

**TENDER REFERENCE NO.: KK/240/2025/SSBH**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF COMPREHENSIVE MAINTENANCE  
SERVICES FOR VEHICLES UNDER ESTATE  
MANAGEMENT SECTION AT SURI SERI BEGAWAN  
HOSPITAL FOR A PERIOD OF ONE (1) YEAR**

**TENDER FEES : \$10.00**

**RECEIPT NO. :**

**CLOSING DATE : ON TUESDAY, 09th 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)**

## SECTION 2

### THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR VEHICLES UNDER ESTATE MANAGEMENT SECTION AT SURI SERI BEGAWAN HOSPITAL FOR A PERIOD OF ONE (1) YEAR

#### 1. GENERAL

- 1.1 Tenderers are sought from suitably qualified with skilled staff and adequate testing instruments who wish to be considered for the provision of maintenance services (hereinafter "Maintenance Services") for the comprehensive maintenance and repair of vehicles and associated accessories at Suri Seri Begawan Hospital as stated in **Schedule I – List of vehicles & year registration**.
- 1.2 The Tenderer shall provide Maintenance Services for the System inclusive of all necessary spare parts and replacement parts to ensure that the vehicle is kept in good working order and condition and functioning efficiently within the manufacturer's specifications. The Maintenance Services consist of:
- Preventive maintenance; and
  - Corrective maintenance
- 1.3 All prices to be quoted shall include labour, parts and transport charges.
- 1.4 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.

#### 2. MAINTENANCE SERVICES

##### 2.1 **Preventive Maintenance**

- 2.1.1 Scheduled or routine preventive maintenance as per maintenance checklist shall be performed at all the time necessary.
- 2.1.2 The frequencies of the preventive maintenance may be adjusted, by mutual agreement, to suit the duty and conditions of the vehicles
- 2.1.3 Where follow-up work is considered necessary and involves further repairs, the Tenderer shall notify the Superintending Officer of the extent of the repairs before proceeding with the work.
- 2.1.4 The Tenderer shall ensure that downtime of any of the vehicles kept to a minimum.
- 2.1.5 The Tenderer is also required to submit monthly reports covering details of periodic inspection, servicing and repairs. The maintenance report shall include, but not limited to, a log showing the time when fault notice was received, nature of fault, time when rectification work was initiated, actual time taken for repair, materials and parts used.

##### 2.2 **Corrective Maintenance**

- 2.2.1 Corrective maintenance shall be performed at **ANY TIME (inclusive of public holiday)** upon notification by the Superintending Officer or his representative.
- 2.2.2 The Tenderer shall dispatch his technician to a site specified by the Superintending Officer or his representative **within 30 minutes** (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.
- 2.2.3 If the Response Time is exceeded, a penalty of **B\$150.00 per hour** shall be imposed upon the Tenderer for every hour or part thereof that the Response Time is exceeded.
- 2.2.4 The technician shall complete any repair or replacement of parts within **seven (7) days** from the time the technician arrives at the specified site. A penalty of **\$100.00 per day**

shall be imposed if the said downtime is exceeded and that, it is in the opinion of the Superintending Officer, the System ought reasonably to have been put back to service.

2.2.5 Any breakdown report(s) shall be forwarded to the Estate Maintenance Section on the next working day for approval by the Superintending Officer.

### **3. SPARE PARTS**

3.1 The Tenderer shall maintain sufficient spare parts which are genuine accordingly to the OEM of the vehicles to ensure and enable all preventive maintenance to be carried out and to replace any parts which may be reasonably expected to be needed due to breakdown.

3.2 The Tenderer shall remove and replace any parts supplied which are damaged, defective or do not meet the respective specification. Failure to do within the stipulated time by the Superintending Officer may result in the removal of the part/s by the Superintending Officer and replaced by others. The Government reserves the right to recover all costs and expenses incurred for such removal and replacement.

3.3 A grace period of **two (2) weeks** for repairs which are outstanding due to unavailability of spare parts or awaiting spare parts, after which a penalty of **B\$100.00 per day or part thereof** shall be imposed. A written notice will be given to the Tenderer seven (7) days prior to expiry of the grace period and start of the penalty.

3.4 If, in the opinion of the Superintending Officer, any of the parts supplied are not in accordance with the specifications, the superintending officer reserves the right to submit the part/s to expert examination and/or test. All costs in connection therewith shall be borne by the Tenderer unless such examination and/or test show that the said part/s is/are in accordance with its specification/s.

### **4. WARRANTY**

The Tenderer 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 Tenderer shall furnish certificates showing that such warranty is in effect within 3 months after any repair or maintenance is made.

### **5. MAINTENANCE REPORTS**

5.1 A record of the work done on each maintenance visit for each vehicle in **Schedule I** shall be noted in a log book by the Tenderer.

5.2 The log book must show the date, time and duration of work performed; a description of the work performed; and the names of the Tenderer's personnel responsible for performing the work.

5.3 Completion of the maintenance visit shall be affixed via the technician's signature and shall be confirmed in writing by the Superintending Officer or his representative.

5.4 The log book must be available for inspection by the Government at any time.

5.5 The Tenderer shall also submit Maintenance Service Reports in a format acceptable to the Government and shall include the following information:

- reference number of any equipment of the System;
- job number;
- date of completion of job;
- date, time and total time any equipment of the System is made unavailable to the Government;
- name of Tenderer's technician/personnel responsible for carrying out the job; and
- comments of the person requesting the Maintenance Services.

5.6 Any verbal reports made by the Estate Maintenance Section on any breakdown shall be made available to the superintending officer or his representative within twenty-four (24) hours of receiving the complaint. Such report must state the nature of the fault, work done and whether any further work is required.

**6. CONTRACT PRICE AND PAYMENT**

6.1 The Tenderer shall quote the cost of an annual service contract which shall consist of the maintenance services charges and the cost of parts replaced (if any), upon receipt of:

- Three (3) copies of invoice (one (1) original copy and two (2) duplicate copies of the invoice)
- Service Call Slip; and
- A detailed Maintenance Service Report

6.2 The Tenderer shall submit the invoice of the previous month **within the first (1) weeks of the following month**. All claims shall be addressed to:

*Head of Section  
Estate Management Section  
Ministry of Health  
Negara Brunei Darussalam*

6.3 Payment will be made within forty-five (45) days after submission of the invoice and other related documents, subject to any deduction under the Contract and satisfactory certification by the Government during the preceding month.

## **SCHEDULE I – LIST OF VEHICLES**

### **VEHICLES AT ADMIN**

Brand: MITSUBISHI  
Registration No: BG 4290  
Model: 2012 MITSUBISHI PAJERO GL 2.8 STATION WAGON MANUAL

Brand: MITSUBISHI  
Registration No: BG 4296  
Model: 2012 MITSUBISHI PAJERO GL 2.8 STATION WAGON MANUAL

Brand: MITSUBISHI  
Registration No: 7636  
Model: 1993 MITSUBISHI PAJERO GL (V32VHDR)

Brand: TOYOTA  
Registration No: BG 7672  
Model: 1992 TOYOTA LANDCRUISER STATION WAGON

### **VEHICLES AT SURI SERI BEGAWAN HOSPITAL**

Brand: NISSAN  
Registration No: BG 4248  
Model: 2011 NISSAN URVAN BUS 15 SEATERS MANUAL

Brand: NISSAN URVAN  
Registration No: BG 1991  
Model: 2011 NISSAN URVAN BUS 15 SEATERS MANUAL

Brand: NISSAN URVAN  
Registration No: BG 6076  
Model: 2017 NISSAN URVAN BUS 15 SEATERS MANUAL

### **VEHICLES AT PUSAT KESIHATAN PANDAN**

Brand: TOYOTA LANDCRUISER  
Registration No: 7671  
Model: 1992 TOYOTA LANDCRUISER STATION WAGON

Brand: MITSUBISHI  
Registration No: BG 1761  
Model: MITSUBISHI 2.5 L200 PICK UP DOUBLE CAP

Brand: MITSUBISHI  
Registration No: BG 2005  
Model: 2008 MITSUBISHI 2.5 L200 PICK UP DOUBLE CAP

Brand: MITSUBISHI  
Registration No: BG 5079  
Model: MITSUBISHI 2.5 L200 PICK UP DOUBLE CAP

## **SCHEDULE II – MAINTENANCE SCHEDULES**

### **SCOPE OF WORK**

The vehicles are used in various purposes accordingly to the task given whether they are directly or indirectly for the hospital. The vehicles are required to be in good condition at all times to ensure their functionalities and performances to avoid unexpected breakdown. The maintenance includes:

#### **1<sup>st</sup>. PMS (next 5000 kms)**

1. Replace engine oil
2. Replace engine oil filter Assembly
3. Replace Fuel Filter
4. Check Tire Pressure
5. Clean Air Filter
6. Inspect brake system and its components
7. Provide break cleaner

#### **2<sup>nd</sup>. PMS (next 5000 kms)**

1. Replace engine oil
2. Replace engine oil filter
3. Replace Fuel Filter
4. Check Tire Pressure
5. Clean Air Filter
6. Inspect brake system and its components
7. Provide break cleaner
8. Inspect differential oil (80K miles manual car)
9. Inspect manual transmission gear oil (every 30K miles)
10. Inspect power steering fluid and lines (every 30K miles)

#### **3<sup>rd</sup>. PMS (next 5000 kms)**

1. Replace engine oil
2. Replace engine oil filter Assembly
3. Replace Fuel Filter
4. Check Tire Pressure
5. Clean Air Filter
6. Inspect brake system and its components
7. Provide break cleaner

MAINTENANCE SERVICING CHECKLIST

No.	Lubrication Service	1 Month	3 Month	6 Month	9 Month	1 Year	Remarks
1	Motor Oil	R	R	R	R	R	
2	Oil Filter	R	R	R	R	R	
3	Air Filter	S	S	R	S	R	
4	Fuel Filter	C	C	R	C	R	
5	Drive Belt	C	C	C	C	R	
6	Coolant	C	C	C	C	C	
7	Washer	C	C	C	C	C	
8	Fan Motor	C	C	C	C	C	
9	Brake Fluid	C	C	C	C	R	
10	Gear Box Oil	C	C	C	C	C	Renew if necessary
11	Axle Oil	C	C	C	C	C	Renew if necessary
12	Brake Pad / Shoe	C	C	C	C	C	Renew if necessary
13	Absorber	C	C	C	C	C	Renew if necessary
14	Greasing	G	G	G	G	G	
15	Suspension	C	C	C	C	C	Renew if necessary
16	Lighting System	C	C	C	C	C	Renew if necessary

R – Renew, C – Check, G - Greasing

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

<b>SCHEDULE</b>	<b>DESCRIPTION</b>	<b>PAGE</b>
A	TENDER FORM ▪ SCHEDULE OF RATES	1-2 3-6
B	INFORMATION SUMMARY	7
C	SUB-CONTRACTS	8
D	COMPANY'S BACKGROUND	9
E	REFERENCES	10
F	LETTER OF DECLARATION	11-14
G	COMPLIANCE FORM	15

**SCHEDULE A – TENDER FORM**

To:

**TENDER REFERENCE NO: KK/240/2025/SSBH**

**THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR VEHICLES UNDER  
ESTATE MANAGEMENT SECTION AT SURI SERI BEGAWAN HOSPITAL FOR A PERIOD OF  
ONE (1) YEAR**

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

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

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

NO.	DESCRIPTIONS
A.	<p>Upon and Subject to the conditions annexed here to the Contractor will carry out and complete the works of One (01) year for under Suri Seri Begawan Hospital, Kuala Belait as ordered by the issue to him of a signed Work Order and to provide and supply all labour, materials, tools and everything necessary for the execution of the said work.</p> <ul style="list-style-type: none"><li>▪ Plus/Minus ..... % (..... per centum)</li><li>▪ Delete as necessary and insert the necessary % (N&gt;B. if none stated then it will be assumed as 'NIL')</li></ul> <p>Rate shall be deemed to have included all preliminaries such as mobilization of manpower, tools, equipment, transport charges, insurance (workmen compensation, public liability and fire) and all others necessary for the execution of the services stated in this tender</p>

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:

## MAINTENANCE CHARGES

### SCHEDULE OF RATE

ITEM NO.	DESCRIPTION	UNIT	RATE	TOTAL
<b>1.0 Routine Maintenance Service</b>				
1.1	Oil Filter	Pc	\$30.00	\$30.00
1.2	Fuel Filter	Pc	\$50.00	\$50.00
1.3	M-Oil (7L) 15W-40	Lot	\$45.00	\$45.00
1.4	M-Oil 10W-40 (4L)	Lot	\$50.00	\$50.00
1.5	Washer	Pc	\$5.00	\$5.00
1.6	Air Filter	Pc	\$33.00	\$33.00
1.7	Coolant	Lot	\$10.00	\$10.00
1.8	Brake Oil Dot 3 (500mL)	Lot	\$10.00	\$10.00
1.9	Labour Charges	Lot	\$30.00	\$30.00
	Note: Servicing should be done every 10,000 km or 3 months (whichever comes first)			
<b>2.0 Incidental Maintenance Service</b>				
2.1	Valve Cover Gasket	Pc	\$100.00	\$100.00
2.2	Crankshaft Seal Front	Pc	\$120.00	\$120.00
2.3	Crankshaft Seal Rear	Pc	\$480.00	\$480.00
2.4	Welding Exhasut Pipe 1 round	Lot	\$30.00	\$30.00
2.5	Brake System:			
2.5.1	Changing Front Brake Pads	Set	\$70.00	\$70.00
2.5.2	Changing Rear Brake Pads	Set	\$80.00	\$80.00
2.5.3	Skimming Front Disc Rotor	Set	\$30.00	\$60.00
2.5.4	Changing Both Rear Side Brake Wheel Pumps	Set	\$70.00	\$140.00
2.5.5	Renew Front Disc Rotor	Set	\$360.00	\$360.00
2.5.6	Renew Rear Disc Rotor	Set	\$360.00	\$360.00
2.5.7	Renew Rear Brake Drum	Set	\$230.00	\$230.00
***	Brake vacuum pump			
2.6	Belting:			
2.6.1	Belt	Pc	\$30.00	\$30.00

ITEM NO.	DESCRIPTION	UNIT	RATE	TOTAL
2.6.2	Fan Belt	Pc	\$46.00	\$46.00
2.7	Spark Plug	Pc	\$5.00	\$20.00
2.8	Fan Clutch Silicon Oil	Lot	\$35.00	\$35.00
2.9	Plug Cable (whole Set)	Pc	\$90.00	\$90.00
2.10	Contact point	Pc	\$48.00	\$48.00
2.11	Condenser	Pc	\$25.00	\$25.00
2.12	Front Wheel Hub Bearing	Pc	\$260.00	\$260.00
2.13	Rear Wheel Hub Bearing	Pc	\$260.00	\$260.00
2.14	Auto tensioner Bearing	Pc	\$180.00	\$180.00
2.15	Renew Timing Chain Kit	Set	\$650.00	\$650.00
2.16	Renew Timing Belt Kit	Set	\$650.00	\$650.00
2.17	Renew Power Steering Hose	Pc	\$100.00	\$100.00
2.18	Renew Power Steering Pump	Set	\$620.00	\$620.00
2.19	Renew Power Steering Rack	Set	\$800.00	\$800.00
2.20	To overhaul Power Steering Box	Set	\$1,000.00	\$1,000.00
2.21	To Overhaul Power Steering Rack	Set	\$460.00	\$460.00
2.22	Bulbs:			
2.22.1	H4 Halogen Bulb	Pc	\$10.00	\$20.00
2.22.2	H9 Halogen Bulb	Pc	\$15.00	\$30.00
2.22.3	H11 Halogen Bulb	Pc	\$18.00	\$36.00
2.22.4	Rear Brake Light Bulb	Pc	\$5.00	\$10.00
2.22.5	Signal Light bulb	Pc	\$5.00	\$10.00
2.23	Absorber:			
2.23.1	Front Absorber	Pc	\$220.00	\$440.00
2.23.2	Rear Absorber	Pc	\$220.00	\$440.00
2.24	Front Ball Joint	Pc	\$180.00	\$180.00
2.25	Front Rack End	Lot	\$160.00	\$160.00
2.26	Front Tie Rod End	Lot	\$160.00	\$160.00
2.27	Front Stabilizer Link	Pc	\$60.00	\$60.00
2.28	Front Stabilizer Link Bush	Pc	\$45.00	\$45.00

ITEM NO.	DESCRIPTION	UNIT	RATE	TOTAL
2.29	Bush:			
2.29.1	Rear Spring Bush	Lot	\$460.00	\$460.00
2.29.2	Upper Arm Bush	Pc	\$60.00	\$60.00
2.29.3	Lower Arm Bush	Pc	\$60.00	\$60.00
2.29.4	Panhard Bush	pc	\$65.00	\$65.00
2.30	Alternator	Pc	\$660.00	\$660.00
2.31	Service and repair Alternator	Lot	\$280.00	\$280.00
2.4	Replace turbocharger	Lot	\$1,280.00	\$1,280.00
2.5	Fuel injection pump	Lot	\$1,800.00	\$1,800.00
2.5.1	To service, repair and calibrate fuel injection pump	Pc	\$80.00	\$320.00
2.5.2	Water Pump	Pc	\$450.00	\$450.00
2.6	Engine Mounting	pc	\$85.00	\$170.00
2.7	Engine Wash	Lot	\$70.00	\$70.00
2.8	Service Brake Oil (DOT 3)	Lot	\$100.00	\$100.00
2.9	Replace wiper blade	Pc0	\$10.00	\$20.00
<b>3.0 Supply, Delivery and Installation of Windscreen</b>				
3.1	Front Windscreen	Pc	\$600.00	\$600.00
3.2	Rear Windscreen	Pc	\$500.00	\$500.00
<b>4.0 Supply, Delivery and installation of Tyres</b>				
4.1	Mitsubishi Pajero 245/65R17C	Pc	\$150.00	\$150.00
4.2	Toyota Landcruiser 195R15C	Pc	\$220.00	\$220.00
4.3	Toyota Landcruiser 275/70/16	Pc	\$235.00	\$235.00
4.4	Mitsubishi L200 185R14	Pc	\$200.00	\$200.00
4.5	Nissan Urvan 195R15C	Pc	\$220.00	\$220.00
4.6	Alignment	Lot	\$20.00	\$20.00
4.7	Chamber	Lot	\$100.00	\$100.00
4.8	Repair Tyre puncture	Lot	\$20.00	\$20.00
4.9	Changing Tyre Tube	Lot	\$20.00	\$20.00
<b>5.0 Air Conditioning Maintenance Service</b>				
5.1	Changing Air Filter Including wiring checking	Lot	\$600.00	\$600.00

ITEM NO.	DESCRIPTION	UNIT	RATE	TOTAL
5.2	Air-Conditioner Gas Top-Up	Lot	\$25.00	\$25.00
5.3	Cooling Coil	Pc	\$180.00	\$180.00
5.4	Condenser	Pc	\$240.00	\$240.00
5.5	Radiator (1 whole set)	Set	\$280.00	\$280.00
5.6	Radiator Hose	Pc	\$180.00	\$180.00
5.7	Hose Clamp	Pc	\$10.00	\$10.00
<b>6.0 Supply, Delivery and Installation of Lamp (whole set)</b>				
6.1	Head Lamp (whole set)	Set	\$200.00	\$200.00
6.2	Rear Tail Lamp (whole Set)	Set	\$140.00	\$140.00
6.3	Corner Signal Lamp	Set	\$45.00	\$45.00
<b>7.0 Supply, Delivery and Installation of Battery</b>				
7.1	Maintenance Free Battery			
7.1.1	NS1207L	Pc	\$170.00	\$170.00
7.1.2	NS70C	PC	150.00	\$150.00

Note: this price is should be included towing services from where the respective vehicles breakdown to the workshop.

Cost of supply and fix non-schedule parts plus ten per centum (+10%)

Now it is hereby agreed as follows:

Upon and Subject to the conditions annexed here to the Contractor will carry out and complete the works of One (01) year for under Suri Seri Begawan Hospital, Kuala Belait as ordered by the issue to him of a signed Work Order and to provide and supply all labour, materials, tools and everything necessary for the execution of the said work.

- Plus/Minus ..... % (..... per centum)
- Delete as necessary and insert the necessary % (N>B. if none stated then it will be assumed as 'NIL')

## **SCHEDULE B**

### **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:
    - Maintenance of Vehicle
  - (d) Other information which is considered relevant.

**SCHEDULE C**

**SUB-CONTRACTORS**

- 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

		Alliance Relationship between Contractor and Sub-Contractor(s)		
Company Name	Responsibility Description	Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-Contractor(s)				

## **SCHEDULE D**

### **COMPANY'S BACKGROUND**

- 4.1 Each of the companies involved in this tender, including Contractor and subcontractor(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 with the Ministry of Transport and Infocommunications

## SCHEDULE E

### REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 4.1 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 & Address	Customer Type (Gov't or Quasi-Gov't)	Contact Person	Title	Contact Number Fax Number & Email 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 F**

**TENDERER'S DECLARATION**

**SCHEDULE G  
COMPLIANCE FORM**

<b>SECTION</b>	<b>DESCRIPTIONS</b>	<b>YES</b>	<b>NO</b>
1.	Instruction To Tenderers	<input type="checkbox"/>	<input type="checkbox"/>
2.	Specification & Bill of Quantities	<input type="checkbox"/>	<input type="checkbox"/>
3.	Forms to be used	<input type="checkbox"/>	<input type="checkbox"/>
4.	Articles of Agreement & Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>

## **SCOPE OF WORK**

The vehicles are used in various purposes accordingly to the task given whether they are directly or indirectly for the hospital. The vehicles are required to be in good condition at all times to ensure their functionalities and performances to avoid unexpected breakdown. The maintenance includes:

### **1<sup>st</sup>. PMS (next 5000 kms)**

1. Replace engine oil
2. Replace engine oil filter Assembly
3. Replace Fuel Filter
4. Check Tire Pressure
5. Clean Air Filter
6. Inspect brake system and its components
7. Provide break cleaner

### **2<sup>nd</sup>. PMS (next 5000 kms)**

1. Replace engine oil
2. Replace engine oil filter
3. Replace Fuel Filter
4. Check Tire Pressure
5. Clean Air Filter
6. Inspect brake system and its components
7. Provide break cleaner
8. Inspect differential oil (80K miles manual car)
9. Inspect manual transmission gear oil (every 30K miles)
10. Inspect power steering fluid and lines (every 30K miles)

### **3<sup>rd</sup>. PMS (next 5000 kms)**

1. Replace engine oil
2. Replace engine oil filter Assembly
3. Replace Fuel Filter
4. Check Tire Pressure
5. Clean Air Filter
6. Inspect brake system and its components
7. Provide break cleaner

**MAINTENANCE SERVICING CHECKLIST**

<b>NO.</b>	<b>Lubrication Service</b>	<b>1 Month</b>	<b>3 Month</b>	<b>6 Month</b>	<b>9 Month</b>	<b>1 Year</b>	<b>Remarks</b>
1	Motor Oil	R	R	R	R	R	
2	Oil Filter	R	R	R	R	R	
3	Air Filter	S	S	R	S	R	
4	Fuel Filter	C	C	R	C	R	
5	Drive Belt	C	C	C	C	R	
6	Coolant	C	C	C	C	C	
7	Washer	C	C	C	C	C	
8	Fan Motor	C	C	C	C	C	
9	Brake Fluid	C	C	C	C	R	
10	Gear Box Oil	C	C	C	C	C	Renew if necessary
11	Axle Oil	C	C	C	C	C	Renew if necessary
12	Brake Pad / Shoe	C	C	C	C	C	Renew if necessary
13	Absorber	C	C	C	C	C	Renew if necessary
14	Greasing	G	G	G	G	G	
15	Suspension	C	C	C	C	C	Renew if necessary
16	Lighting System	C	C	C	C	C	Renew if necessary

**R – Renew, C – Check, G - Greasing**