

TENDER REFERENCE NO.: KK/213/2025/ESTETMOH(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF PREVENTIVE AND CORRECTIVE
MAINTENANCE SERVICES FOR AIRCONDITIONING AND
VENTILATION SYSTEM AT CLINICAL MOLECULAR
DIAGNOSTICS LABORATORY FOR INFECTIOUS
DISEASES (CMDLID) FOR A PERIOD OF THREE (3) YEARS**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 2nd September 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

TENDER REFERENCE NO: KK/213/2025/ESTETMOH(TC)

INVITATION TO TENDER SPECIFICATIONS FOR THE PROVISION OF PREVENTIVE AND CORRECTIVE MAINTENANCE SERVICES FOR AIRCONDITIONING AND VENTILATION AT CLINICAL MOLECULAR DIAGNOSTICS LABORATORY FOR INFECTIOUS DISEASES (CMDLID) 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 preventive and corrective maintenance services (hereinafter referred to as "Maintenance Services") for Air Conditioning and Ventilation System at sites located at Schedule I.

The duration of the Services is for **THREE (3) YEARS**

The Tenderer shall provide Maintenance Services for the System inclusive of all necessary spare parts and replacement parts to ensure that the System is kept in good working order and condition and functioning efficiently within the manufacturer's specification.

All prices to be quoted shall include labor, parts and transport charges.

The Tenderer shall also ensure that technical services shall be available twenty-four (24) hours a day for the convenience of the Government to provide assistance for any emergency service. In the event that any attended calls are made during the preventive maintenance period, there shall not be any charges for the replacement of parts.

To enable the proper evaluation of the Tender, Tenderers must complete the list of registered personnel with full details of their qualifications and experiences for Mechanical and Electrical engineering works as set out in **Section 3** in the Invitation To Tender.

2. SCOPE OF WORK

The Contractor shall provide Maintenance Services for Air Conditioning and Ventilation System as listed out in **Schedule I**, inclusive of all necessary consumables part, tools and materials to keep the system 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, when requested and found by the Superintending Officer (hereinafter referred to as "S.O.") to be necessary to keep the system in good working condition and order.

The Contractor shall also provide standby site attendance of three (3) qualified personnel, whenever requested by the S.O. to perform corrective maintenance at no extra charge.

The Contractor shall provide emergency minor adjustment service on a 24-hour basis for air conditioning breakdowns, as soon as such breakdowns are reported.

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 the work schedule for the **three (3) year** period of the contract covering the preventative maintenance schedule **fourteen (14) days** after the tender is awarded.

Preventive Maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the Air Conditioning and Ventilation System

The Contractor shall ensure that the downtime of any of the equipment within the system is kept to a minimum of 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 S.O., the equipment ought reasonably to have been put back to service.

All materials specified to be used on the routine preventive maintenance visits such as grease, oil, distilled water and cleaning materials shall be included in the cost of the service.

This work schedule must clearly show the actual working time, day/date. month, names of each service teams and type of maintenance ("W" indicates two weeks; "M" indicates monthly; "2M" indicates 2-monthly; "Q" indicates quarterly; "H" indicates every six month or biannually; "A" indicates annually) for each routine preventive maintenance to be carried out.

The Contractor shall ensure that his personnel comply with the work schedule while carrying out the routine preventive maintenance.

Where necessary, the S.O. reserves the right to shift the schedule maintenance date to alternative date/s, in conjunction with a VIP visit to any the sites with or without prior notice.

2.2 Corrective Maintenance

Corrective Maintenance shall be performed at **ANY TIME (inclusive of public holiday)** upon notification by the Superintending officer or his representative.

The Tenderer shall dispatch his technician to a site specified by the Superintending officer or his representative within **one (1) hour** (hereinafter "Response Time") after being notified in writing or telephone that a fault is reported via a "Service Call Slip" which the Tenderer shall collect prior to commencing the repair or replacement works. This Service Call Slip must be certified by the Superintending officer or his representative with an official stamp, time in, time out and date.

If the Response Time is exceeded, a penalty of **B\$50.00 per hour** upon the Tenderer for every hour or part thereof that the Response Time is exceeded.

The technician shall complete any repair or replacement of parts within **seven (7) days** from the time the technician arrives at the specified site (hereinafter "Downtime"). A penalty of **B\$100.00 per day** shall be imposed if the said Downtime is exceeded and that, it is in opinion of Superintending Officer, the system ought reasonably to have been put back to service.

Any breakdown report(s) shall be forwarded to the Estate Maintenance Section (hereinafter "EMS"), Tutong on the next working day for approval of EMS's Superintending Officer.

2.3 Additional Services

The Tenderer shall service the existing panels such as tightening the cable, terminations, replacement of fused indicating lights, faulty meters, tidying up the internal wirings, relays, components and boards.

The Tenderer is also required to provide necessary protection against the existing plants and equipment in the adjacent working areas while carrying out the Maintenance Services.

3. SHUT DOWN OF AIR CONDITIONING AND VENTILATION SYSTEM SERVICES

Where it is necessary to shut down air-conditioning services for preventive maintenance, this shall be in done in liaison with the S.O. of the site affected. This will take the form of shutting down Air Conditionings and Ventilation System during the normal working day at a time when it will cause least disturbance to the staff and patient.

In some cases, it may be practical to shut down the Air Conditionings and Ventilation System only before or after working hours, in which case special arrangements for access and security must be made at the Ministry's expense.

4. INSTALLATION NOT OPERATIONAL

In the event of a fault being found which requires the system to be switched off immediately, whether for immediate repair or to prevent the fault developing into a dangerous condition or becoming more expensive to repair, the Contractor shall immediately inform the S.O. of the site affected.

If the fault has developed into a breakdown where the major spare part has been repaired or replaced, the Contractor shall provide an estimated time for the repair or replacement to be carried out.

5. DEFECTS DURING MAINTENANCE SERVICES

When any defects in any of the system performance is identified by the Contractor during the maintenance services, the Contractor shall be responsible for making good such defects.

The Contractor shall give due importance to safety at all times. Appropriate notices shall be posted at all times whenever service/repair/safety test are being carried out.

6. CANCELLATIONS

For all cancelled or postponed maintenance services, the Contractor is required to give in writing the reasons for not carrying out such works on the scheduled date/s.

The Ministry reserves the right to arrange alternative dates/times to perform the outstanding maintenance services or make deductions from the charges/invoices submitted for payment.

7. 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, consumables 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 (3) year duration.

The Contractor shall submit invoices (in 3 copies) of the previous month **on the first week of the next month** for each site. The claim shall be addressed accordingly to the following:

*Estate Maintenance Section
Ground Floor,
Jalan Sungai Basong, Tutong
PMMPMHAMB Hospital, Ministry of Health
Negara Brunei Darussalam
Contact No.: 42606721/2/3/4/5 Ext 181/188*

Payment will only be made after submission of the invoice and other related documents such as the certified original and duplicate service reports by the S.O. and monthly breakdown/maintenance report.

If only one maintenance service is performed in a month instead of two (2), then the Contractor shall invoice only fifty percent (50%) of the maintenance costs.

8. CONSUMABLES FOR PREVENTIVE AND CORRECTIVE SERVICES

The Contractor shall supply all consumables necessary for the proper operation, preventive and corrective maintenance of the Building Management System and M&E Equipment.

The Contractor shall ensure that these consumables are compatible with the existing system being maintained and approved by the manufacturer/s, and here new consumables are to be used shall be sought in advanced.

9. USE OF SITE

The Contractor shall not use any of the sites for any purpose other than that of carrying out Preventive and Corrective 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.

10. 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 and dust levels produced during the contract period.

The Contractor shall ensure that all equipment is/are safe and operable prior to handing over to the Government.

The Contractor shall adhere to Infection Control Risk Assessment, Implementation and Monitoring Policy (ICRA).

The Contractor shall be responsible in preparing materials for hoarding such as plywood, plastic, tapes, rubber mat and all other materials necessary to meet the requirements of the ICRA policy and as per instructed by the Infection Prevention and Control Unit. All costs shall be deemed to be covered in this Contract.

11. SUPERVISION AND PERSONNEL

To ensure the proper and efficient execution of the maintenance services, the Tenderer shall provide and employ qualified and competent workers to be stationed at the Clinical Molecular Diagnostics Laboratory for Infectious Diseases (CMDLID) during Government working hours when preventive maintenance is being carried out. The required workers to perform the Maintenance Services are **one (1) Engineer / Supervisor, and two (2) technicians**. Failure to provide the required personnel to carry out the Maintenance Services will result in an imposition of the following charges:

Engineer	-	B\$100/day
Supervisor/Technician	-	B\$75.00/day

The Contractor shall ensure that such personnel are properly trained, registered with the Electrical Services Department, Brunei Darussalam and employed by the Contractor throughout the duration of this Tender.

The Contractor is required to submit a list of names, addresses, qualifications, experiences and other relevant information that the S.O. may require, of all persons that shall be employed for the performance of the Maintenance Services. 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 S.O. reserves the right to remove, reject or replace any persons employed by the Contractor, who in the opinion of the S.O. is not competent to execute the Preventive Maintenance Services, and shall direct the Contractor to replace such person/s.

Within **fourteen (14) days** of being awarded of this Tender, the Contractor is required to submit the following information relating to stand-by mechanics to facilitate the Ministry to make contact in case of any emergency:

- Names
- Contact Address
- Telephone / Facsimile Number(s)

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.

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 and equipped with proper tools and safety equipment to enable them to carry out their work safely, accurately and without any risk of causing damage to the system or any part of the building within the contract.

12. INSURANCES

The Contractor shall procure and maintain, and continue to extend the following insurances and shall remain effective throughout the contract period and any extension of time granted at his own expense:

- i. Workmen Compensation
- ii. Public Liability
- iii. Fire

13. INSPECTION

The S.O. has the authority to inspect and test any part or the whole of the system at any time but not to open-up, disconnect, adjust or alter any setting, component of control, except to operate the external switches and controls.

The S.O. reserves the right to ask the Contractor or his representative during a routine maintenance visit or by giving seven (7) days written notice to carry out a supervised installation test.

Any defects found during the test which would affect the installation's performance, safety or life shall be corrected without delay. If the defect can reasonably be attributed to negligence or incompetence on the part of the contractor's expense, the cost of correcting the defect shall be borne by the Contractor and at no extra charge to the Ministry.

14. LOG BOOKS AND REPORTS

The Contractor shall prepare progress report and submit to S.O. every month to keep track the status of the work. The Contractor is also strongly advised to take photographs of work carried out during the contract period as evidence to be attached for progress payment claim. Photographs attached must be clear, properly arranged and labelled including description.

The Contractor shall also submit a final report upon completion consisting of all specification, material list, catalogue, relevant operating manuals, spare part list complete with pricing, preventive maintenance checklist for the new equipment installed and others deemed necessary by the S.O.

15. EQUIPMENT AND TOOLS

To enable the mechanics/engineers to carry out their work efficiently, safely, accurately and without any risk of causing excessive wear to the system being serviced, all mechanics/engineers employed by the Contractor must be equipped with an adequate tool kit. To carry out installation and testing works, the Contractor must be, but not limited to, in possession of the measurement instruments and tools as **per Schedule IV**.

16. SECURITY

The Contractor shall provide to the Superintending Officer full details of all his personnel and vehicles requiring access to the site upon receiving Letter of Award by completing work permit provided by the Estate Maintenance Section.

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.

17. OFFICE AND WORKSHOP

The Contractor is required to maintain an office in Brunei Darussalam at his own expense where he can easily be notified by telephone of any maintenance or breakdowns relating to the air-conditioning system.

The Contractor shall maintain an equipped workshop to carry out inspection, small repairs and testing of electrical and/or mechanical parts.

The S.O. reserves the right to enter and inspect the workshop at any time during the Contractor's working hours. Where such entry into the Contractor's premises would create conflict with confidential information or work for the Contractor, a twenty-four (24) hour written notice will be given to the Contractor. The Contractor will ensure that a member of his staff will accompany the S.O. at all times during the visit.

18. EXTENSION OF TIME

The S.O. may make a reasonable extension of time if the supply is delayed due to S.O.'s instructions or any other reasons which in the opinion of the S.O is beyond the control of the Contractor.

If the Contractor fails to supply any of the items within the Contract period (as in the Letter of Award or as revised according to any extension of time granted by the S.O.) the S.O. may cancel or reject the items supplied late or all items which cannot be used without compensation. The S.O. may obtain such items from other sources and all additional costs or expenses thereby incurred shall be deducted from any monies due or to become due to the Contractor under this contract or shall be recoverable as a liquidated demand in money.

19. VARIATION AND EXTRAS

The Superintending Officer may at any time during the progress of the Works, by order in writing under his hand, make or cause to be made any variations from the original Drawing, and Specification by way of addition or omission or otherwise.

20. DEFECTIVE AND LIABILITY PERIOD

The defective liability period (DLP) shall commence one (1) day after the date of practical completion where any defects, shrinkages or other faults, either of materials or workmanship, which may appear hereto or if none stated then within twelve (12) months due to materials and workmanship not in accordance with this Contract shall within reasonable time after receipt of the Superintending Officer's written instructions be made good by the Contractor and at his own cost.

If the Contractor fail to carry out any such instructions of the Superintending Officer, as by the proceeding sub clause provided, within such reasonable time as may be specified in the order, the materials or work so affected may, at the option of the Superintending Officer, be made good by him in such manner as he may think fit, in which case the cost thereby incurred shall be deducted from the sum remaining to be paid to the Contractor or failing such remainder it shall be recoverable as a liquidated demand in money.

If any defects be such that, in the opinion of the Superintending Officer, it shall be impracticable or inconvenient to remedy the same, he shall ascertain the diminution in the value of the Works due to the existence of such defect and deduct the amount of such diminution from the sum remaining to be paid to the Contractor or failing such remainder it shall be recoverable as liquidated demand in money.

SCHEDULE 1 – TENDER FORM

To:

TENDER REFERENCE NO: KK/213/2025/ESTETMOH(TC)

**INVITATION TO TENDER
SPECIFICATIONS FOR THE PROVISION OF PREVENTIVE AND CORRECTIVE MAINTENANCE
SERVICES FOR AIRCONDITIONING AND VENTILATION AT CLINICAL MOLECULAR
DIAGNOSTICS LABORATORY FOR INFECTIOUS DISEASES (CMDLID) FOR A PERIOD OF
THREE (3) YEARS**

TENDER OF (*name of tenderer*)

Company/Business Registration No. _____

Tender Closing Date: _____

DESCRIPTION	LOCATION	PRICE B\$
Total Annual Plan Preventative Maintenance Service Charge plus Unlimited Breakdown Calls	Clinical Molecular Diagnostics Laboratory For Infectious Diseases (CMDLID)	B\$
GRAND TOTAL FOR ONE (1) YEAR		B\$
GRAND TOTAL FOR THREE (3) YEAR		B\$

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

1. I/we, the undersigned having examined and fully understood the tender Documents, inspected and checked the site, offer to carry out and execute the above works in accordance with all relevant Standards Specification and Codes of Practice for the sum of Brunei Dollars.

TOTAL AMOUNT (IN WORDS) IN BRUNEI DOLLARS:-

2. The duration of the services of this tender shall be **THREE (3) YEARS** from the Effective Date.
3. We offer and undertake on your acceptance of our Tender to provide the above-mentioned services in accordance with your Invitation To Tender.
4. I/we confirm that my/our tender has been calculated on a firm price basis and that I/we have taken into account all aspects, site conditions and other matter that may affect the works. I/we understand that I/we not be allowed any claims for payment may arise out of my/our misunderstanding, and/or misinterpretation and/or miscalculation of the works and/or site conditions.
5. I/we understand and agree that the Government has the option to accept part of my/our tender and I/we agree and confirm that in such case, there shall be no adjustment of my/our tender prices and/or rates.
6. Unless and until a formal agreement is prepared and executed, this tender offer together with your Letter of Acceptance thereof shall constitute a legal and binding contract between us.
7. 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.
8. Our offer is valid for **twelve (12)** calendar months from the tender closing date and when requested by you, we shall extend the validity of this offer.

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:
 - The Provision of Preventive And Corrective Maintenance Services For Airconditioning And Ventilation System
 - 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

**PENGAKUAN PENENDER
*TENDERER'S DECLARATION***

SITE VISIT FORMTENDER REFERENCE NO.: KK/213/2025/ESTETMOH(TC)

THE PROVISION OF PREVENTIVE MAINTENANCE SERVICES FOR AIRCONDITIONING AND VENTILATION SYSTEM AT CLINICAL MOLECULAR DIAGNOSTICS LABORATORY FOR INFECTIOUS DISEASES (CMDLID) FOR A PERIOD OF THREE (3) YEARS

COMPANY NAME : _____

DATE OF SITE VISIT : _____

I hereby on behalf of my Company has visited the site, i.e. location of work on the date stated above and understand the work requirement(s) and all cost incurred throughout the works as per Specification stated in this Tender / Quotation.

I (our Company) also agree not to claim additional charges to Ministry of Health should accident(s) or damage(s) occur during the Contract Period.

Name and Signature

Date : _____

Company Stamp

FOR OFFICAL USE ONLY_____
Name and Signature

Date : _____

Department Stamp

Note:

- The Tenderer shall satisfy himself as to the nature of the site / ground condition and location.
- This form is to be attached and submitted together with the Tender / Quotation documents.

TENDER SUBMISSION REQUIREMENT

TENDER REFERENCE NO.: KK/213/2025/ESTETMOH(TC)

THE PROVISION OF PREVENTIVE MAINTENANCE SERVICES FOR AIRCONDITIONING AND VENTILATION SYSTEM AT CLINICAL MOLECULAR DIAGNOSTICS LABORATORY FOR INFECTIOUS DISEASES (CMDLID) FOR A PERIOD OF THREE (3) YEARS

GENERAL CHECKLIST

The Tenderer is required to fulfil all requirements stated in this section by submitting a **copy** of all relevant documents whichever applicable to this Tender, stamped and shall complete the checklist provided as a verification. **Incomplete submission can render the Tenderer's submission of Tender to be invalid** (Clause 3.1.3, Financial Regulation 2022).

Description

1. Valid Builder's License/Contractor Registration Certificate/Supplier's Certificate approved by the Authority for Building Control and Construction Industry (ABCI), Ministry of Development.
2. List of company's workers with names as stated in the identity card/passport, identity card number, position and salary and local and foreign workers percentages.
3. Latest Certificate of Tax Compliance from the Revenue Division, Ministry of Finance and Economy.
4. Confirmation compliance to Employee Trust Act and Supplemental Contributory Pension Trust Order 2009 from Tabung Amanah Pekerja Act including stating employer account number and list of contributed employee.
5. Registry of Companies and Business Names approved via Corporate Registry System in One Common Portal.
6. Completing the Tender's Integrity Declaration Form.
7. Copy of company owner/Director identity card (front and back).
8. Company Registration License Form X, 16 & 17.