR 5 YEARS for 3 units
Colonoscopes	3 Units			BND\$	BND\$
Gastrosopes	3 Units			BND\$	BND\$
OVERALL TOTAL PRICE FOR 5 YEARS				BND\$	BND\$

COLONOSCOPE					
Description		Requirement	Tick (✓)		STATE OR SPECIFY OR REMARKS OR BROCHURE PAGE
			Y	N	
Viewing Direction		Forward			
Observation Range/Depth of field		At least 2 – 100 mm			
Field of View		170º			
Distal End Outer Diameter		At least 11.7 mm			
Insertion Tube Outer Diameter		At least 11.8 mm			
Bending	UP	180º			
	DOWN	180º			
	LEFT	160º			
	RIGHT	160º			
Channel Inner Diameter		At least 3.2 mm			
Working Length		1,680 mm			
Total Length		2,005 mm			
➤ Compatible with the current video processor and light source in RIPAS Hospital					
➤ Bulb replacement for the light source shall be included based on operational usage.					
➤ The equipment must comply to either one of the five international safety standards, namely; US FDA Standard, European Union CE MARK, Australian TGA Standard, Canadian CSA Standard or Japanese JIS Standard.					

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GASTROSCOPE					
Description		Requirement	Tick (✓)		STATE OR SPECIFY OR REMARKS OR BROCHURE PAGE
			Y	N	
Viewing Direction		Forward			
Observation Range/Depth of field		At least 2– 100 mm			
Field of View		140°			
Distal End Outer Diameter		At least 8.9 mm			
Insertion Tube Outer Diameter		At least 8.9 mm			
Bending	UP	210°			
	DOWN	90°			
	LEFT	100°			
	RIGHT	100°			
Channel Inner Diameter		2.8 mm			
Working Length		1,030 mm			
Total Length		At least 1,345 mm			
➤ Compatible with the current video processor and light source in RIPAS Hospital					
➤ Bulb replacement for the light source shall be included based on operational usage.					
➤ The equipment must comply to either one of the five international safety standards, namely; US FDA Standard, European Union CE MARK, Australian TGA Standard, Canadian CSA Standard or Japanese JIS Standard.					

Endoscopy system (Compatibility check)		e	N
System 1	1. Video system centre , CV-1500 EVIS XI (S/N: 7353238), BME30735		
System 2	1. Digital Video Processor HD , Model: CV-290, S/N:7830289, BME21194 2. Light Source , Model: CLV – 290SL, S/N: 7821601		

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4. END USER TRAINING				
Description		Tick (✓)		STATE OR SPECIFY OR REMARKS OR BROCHURE PAGE
		Y	N	
1	Inclusive of clinical application training for all end user (both doctors and nurses) for at least three (3) working days on-site for all the operation and applications offered with the system by Manufacturer's Application Specialist which includes but not limited to:			
1.1	Basic user operation, including image transfers.			
1.2	Application training for the use of the various applications provided with the system.			
1.3	Basic maintenance, including troubleshooting			
2	Training certificate must be provided by manufacturer or tenderer after completion of training sessions.			
3	On-site follow up application training by application specialist after three (3) months of clinical use to ensure the system is fully optimised.			
4	Two (2) sets of User/Operation Manual in English			
5	Two (2) sets of Training Manual in English			

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SECTION 2.2 - PROCUREMENT AND TECHNICAL SPECIFICATION			
BRAND:		MODEL:	
COUNTRY OF ORIGIN:		YEAR INTRODUCED TO MARKET:	
WARRANTY PERIOD:		LAST COUNTRY SOLD TO:	
PRICE VALIDITY: [AT LEAST <u>ONE (1) YEAR</u> PRICE VALIDTY]		DELIVERY TIME:	

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SECTION 3 - PROCUREMENT AND TECHNICAL SPECIFICATION					
AUTHORIZED DISTRIBUTOR: (AUTHORIZED DISTRIBUTOR LETTER ATTACHED)		APPOINTED BRUNEI DISTRIBUTOR			
		PROCURE FROM OVERSEA AUTHORIZED DISTRIBUTOR	COMPANY NAME:		
			COMPANY ORIGIN:		
DETAILED BROCHURE INCLUDED		YES		NO	<input checked="" type="checkbox"/> or specify where appropriate
USER AND SERVICE MANUALS:		YES		NO	Tenderers to acknowledge that they must provide at least TWO sets of USER AND SERVICE manuals when applying commissioning form. One Set for End User, One Set for BME. (Please provide hardcopy or softcopy)
MAINS POWER SUPPLY:		220V-240V		OTHERS:	
		50-60HZ		OTHERS:	
BATTERY		RECHARGEABLE		SINGLE-USE	REPLACEABLE
		OTHERS:			
	TYPE OF BATTERY:				
	RATING:				
POWER ADAPTER/CHARGER OUTPUT RATING:					
EQUIPMENT AMBIENT OPERATING TEMPERATURE RANGE:					
INTERNATIONAL SAFETY STANDARD Must comply to at least 1 safety Standards and certification (Please attached the copy of stated standards and certifications)					<input checked="" type="checkbox"/> Tick where appropriate <input type="checkbox"/> US FDA Standard, <input type="checkbox"/> European Union CE MARK, <input type="checkbox"/> Australian TGA Standard, <input type="checkbox"/> Canadian CSA Standard or <input type="checkbox"/> Japanese JIS Standard. Others (Please specify): _____
NUMBER OF TECHNICAL SUPPORT (ENGINEER/TECHNICIAN) Please provide training or certification for locals who is trained/certified	LOCAL			<input type="checkbox"/> Trained / Certified <input type="checkbox"/> Not yet trained on the product	NEAREST LOCATION:
	OVERSEA (SPECIFY LOCATION)				

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DIMENSIONS AND WEIGHT OF MAIN UNIT:		<input type="checkbox"/> mm <input type="checkbox"/> cm <input type="checkbox"/> inch		<input type="checkbox"/> Kilogram (Kg) <input type="checkbox"/> Gram(g) <input type="checkbox"/> Pound (lbs)
EQUIPMENT WHOLE LIFE TIME SUPPORT:	<p>The supplier shall ensure that spare parts for the equipment are available for a minimum of 10 years after installation, with the support period extending beyond the expected lifecycle of the equipment.</p> <p>No of years: _____ (Please specify)</p>			

SECTION 3

TENDER SCHEDULES

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SCHEDULE 1 – INFORMATION SUMMARY

1.1. Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) List of all the companies (including the Tenderer and Tenderer's sub-contractor(s), if any) involved in the provision of the services and items specified in this tender, and the responsibility of each company.
- (c) Company profile (including the Tenderer and Tenderer's sub-contractor(s), if any) shall include company strengths, organization structure, management background, financial standing etc.
- (d) Copies of Company's Certificate of Corporation or Firm's Certificate of Registration, as applicable, and a receipt of the document fee.
- (e) Years of experience (as of the Tender Closing Date) and skills of the Tenderer and sub-contractor(s) in
 - Supply and Delivery of medical equipment; and
 - Providing Maintenance and support services
- (f) Description of the features and flexibility of the Equipment and Software proposed, including:
 - Overview
 - Configuration
 - Compatibility
- (g) Status and support policy of each major product (e.g., how long each product has been available in the market, the manufacturer, commitment in terms of life cycle and in the case of software, the current version number and the number of versions released in the last 24 months with information summary for the proposed version).
- (h) Other information which is considered relevant.

SCHEDULE 2 – SUB-CONTRACTS

- 2.1. Tenderers shall complete **Table 2.1** below 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 Tenderer and each sub-contractor involved, as well as their respective responsibilities.
- 2.2. Tenderers shall also indicate in **Table 2.1** below any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.
- 2.3. Tenderers shall also provide letter of certification of any alliance relationship established with each sub-contractor.

Table 2.1 – Responsibility Table

Company Name	Responsibility	Alliance Relationship between contractor and sub-contractor(s)		
	Description	Alliance exists? (Y/N)	Date Established	Alliance Description
Tenderer				
Sub-Contractor(s)				

SCHEDULE 3 – TENDERER’S BACKGROUND

- 3.1. Tenderers shall set out in this Schedule its company and sub-contractor(s) (if any) profile, including company strengths, organization structure and management background, details of workshop and branches (in all four districts) and the percentage of local Bruneians working in the company.

SCHEDULE 4 – TENDERER’S TRACK RECORD

4.1. Company Contribution

4.1.1. Tenderers shall complete **Table 4.1** below, with information about the contribution percentages of different companies (which can be the Tenderer, sub-contractor(s), or other manufacturer(s) in the provision of the following project services or items:

(a) Supply and Delivery,

Tenderers shall list the company(s) responsible for the provision of Supply and Delivery of IT equipments, and related services as set out in **Section 2**. Contribution percentage of each company shall be provided based on the relevant number of man-days, service price or cost, over total man-days, service price or cost for Supply and Delivery, and Related Services.

(b) Equipment and Operating System

Tenderers shall list the manufacturer/developer(s) of all the proposed medical equipment and operating system item(s). Contribution percentage of each manufacturer/developer shall be provided based on the relevant equipment or software price/cost over total equipment and operating system price/cost.

(c) Maintenance and Support Services

Tenderers shall list the company(ies) responsible for the provision of Maintenance and Support Services. Contribution percentage of each company shall be provided based on the relevant number of man days, service price or cost, over total man days, service price or cost for Maintenance and Support Services.

4.1.2. The sum of contribution percentages across different companies on a particular project service or item must give a total of 100%.

Table 4.1 Contribution of Companies in %

Ref No.	Company Name	Supply and Delivery	Equipment and Operating System	Maintenance and Support Services
	Tenderer			
	Sub-contractor(s)			
	Other companies/ Manufacturers (if not Tenderer and sub-contractors)			
	Total	100%	100%	100%

SCHEDULE 5 – TENDERER’S EMPLOYEES AND THEIR DUTIES

5.1. Project Team Structure

5.1.1. Tenderers shall provide a clear organisation chart to show the project management structure.

5.1.2. Tenderers shall provide a clear organisation chart of the project team. Descriptions shall be provided to show how the project team addresses the technical requirements and how to discharge the Implementation and Related services stated in **Section 2**.

5.2. Project Role and Staffing Arrangement

5.2.1. Tenderers shall provide, in **Table 5.1** below, the following information in respect of each of their project staff designated:

- (a) Name;
- (b) Company to which the project staff belongs;
- (c) Proposed role in this project;
- (d) Terms of Service;
- (e) Language (Spoken); and
- (f) Deployment of staff for this project, including information about estimated effort and estimated schedule of work.

Table 5.1 Project Role and Staffing Arrangement

Name	Company	Language Spoken	IC/Passport No.	Proposed Project Role		Terms of Service		Schedule of Work	
				Team/ Sub-Team	Staff	Full-time/ Part time	Onsite / Local Offsite/ Overseas	Start Date	End Date

SCHEDULE 6 – SOFTWARE

6.1. Not Applicable

SCHEDULE 7 – EQUIPMENTS SPECIFICATION

- 7.1. Tenderers shall complete **Table 7.1(a)** with all the Equipments that will be supplied and implemented by the Tenderer in performing the functions specified in **Section 2** (including all the essential and desirable Equipments and services that the Tenderer is committed to offer).
- 7.2. Tenderers shall also provide specifications of the proposed Equipments to meet The requirements as specified in **Section 2**.
- 7.3. Tenderers shall complete **Table 7.1 (a)** and **Table 7.1(b)** with same contents (other than cost-related information) ensuring the two tables corresponds with each other.

Table 7.1(a) Proposed Equipments

Item No.	Manufacturer	Model / Part No.	Software**	Description	Please fill in where applicable.	
					Quarterly Lease Price	5 year Lease Price

Table 7.1(b) Proposed Equipments

Item No.	Manufacturer	Model / Part No.	Software**	Description

** Tenderers shall list all utilities and other software to be installed on the proposed equipments items as in **Schedule 6 – Software**.

SCHEDULE 8 – IMPLEMENTATION PLAN

- 8.1 Tenderers shall show the proposed the implementation plan in **Table 8.1**. Tenderers shall propose the appropriate activities and deliverables with reference to **Section 2 – Government Requirements** and shall include any other recommended activities and deliverables in the table. Tenderers shall provide detailed breakdown on each implementation service and activity.

Table 8.1 Implementation Plan

Major Activities/ Tasks	Tentative timeframe (Date)		Estimated Effort (Man days)			Measurement Metrics	Deliverables
	Start	End	Contractor	Govt.	Others (Pls. Specify)		
	Total						

Note: (i) 1 Manday = 8 hours; 1 Man-month = 22.5 Mandays.

SCHEDULE 9 – DOCUMENTATION AND DELIVERABLES

- 9.1 Tenderers shall propose a complete list of documentation that will be provided, including all the documents for the equipment and software specified in **Section 2**.
- 9.2 Tenderers acknowledge that such documentation is subject to the Government's Approval and may be subject to change to meet the Government Requirements.

SCHEDULE 10 – INSTALLATION AND ACCEPTANCE TESTS

- 10.1 Tenderers shall state in this Schedule the Installation and Acceptance Tests (as specified in **Section 2 – Government Requirements** to be performed.
- 10.2 Tenderers shall propose the test approach and the test tools (if any) for conducting the the Installation and Acceptance Tests.
- 10.3 Tenderers shall propose the Installation and Acceptance Tests checklist for the final acceptance subject to approval by the Government.

SCHEDULE 11 – TRAINING PLAN

11.1 Training Plan and Approach

Tenderers shall describe the training plan and approach, which shall include the following:

- a. Overall training methodology and approach, for example, training recommendations so that end-user training can be effectively rolled out within the planned timeframe.
- b. Detailed approach of the course, for example:
 - i. Types of learning modes (e.g. classroom, hands-on assisted training)
 - ii. Types of delivery aids (e.g. presentation slides)
 - iii. Types of course materials
 - iv. Course Contents
 - v. Size per class

11.2 Training Resources

Tenderers shall describe in this Schedule their training resources and facilities.

11.3 Training Courses to be provided by Contractor

11.3.1 Tenderers shall propose in this Schedule the course to be provided and conducted by the Tenderer.

11.3.2 The proposed training schedule shall be in line with the detailed implementation plan provided in **Schedule 8 Implementation Plan**.

11.3.3 Tenderers shall complete Table 11.1 using the following guidelines:

Column Heading	Descriptions
Course Title	The title of the course, which shall be clear and self-explanatory for the Ministry of Education's understanding. Where necessary, brief descriptions shall be included.
Course Contents	The topics/sub-topic to be covered during the course
Format	Classroom and hands on (please specify).
Number of Sessions per Course	The number of sessions that trainees need to attend in order to complete the course.
Total Duration (Hours) per Course	Total number of hours that trainees need to attend in order to complete the course.
Proposed Number of Classes	More than one class shall be proposed for a particular course if the number of trainees is large and considered not manageable in one class.
Category of Trainee	Project team member, end user, others (please specify).
Size per Class	Number of trainees per class.
Scheduled Date(s) for each Class	The proposed date(s) for trainees to attend the sessions.
Venue	Venue to be provided by the Contractor, or third-party training centre, unless otherwise required by Government. Please provide details if the venue is to be provided by Contractor or by third-party training centre.

Table 11.1 Training Plan and Details

Course Title	Format	Number of Sessions per Course	Total Duration (Hours) per Course	Proposed Number of Classes	Category of Trainee	Size per Class	Scheduled Date(s) for each Class	Venue

SCHEDULE 12 – STATEMENT OF COMPLIANCE

- 12.1 Tenderers shall indicate their compliance by providing a compliance table in **Table 12.1**, with clause-by-clause including sub-clause by sub-clause statement of compliance corresponding to **Section 2**.
- 12.2 Proposal without this compliance table will be considered incomplete and will be disqualified.
- 12.3 Tenderers shall also indicate their technical compliance by providing a compliance table in **Table 12.1**, with line-by-line statement of technical specifications compliance corresponding to **Annex 2.1**.

Table 12.1 Statement of Compliance

Section	Sub-section No	Compliance ¹ Yes or No	Remarks ²

Note: **1** Please put “Yes” if complies “No” if not complied
 2 Where appropriate, Tenderers shall specify how the requirement will be met in the remarks column

- 12.4 Proposal without the compliance table specified in **Table 12.1** will be considered incomplete and shall be disqualified

SCHEDULE 13 – PRICE SUMMARY

13.1 Tenderers shall provide a summary of the aggregate price for the non-recurrent cost, annual recurrent cost and other price information in **Table 13.1**. Tenderers shall ensure the accuracy and consistency with the items proposed in this tender. This Schedule must be completed in full and the price shall be consistent with the prices listed in the following Schedules. In case of discrepancy, this written Schedule document shall prevail.

The charges in **Table 13.1** are for the purpose of total price assessment for this project.

13.2 Items listed in Table 13.1 are guidelines to Tenderers and may not be exhaustive. Tenderers shall ensure the completeness and accuracy of the information provided for a total price assessment. Tenderers shall also include in this schedule the non-recurrent and quarterly recurrent cost of other items.

13.3 Tenderers shall:

- a. Enter 'N/C' (i.e. no charge) where applicable.

Table 13.1 Price Summary

Take note: The Overall Total Pricing for Outright Purchase and Overall Total Pricing for Leasing should be reflected in the Tender Form. (Section 1- Annex 1.3 -For submission in Pricing Proposal)

Leasing for 5 years					
DESCRIPTION	QTY	Y	N	QUARTERLY PRICE for 3 units	TOTAL PRICE FOR 5 YEARS for 3 units
Colonoscopes	3 Units			BND\$	BND\$
Gastrosopes	3 Units			BND\$	BND\$
OVERALL TOTAL PRICE FOR 5 YEARS				BND\$	BND\$

 (Signature & Company Stamp of Tenderer)

Date:

 (Signature & Name of Witness)

Date:

SCHEDULE 14 – DECLARATION FORM

- 14.1 Tenderers are required to make a declaration in the form of the Tenderer's Declaration (Section 3 Annex 3.1). The purpose of the declaration is to prevent incidences of collusion among potential tenderers to this Invitation To Tender.

ANNEX 3.1 – TENDERER’S DECLARATION FORM

PENGAKUAN PENENDER / TENDERER’S DECLARATION

Rujukan Tawaran <i>Tender Reference</i>	KK/??/2010
Tajuk Tawaran <i>Tender Title</i>	“The Provision of Leasing Olympus Videoscope with Comprehensive Maintenance Services for Division of Gastroenterology and Hepatology, Ministry of Health for a period of Five (5) years”
Kementerian / Jabatan <i>Ministry / Department</i>	MINISTRY OF HEALTH

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)
I/We (Fill in all the proprietor/shareholders’ name below)

Bil. <i>No.</i>	Nama <i>Name</i>	Numbor Kad Pengenalan Brunei/Passport Antarabangsa / Brunei Identity Card/International Passport Number	Warna <i>Colour</i>	Tandatangan <i>Signature</i>
1				
2				
3				

Beralamat / *Address:*

dengan ini membuat PENGAKUAN seperti berikut / *make the following DECLARATION:*

1. Saya/Kami yang bernama diatas, ialah pemilik berdaftar sebuah Firma yang bernama
I/We as the name stated above, a registered proprietor of

(isikan nama Firma / *fill in the firm’s name*)

dengan alamat perniagaan di, *with its place of business at*

(atau / *or*)

ialah pemegang saham dalam sebuah Syarikat yang bernama / *a shareholder in a Company,*

dengan alamat berdaftar di / *having its registered address at*

yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;
which has submitted a Tender Proposal in the above mentioned project;

2. ⁱⁱⁱ**Saya/Kami tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) lain;** (sila lihat nota 3 dan 4 dibawah dan potong jika tidak berkenaan).
I/We do not own any other firm(s) / Company(ies); (see notes 3 and 4 below and delete where appropriate).
3. ^{iv}**Saya/Kami adalah juga pemilik / pemegang saham dalam senarai Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran 1.**
I/We also the proprietor / shareholder in the list of firm(s) / Company(ies) described at Annex 1.

DAN saya/kami selanjutnya membuat PENGAKUAN bahawa sepanjang pengetahuan saya/kami, Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) saya/kami yang dinyatakan dalam Lampiran 1 ini, tidak mengemukakan Tawaran untuk projek yang disebutkan diatas.

AND I/We further DECLARE that to the best of my/our knowledge, none of my/our other firm(s) / Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.

4. Saya/Kami juga membuat PENGAKUAN selanjutnya:

I/We also hereby DECLARE:

a. bahawa sepanjang pengetahuan saya/kami, isteri/suami saya/kami atau Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) kepunyaan isteri/suami saya/kami tidak menghadapkan Tawaran untuk projek yang disebutkan diatas; dan

that to the best my/our knowledge neither my/our spouse or his/her firm(s) / Company(ies) have submitted a Tender Proposal for the above mentioned project; and

b. bahawa saya/kami tidak berpakat sulit dengan Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan diatas.

that I/We not colluded with any other firm(s) / Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.

5. ⁵Saya/Kami seterusnya membuat PENGAKUAN bahawa pemilik-pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.

I/We also DECLARE that neither I nor the other owners of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this tender, is/are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.

(Atau / Or)

Saya/Kami sedang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan sukacita **disertakan surat kebenaran untuk berniaga daripada Jabatan Perdana Menteri.**

I/We DECLARE that I am/We are public officers and enclose herewith the letter of approval to engage in business issued by the Prime Minister's Office.

6. Saya/Kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, saya/kami akan melakukan kesalahan yang boleh didakwa dibawah Kanun Jenayah Bab 182 yang disertakan di Lampiran 1. *I/we fully aware that if I/We gave any information which is false, I/We committing offence for which I/We liable to prosecution under the Penal Code. I/We also aware of Section 182 of the Penal Code reproduced below in Annex 1.*

7. Saya/Kami juga difahamkan bahawa Firma / Syarikat saya/kami tidak akan dipertimbangkan bagi mengikuti Tawaran projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.

I/We also understand that my/our Firm / Company will be disqualified for this tender in the event any information given herein is found to be false.

8. Saya/Kami memberi kuasa kepada _____ untuk menandatangani surat pengakuan ini sebagai pihak saya/kami sendiri dan sebagai wakil saya/kami untuk mengikat saya/kami dan Penender kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan ini.

*I/We hereby authorize _____ To sign this Tenderer's Declaration
On my/our behalf and also on behalf of the Tenderer to bind ourselves and the Tenderer to the matters set out in this declaration.*

Pada hari ini _____ haribulan _____ 20 _____

Dated this day _____ of _____ 20 _____

(Tandatangan Pemilik Syarikat / CEO / Pengarah)
(Signature of The Owner of Company / CEO / Director)

^v (Nama Pemilik Syarikat / CEO / Pengarah)
(Name of The Owner of Company / CEO / Director)

(Cop Syarikat)
(Company Stamp)

ⁱ Masukan disini jika orang yang membuat pengakuan adalah pemilik atau adalah seorang pemilik berdaftar Syarikat atau Nama Perniagaan.

Fill in here if an Owner of a Business Name.

ⁱⁱ Masukan disini jika orang yang membuat pengakuan adalah pemegang saham dalam sebuah Syarikat (Sdn Bhd).

Fill in here if a shareholder in a Company (Sdn Bhd).

ⁱⁱⁱ Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain.

If you DO NOT own other Firms / Companies, please delete paragraph 3.

^{iv} Potong perenggan 2 jika orang yang membuat pengakuan adalah pemilik atau pemegang saham dalam Firma-Firma / Syarikat-Syarikat lain.

If you the Owner or Shareholder of other Firms / Companies, please delete paragraph 2.

^v Hendaklah ditandatangani oleh Pemilik syarikat atau Ketua Pegawai Eksekutif atau Pengarah.

Must be signed by the Owner of the Company or CEO or Director.

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Firma (Firma-Firma) yang saya/kami menjadi pemiliknya seperti berikut:

Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Firm(s) which I/We the proprietor of:

No	Nama/Name	Firma/Firm
1		
2		
3		

Mengikut perenggan 3 dalam pengakuan di atas, saya/kami menghadapkan senarai Syarikat (Syarikat-Syarikat Sendirian Berhad) yang saya/kami menjadi pemiliknya seperti berikut:

Pursuant to paragraph 3 of the above declaration, I/We submit the following list of Company(ies) which I/We a shareholder of:

No	Nama/Name	Syarikat/Company
1		
2		
3		

Bab 182 Kanun Hukuman Jenayah (Penggali 22 Undang-Undang Negara Brunei Darussalam)
Sections 182 of the Penal Code (Cap 22 of the Laws of Brunei)

182. Barang siapa memberi kepada seseorang pegawai awam apa-apa maklumat yang diketahui atau dipercayai sebagai palsu, dengan maksud menyebabkan, atau dengan mengetahui bahawa kemungkinan akan menyebabkan pegawai awam tersebut:-
Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant:-

- Melakukan atau meninggalkan apa-apa perkara yang pegawai awam itu seharusnya tidak melakukan atau tidak meninggalkan sekiranya keadaan yang sebenar, berkenaan dengan hal yang dimaklumkan itu, telah diketahui; atau
To do or omit anything which such public servant ought not to do or omit if the true state of facts respecting which such information is given were known by him; or
- Menggunakan kuasanya yang sah disisi undang-undang yang mendatangkan kecederaan atau gangguan kepada seseorang.
to use the lawful power of such public officer to the injury or annoyance of any person.

Akan menerima hukuman penjara sehingga 6 bulan atau didenda sebanyak \$4,000.00 atau dengan kedua-duanya.
Shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.

Pengakuan Penender.
Tenderer's Declaration

ANNEX 3.2 – TENDER FORM (TECHNICAL PROPOSAL)

**TENDER FORM
(FOR SUBMISSION IN TECHNICAL PROPOSAL ENVELOPE)**

Date : _____

**TO: THE CHAIRMAN
MINI TENDER BOARD
MINISTRY OF HEALTH
COMMONWEALTH DRIVE
JLN MENTERI BESAR
BANDAR SERI BEGAWAN BB 3910
BRUNEI DARUSSALAM**

Sir,

Having examined the documents comprised in the Invitation To Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for **The Provision of Leasing Olympus Videoscopes with Comprehensive Maintenance Services for Division of Gastroenterology and Hepatology, Ministry of Health for a period of Five (5) years** in conformity with the said Requirements and Schedules in the sum stated and sealed in a separate envelope marked "**Pricing Proposal**".

We agree to abide by this Tender for a period of **TWELVE (12) months** from the deadline for submission of tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We shall execute a formal agreement in the appropriate form set out in the Tender Document together with such further terms and conditions, if any, agreed upon between the Government and us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ days of _____ 20 _____

Signature

(In the Capacity of)

Duly Authorised to sign Tender for and on behalf of

Witness

Address

Signature

ANNEX 3.3 – TENDER FORM (PRICING PROPOSAL)

TENDER FORM (FOR SUBMISSION IN PRICING PROPOSAL ENVELOPE)

Date : _____

**TO: THE CHAIRMAN
MINI TENDER BOARD
MINISTRY OF HEALTH
COMMONWEALTH DRIVE
JLN MENTERI BESAR
BANDAR SERI BEGAWAN BB 3910
BRUNEI DARUSSALAM**

Sir,

Having examined the documents comprised in the Invitation To Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for **The Provision of Leasing Olympus Videoscopes with Comprehensive Maintenance Services for Division of Gastroenterology and Hepatology, Ministry of Health for a period of Five (5) years** in conformity with the said Requirements and Schedules for the sum of

(Total amount in words and figures)

We agree to abide by this Tender for a period of **TWELVE (12) months** from the deadline for submission of tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We shall execute a formal agreement in the appropriate form set out in the Tender Document together with such further terms and conditions, if any, agreed upon between the Government and us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ days of _____ 20 _____

Signature

(In the Capacity of)

Duly Authorised to sign Tender for and on behalf of

Witness

Address

Signature