

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/173/2025/SSBH(TC)	THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR STERILIZING EQUIPMENT AND ASSOCIATED INSTALLATION AT SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (3) YEARS	3 years	Hospital Suri Seri Begawan Kuala Belait	\$10.00	29 th July 2025	<p>Suriana binti Haji Daud Pemangku Ketua Pengurusan Estet Hospital Suri Seri Begawan, Kuala Belait Negara Brunei Darussalam Contact No: 3335331 ext 3276 email: suriana.daud@moh.gov.bn</p>

TENDER REFERENCE NO.: KK/173/2025/SSBH(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF COMPREHENSIVE MAINTENANCE
SERVICES FOR STERILIZING EQUIPMENT AND
ASSOCIATED INSTALLATION AT SURI SERI BEGAWAN
HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (3)
YEARS**

TENDER FEES : \$10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 29TH JULY 2025

TIME : 2.00 PM

FOA :

**THE CHAIRMAN
MINI TENDER BOARD, TENDER BOX
GROUND FLOOR, MINISTRY OF HEALTH
COMMONWEALTH DRIVE
BANDAR SERI BEGAWAN BB3910
NEGARA BRUNEI DARUSSALAM**

(CLUSTERING)

SECTION 2

SPECIFICATIONS

TENDER REFERENCE NO.: KK/173/2025/SSBH (TC)

INVITATION TO TENDER

THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR STERILIZING EQUIPMENT AND ASSOCIATED INSTALLATION AT THE SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of comprehensive maintenance services (hereinafter referred to as “Maintenance Services”) for Sterilizing Equipment and its associated installation (hereinafter referred to as the “Equipment”) at the following sites:
 - Suri Seri Begawan Hospital, Kuala Belait
- The duration of the Maintenance Services is for **three (3) years**.

2. SCOPE OF WORK

- The Contractor shall provide Maintenance Services for the Equipment as listed out in **Schedule I**, inclusive of all necessary spare parts, replacement parts, materials, and electrical supply accessories to keep the Equipment in good working condition and order.
- The Ministry of Health (hereinafter referred to as “the Ministry”) reserves the right to amend the schedule of equipment, either by addition or deletion, as the equipment becomes liable for the maintenance under this tender, or is taken out of service.
- The Maintenance Services are as follows:-
 - **Preventive Maintenance**
 - **Corrective Maintenance**
- The Contractor is also required to carry out “special service calls” (service calls between regular scheduled preventive maintenance service calls) at no extra charge to the Ministry of Health, when requested and found by the Superintending Officer to be necessary to keep the Equipment in good working condition and order.
- The Contractor shall ensure that twice weekly visits to the Suri Seri Begawan, Kuala Belait are conducted for the Maintenance Services including special service calls at no extra charge.

2.1 Preventive Maintenance

- The Contractor shall carry out scheduled or routine preventive maintenance as set out in **Schedule II**.
- Preventive maintenance shall be carried out during Government working hours: 07.45 am – 12.15 pm & 01.30 pm – 04.30 pm.
- The Contractor shall prepare and submit a quarterly work schedule covering the preventive maintenance and major overhaul **two (2) weeks** in advance for approval and implementation.
- Preventive Maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the equipment.
- The Contractor shall ensure that the downtime of the equipment is kept to a minimum. The maximum period for which any equipment to be continuously out-of-service shall be one (1) day. A penalty of B\$100.00 per day shall be imposed on the Contractor if the said period is exceeded and that, it is in the opinion of the Superintending Officer, the equipment ought reasonably to have been put back to service.

2.2 Corrective Maintenance

- The Contractor shall also perform corrective maintenance on the equipment.
- This service shall be provided free of charge with unlimited breakdown calls per year.
- Corrective Maintenance shall be performed **AT ANY TIME (inclusive of public holidays)** upon notification by the Superintending Officer or his representative.

- The Contractor shall dispatch its service engineer to site within **1 hour**.
 - after being notified in writing or telephone that the equipment is inoperative. The service engineer shall complete any repair or replacement of parts within **01 day** from the time the service engineer arrives at the specified site. A penalty of B\$50.00 per hour shall be imposed for every hour or part thereof of the response time is exceeded.
- If the Contractor, after receipt of a written notice from the Superintending Officer requiring the Contractor to complete any repair or replacement within seven (7) days, fails to comply with such instruction, a penalty of **\$100.00 per day** or part thereof shall be imposed if the seven-day period is exceeded and that, it is in the opinion of the Superintending Officer, the equipment ought reasonably to have been put back to service.

3. REPORTING TIME

- The Contractor shall report and adhere to the work times:
 - I. Office Hours: 07.30 am to 04.30 pm
 - II. Fridays, Sundays & Public Holidays: 08.00 am to 02.00 pm

4. CONTRACT PRICE AND PAYMENTS

- The proposed Contract Sum shall be deemed to cover all costs involved in performing the Maintenance Services including all costs, charges and expenses for labour, spare parts, materials, consumables, tools, equipment, transport, documentation, insurance, taxes, duties, overheads and any other necessary items. This proposed Contract Sum shall remain fixed and firm for the three (03) year duration.
- The Contractor shall submit the invoice of the previous month **on the first week of the following month**. All claims shall be addressed to:

Head of Section
Estate Management Section
Suri Seri Begawan Hospital, Kuala Belait
Negara Brunei Darussalam

5. DISPATCH OF ITEMS OF EQUIPMENT FOR OVERHAUL OR REPAIR

- The Contractor shall bear all costs in the dispatch of items of equipment for overhaul or repair, including the costs for packing, carriage and insurance.

6. REPLACEMENT PARTS, SPARE PARTS, MATERIALS etc

- The Contractor shall supply all replacement parts, spare parts and consumables necessary for the proper operation, preventive maintenance and breakdown repairs of the equipment.
- The Contractor shall ensure that these are genuine parts approved by the manufacturer/s, and here new parts or materials are to be used, approval from the Superintending Officer shall be sought in advanced.
- The Contractor shall keep all essential spare parts as set out in **Schedule III** in stock at all times during the three (03) year period. The Contractor shall submit a price list of these spare parts in the format set out in **Section 3** of this Invitation to Tender. The price list shall be quoted in Brunei Dollars inclusive of taxes and duties and maintained for the **three-year period**.
- The Superintending Officer or his representative reserves the right to check stock against **Schedule III** within three (3) months after the commencement of the Contract, and make assessment as to the percentage of stock level.
- Notwithstanding the above provisions, the Contractor shall obtain spare parts required for the Maintenance Services in the quickest possible manner. There shall be a 30-day grace period for repairs which are delayed or outstanding due to unavailability of spare parts and awaiting for such parts, after which a penalty of **B\$100.00 per day** or part thereof the grace period is exceeded shall be imposed. The Superintending Officer shall give a written notice to the

Contractor of the expiry date of the said grace period and start of the penalty imposition. Such notice shall be given at least fourteen (14) days before the expiry date of the grace period.

- Unused spare parts at the end of the three-year period shall remain the property of the Government. Any unused spare parts shall be handed over by the Contractor before the final invoice is certified for payment.

7. USE OF SITE

- The Contractor shall not use any of the sites for any purpose other than that of carrying out Maintenance Services stipulated in these Specifications.
- The Contractor shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.

8. SUPERVISION AND PERSONNEL

- The Contractor shall provide and employ qualified and competent workers to perform the Maintenance Services.
- The Contractor shall ensure that such personnel are properly trained, registered with the Public Work Services Department, Brunei Darussalam and employed by the Contractor throughout the three-year period.
- The Contractor is required to submit a list of names, addresses, qualifications, experiences and other relevant information that the Superintending Officer may require, of all persons that shall be employed for the performance of the Maintenance Services in the format set out in **Schedule IV**. Any amendments made to the list shall be submitted in writing within five (5) days upon knowledge that any person has been added or deleted from the list during the period of the contract.
- The Superintending Officer reserves the right to remove, reject or replace any persons employed by the Contractor, who in the opinion of the Superintending Officer is not competent to execute the Maintenance Services, and shall direct the Contractor to replace such person/s not later than seven (7) days.
- Failure to provide such replacements shall result in a penalty on the Contractor as stated below:

Engineer	\$100.00 per day
Supervisor/Technician	\$75.00 per day
Tradesman	\$50.00 per day
Helper	\$15.00 per day

- The Contractor shall nominate supervisor/s for the purpose of administrative and on-site supervision. Such nominated persons may be called for interviews prior to the award of the Tender.
- To ensure the proper execution of the Maintenance Services, the Contractor shall provide an adequate number of personnel as follows:-

Location	Preventive Maintenance	Corrective Maintenance
Suri Seri Begawan Hospital, Kuala Belait	1	1

- The Contractor shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- **All** personnel employed by the Contractor shall be neatly and properly attired in uniforms.

9. INSURANCES

- The Contractor shall warrant that he will maintain at his own expense, comprehensive general liability, errors and omissions, workers' compensation, public liability, property damage and automobile liability insurance. Upon request by the Government, the Contractor shall furnish certificates showing that such insurance is in effect and will not be cancelled or changed in the absence of a prior 30-days' written notice to the Government.

10. SECURITY

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

11. REPORTS

- A record of the work done on each maintenance visit shall be noted in a maintenance log book by the Contractor.
- The log book must show the following information:
 - document each incident of sterilizing machine defect or malfunction;
 - date, time and duration of work performed on the sterilizing machine /s; and
 - a description of the reason for the work done (whether preventive maintenance or corrective maintenance)
- Completion of the maintenance visit shall be confirmed in writing by the Senior mechanic/engineer.
- The log book must be available for inspection by the Superintending Officer at any time.
- Any verbal reports shall be made to the Superintending Officer on the result of each breakdown complaint. The report must be made within 24 hours after the complaint is received by the Contractor, stating the fault, work done and if any further work is required.
- The Contractor shall also submit Maintenance Service Reports in a format acceptable to the Government and shall include the following information:
 - the sterilizing machine's reference number;
 - the job number;
 - the date the job was completed;
 - the date, time and total time the lift is made unavailable to the Government;
 - the name of Contractor's technician/personnel responsible for carrying out the job; and
 - the comments of the person requesting the Maintenance Service.

12. HEALTH AND SAFETY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, etc

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

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SCHEDULE 1 – TENDER FORM

TENDER REFERENCE NO.: KK/173/2025/SSBH(TC)

INVITATION TO TENDER

THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR STERILIZING EQUIPMENT
AND ASSOCIATED INSTALLATION AT THE SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT FOR
A PERIOD OF THREE (3) YEARS

To:

TENDER OF (*name of tenderer*)

Company/Business Registration No. _____

Tender Closing Date: _____

ITEM	EQUIPMENT	QUANTITY	PRICE/YEAR
I	PRELIMINARIES (FOR 3 YEARS)	Lump sum	
II	SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT		
A	Hirayama Top Loading Sterilizer Model HV-110 Serial No: 30503070054 SCIENTIFIC LABORATORY, BLOCK H	1	
B	Atherton Sterilizer Model: Tangent Tiger-TEB6 S/N: 04132261301 OPERATING THEATER	1	
	Total Cost (Routine Preventive Maintenance and includes emergency breakdown maintenance and other service calls)		
	Grand Total for 3 Years + Preliminaries		

1. We offer and undertake on your acceptance of our Tender to provide the above mentioned services in accordance with your Invitation to Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation to Tender. We have not qualified or changed any of the provisions of your Invitation to Tender.
3. We shall execute a formal agreement in the appropriate form set out in Section 4 – Contract of the Invitation to Tender together with such further terms and conditions, if any, agreed between the Government and us.
4. OUR OFFER IS VALID FOR **SIX (6)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this day of 2025.

Signature of authorised officer of Tenderer

Name:

Designation:

Tenderer's official stamp:

SCHEDULE 2 – INFORMATION SUMMARY

2.1 Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) Company profile (including Contractor and sub-contractor(s), if any)
- (c) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - *Provision of maintenance services for medical equipment [Sterilizer]*
- (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 – DECLARATION

Tenderers shall complete and submit the Declaration from below.

PENGAKUAN PENENDER *TENDERER'S DECLARATION*