

TENDER REF. NO.: KK/326/2025/JPK(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF TRANSPORTATION SERVICES FOR
HOME BASED NURSING AND HOME NURSING,
DEPARTMENT OF HEALTH SERVICES, MINISTRY OF
HEALTH FOR A PERIOD OF THREE (3) YEARS**

TENDER FEES : \$100.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 11th November 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

TENDER REFERENCE NO: KK/326/2025/JPK(TC)

THE PROVISION OF TRANSPORTATION SERVICES FOR HOME BASED NURSING AND HOME NURSING, DEPARTMENT OF HEALTH SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- 1.1 The Ministry of Health in its continuous effort to improve and enhance the quality of the services provided to public, is seeking interested vendors to provide 'The Provision of Transportation Services for Home Based Nursing and Home Nursing, Ministry of Health for A Period of Three (3) Years'.
- 1.2 '**Home Based Nursing**' refers to services provided by the **Home-Based Nursing Unit**, under the Department of Health Services.
- 1.3 '**Home Nursing**' refers to the services provided by the **Maternal and Child Health Services**, under the Department of Health Services.

2. CONTRACT PERIOD

- 2.1 The contract offered is for a period of **THREE (3) YEARS**.

3. SCOPE OF SERVICES

3.1 Scope of Work

- 3.1.1 The provision of vehicles and drivers for the purpose of transporting Healthcare Workers from their place of work to the designated patients' home.
- 3.1.2 The Healthcare Workers place of work are from:
 - a. Health Centres and Health Clinics (for Home Nursing and Home Based Nursing)

3.2 Working Hours

- 3.2.1 The Working Hours for the Services shall be from Monday to Thursday and Saturday from 8:00 am until 12:30pm, 01:30 pm until 04:30 pm; the time is subject to changes (refer to **Appendix 1** and **Appendix 2**).
- 3.2.2 Ad-Hoc Service will be any schedule outside **Clause 3.2.1**, including Friday, Sunday and Public Holidays and when required.

3.3 Cancellation of Service

- 3.3.1 All services must be cancelled and inform Focal Person of the tenderer **at least two (2) hours prior to the scheduled start time**
- 3.3.2 In the event of an unforeseen cancellation due to a road traffic accident or natural disaster (such as forest fires or severe monsoon resulting in flooding or landslides), both parties mutually agree that payment will not be required. The service must be replaced with one (1) ad-hoc session.

3.4 Vehicles

- 3.4.1 To provide the number of vehicles according to the services required for the smooth running of the services (refer to **Appendix 1** and **Appendix 2**).
- 3.4.2 The type of vehicles shall be provided are saloon car, sedan, SUV and four-wheel drive.
- 3.4.3 To provide four-wheel drive vehicles for travel to rural areas, including unpaved and/or muddy roads, as well as areas affected by flooding, erosion, or deteriorated road conditions.
- 3.4.4 The Tenderer may add additional vehicles to fulfill the contract requirement at no additional cost to Ministry of Health;
- 3.4.5 Vehicle provided shall not be more than seven (07) years of age from the date of vehicle registration;
- 3.4.6 To provide photos of the vehicles (from 4 sides view) for evaluation purpose
- 3.4.7 The vehicles should have insurance coverage during the contract period;
- 3.4.8 The vehicles shall be equipped with jack, spare tires and tire changing tools; and these equipments are in good working condition;
- 3.4.9 The vehicles shall be equipped with a **tracking device** to monitor the journey and ensure the safety of healthcare workers
- 3.4.10 The cost of any modification required for this service shall be covered by the Tenderer;
- 3.4.11 The cost of fuel shall be covered by the tenderer throughout the entire contract period. Petrol for the vehicles must be topped up daily before arriving to the required locations every morning.
- 3.4.12 The maintenance cost for the vehicles shall be borne by the Tenderer.
- 3.4.13 Ensure vehicles are readily available to carry out the Service.
- 3.4.14 Ensure all vehicles provided for the service are in good working condition with:
 - 3.4.14.1 Working air condition;
 - 3.4.14.2 Pleasant air (no bad odor or cigarette smell);
 - 3.4.14.3 Clean and tidy;
 - 3.4.14.4 Interior of the vehicle is in excellent condition for the comfort of the healthcare workers.

3.5 Breakdown

- 3.5.1 The Tenderer shall provide replacement of vehicle(s) immediately within thirty (30) minutes, in case of breakdown upon call notification for service.

3.6 Drivers

- 3.6.1 To provide **Brunei Citizen or Permanent Resident drivers only**;
- 3.6.2 To provide experienced drivers with valid driving license with class 3 and class 12;

- 3.6.3 Minimum salary for permanent local drivers (brunei citizen or permanent resident) drivers shall be B\$500 per month;
- 3.6.4 Drivers that have attended 'defensive driving' course will be an advantage
- 3.6.5 To provide at least 15% female drivers for the services;
- 3.6.6 The drivers must be able to speak, read and write in Malay / English;
- 3.6.7 The drivers must be screened and free from any criminal offences, and pass security clearance from JPD;
- 3.6.8 The drivers must be mentally and physically fit;
- 3.6.9 The drivers must adhere to Road Traffic Act (Cap.68 of the Laws of Brunei).
- 3.6.10 The drivers shall not engage in any other activity during the Service Working Hours;
- 3.6.11 Any changes in the list of drivers including details such as name and contact number shall be informed to the Focal Person of the Facilities;
- 3.6.12 The drivers shall wear proper outfit/uniform with the company's name/logo/badge;
- 3.6.13 The drivers shall wear proper Personal Protection Equipment (PPE) according to the Government SOP, if required;
- 3.6.14 Drivers who are feeling unwell shall comply with health and safety protocols, including wearing a proper face mask as advised, prior to reporting to the service location.

3.7 Insurance Coverage

- 3.7.1 Comprehensive insurance coverage for the vehicles, drivers and passengers shall be borne by the Company.

3.8 Service Location

- 3.8.1 **"Pick-Up Point"** means the location as specified by the Government from where the Healthcare Workers shall be pick-up by the Company and send back to, after visiting patient's houses.
- 3.8.2 For **Home Based Nursing**, there are **seven (7)** pick-up points for each working day, as below:

HOME BASE NURSING PICKUP POINTS		
NO.	DISTRICT	HEALTH CENTRE
1	Brunei Muara District	Berakas Health Centre
		PAPHMWHB Gadong Health Centre
		Pengkalan Batu Health Centre
2	Temburong District	Berakas Health Centre
3	Tutong District	Pekan Tutong Health Centre
4	Belait District	Seria Health Centre

- 3.8.3 For **Home Nursing**, there are **sixteen (16)** Pick-Up points for each working day. They are at the Health Centres and Health Clinics in all districts, as below:

HOME NURSING PICKUP POINTS		
NO.	DISTRICT	HEALTH CENTRE
1	Brunei and Muara District	Berakas Health Centre
		PAPHMWHB Gadong Health Centre
		Jubli Perak Sengkuring Health Centre
		Jubli Emas Bunut Health Centre
		Muara Health Centre
		PAPHRBS Sungai Asam Health Centre
		Sungai Besar Health Clinic
		Pengkalan Batu Health Centre
2	Temburong District	Bangar Health Clinic
3	Tutong District	Pekan Tutong Health Centre
		Sungai Kelugos Health Centre
		Lamunin Health Centre
		Telisai Health Centre
4	Belait District	Sungai Liang Health Centre
		Labi Health Clinic
		Kuala Belait Health Clinic (MCH Clinic)

- 3.8.4 The number of Pick-Up points may increase or reduced in the future, depending on the services provided. The relevant department from Ministry of Health will inform in advance if there is any reduction or increase in the number of pick-Up points.

NOTE: For any cancellations, amendments or changes of the routine pick-up points **(as in appendix 1 and 2)** and to refer clause 3.3.1

3.9 Service Trip

- 3.9.1 For **Home Based Nursing**, there are a total of **seven (7) trips** for each working day: -
- **4 trips** Berakas Health Centre, PAPHMWHB Gadong Health Centre, Jubli Perak Sengkuring Health Centre and Pengkalan Batu Health Centre for Brunei and Muara district.
 - **1 trip** for Berakas Health Centre (for Temburong district), only on Monday and Wednesday.
 - **1 trip** for Pekan Tutong Health Centre Tutong district.
 - **1 trip** for Seria Health Centre in Belait district.
- 3.9.2 For **Home Nursing**, there are a total of **twenty-four (24) trips** for each working day: -
- **4 trips** for Berakas Health Centre.
 - **4 trips** for PAPHMWHB Gadong Health Centre.
 - **3 trips** for Jubli Perak Sengkuring Health Centre.
 - **1 trip** for Jubli Emas Bunut Health Centre.
 - **2 trips** for Muara Health Centre.
 - **1 trip** for PAPHRBS Sungai Asam Health Centre.
 - **1 trip** for Pengkalan Batu Health Centre.
 - **2 trips** for Sungai Besar Health Clinic.
 - **1 trip** for Bangar Health Clinic.
 - **1 trip** for Pekan Tutong Health Centre **AND** Sungai Kelugos Health Centre (shared vehicle).
 - **1 trip** for Lamunin Health Centre **AND** Telisai Health Centre (shared vehicle).
 - **1 trip** for Sungai Liang Health Centre **AND** Labi Health Clinic (shared vehicle).
 - **2 trips** for Kuala Belait Health Centre.

- 3.9.3 For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre.
- 3.9.4 The number of trips may increase in the future depending on the number of services provided.
- 3.9.5 For **any cancellations, amendments or changes** of routine trips, Healthcare Workers shall inform the Focal Person of the Tenderer within **2 hours** of that working day.

4 PRICE

- 4.4 The price that the tenderer shall submit in the tender form is the **price per trip**.
- 4.5 For monthly claims, the price will be based on the number of trips used for that particular month. If there is a trip that was cancelled before the 2-hours period, it will not be charged to Ministry of Health.
- 4.6 For Ad-hoc services: the tenderer shall submit the price, according to the number of **trips per day** (NOT per house).

5 CLAIMS

- 5.1 Invoices and transport service must be submitted, together with the relevant documents.
- 5.1.1 Claims for Home Based Nursing and Home Nursing shall be submitted to:

***Chief Executive Officer
Department of Health Services
Ministry of Health
Negara Brunei Darussalam***

SECTION 3
FORMS TO BE USED
CONTENTS

SCHEDULE A	FORM OF TENDERS
SCHEDULE B	INFORMATION SUMMARY
SCHEDULE C	SUB-CONTRACTORS
SCHEDULE D	COMPANY'S PROFILE
SCHEDULE E	REFERENCES
SCHEDULE F	STATEMENT OF COMPLIANCE

SECTION 3

SCHEDULE A - TENDER FORM

TENDER REFERENCE NO: KK/326/2025/JPK(TC)

**THE PROVISION OF TRANSPORTATION SERVICES FOR HOME BASED NURSING AND HOME NURSING, DEPARTMENT OF HEALTH SERVICES
MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

TENDER OF (*name of tenderer*) _____

Tender Closing Date: _____

NO.	DETAILS	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 3 YEARS
1	TRANSPORTATION SERVICES FOR 'HOME BASED NURSING' (Monday to Thursday and Saturday)	7 TRIPS PER DAY	140 TRIPS				
2	TRANSPORTATION SERVICES FOR 'HOME NURSING' (Monday to Thursday and Saturday)	24 TRIPS PER DAY	480 TRIPS				
3	AD-HOC SERVICE WILL BE ANY TRIPS REQUESTED OUTSIDE SCHEDULE (Including Friday, Sunday and Public Holidays, and only when required)	Average between 1 – 5 trips in a week, but it can increase in future	48 TRIPS				

Note to tenderer:

- For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre.
- Price quoted shall be based on **price per trip** (not per vehicle).
- The monthly payment paid by Ministry of Health will be based on the actual number of trips made for Home Based Nursing and Home Nursing, for each month.
- Ad-Hoc Service will be any schedule outside the schedule and service hours including in the afternoon or Friday, Sunday and Public Holidays.
- For Ad-hoc services: The tenderer shall submit the price, according to the number of **trips per day** (NOT per house)

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 **TWELVE (12)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this _____ day of _____, _____

Signature of authorised officer of Tenderer
Name:
Designation:

Tenderer's official stamp:

SCHEDULE B

INFORMATION SUMMARY

- 2.1 Tenderers shall provide in this Schedule the following information:
- a. Management summary (including Organization Structure)
 - b. Company profile [including Contractor and sub-contractor(s), if any]
 - c. A minimum of five (5) years of relevant experience (as of the Tender Closing Date) of the Contractor and any sub-contractor(s).
 - d. Minimum manpower proposal for the project which will be full time on site
 - e. Other information which is considered relevant.

SCHEDULE C

SUB-CONTRACTORS

- 3.1 Tenderers shall complete Table 3 with information about all the companies involved in the provisions 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 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 Responsibility Table.

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

SCHEDULE D

COMPANY'S PROFILE

- 4.1 Each of the companies involved in this tender, including Contractor and subcontractor(s) (if any), shall provide information on the company's financial standing and certified copy of its Certificate of Incorporation, Form X or Section 16 & 17, and Certificate of Approved Workshop from Land Transport Department, Ministry of Communications

Name of Company

Registration No.

Type Of Company

(Sdn.Bhd., Partnership, Sole proprietor, Joint Venture, Trading Co.)

Authorised Capital (B\$)

Paid-up Capital (B\$)

Banker for the Company's business

Table 4 - Shareholders Table

Directors/Shareholders/Proprietor	Percentage Share	Brunei I/C Number	Immigration Status

Current workforce (No. of persons) in Brunei:

a) Management:

c) Technicians:

e) Trainee/Workmen:

TOTAL WORKFORCE:

b) Engineers:

d) Tradesman

f) Others:

NO. OF PERSONS.:

We certify that the above information is correct.

SCHEDULE E

REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5 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 - 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.

LISTS OF COMPANY AND OWNERSHIP

Table 6 - Ownership Table

NO.	COMPANY NAME	OWNERSHIP	I.C NO & ADDRESS

SCHEDULE F

STATEMENT OF COMPLIANCE

7.1 Tenderers shall indicate their compliance by providing a compliance table in Table 7 with clause by clause including sub-clause by sub-clause statement of compliance corresponding to all the sections of Section 2 – Specifications.

7.2 Proposal without the compliance table will be considered incomplete and will be disqualified.

Table 7 - Compliance Table

Section	Compliance ¹		Remarks ²
	Yes	No	
General Conditions			
Specifications			
Vehicle Accessories			
Warranty			
Maintenance Services			
Breakdown & Recovery Services			

Note:

¹ Please put a tick (✓) at “Yes” column if complied, and a tick (✓) at “No” column if not complied.

² Where appropriate, Tenderer shall specify how the requirement will be met in the Remarks

APPENDIX 1

TRANSPORT SERVICES FOR HOME BASED NURSING SERVICES

NO.	LIST OF HOMEBASED NURSING UNITS	NUMBER OF VEHICLES REQUIRED	PICK-UP LOCATION FOR NURSES	SCHEDULE AND SERVICE HOURS
1	Homebased Nursing Unit, Brunei and Muara district	4 vehicles	Berakas Health Centre, PAPHMWHB Gadong Health Centre, Jubli Perak Sengkuring Health Centre, Pengkalan Batu Health Centre	Every Monday until Thursday and Saturday <u>Starting Hours</u> 08:00 a.m. until 12:30 p.m.
2	Homebased Nursing Unit in Tutong district	1 vehicle	Pekan Tutong Health Centre	
3	Homebased Nursing Unit in Belait District	1 vehicle	Seria Health Centre	
4	Homebased Nursing Unit in Temburong district	1 vehicle	Berakas Health Centre	Every Monday AND Wednesday <u>Starting hours</u> 08:00 a.m. to 12:30 p.m only
TOTAL		7 VEHICLES	6 LOCATIONS	

- Ad-Hoc Service will be any schedule outside the schedule and service hours as above including in the afternoon, Friday, Sunday and Public Holidays.
- For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre

APPENDIX 2

TRANSPORT SERVICES FOR HOME NURSING SERVICES

NO.	LIST OF HEALTH CENTRE/HEALTH CLINIC	SCHEDULE AND SERVICE HOURS (Every Monday until Thursday and Saturday)		NUMBER OF VEHICLE REQUIRED	PICK-UP LOCATION FOR NURSES AND MIDWIVES
		8:00 am - 12.30pm	1.30 pm - 4.30pm		
1	Berakas Health Centre	3	1	4 vehicles	Berakas Health Centre
2	PAPHMWHB Gadong Health Centre	3	1	4 vehicles	PAPHMWHB Gadong Health Centre
3	Jubli Perak Sengkuning Health Centre	2	1	3 vehicles	Jubli Perak Sengkuning Health Centre
4	Klinik Kesihatan Sungai Besar	1	1	2 vehicles	Klinik Kesihatan Sungai Besar
5	Muara Health Centre	1	1	2 vehicles	Muara Health Centre
6	PAPHRSB Sungai Asam Health Centre	0	1	1 vehicle	PAPHRSB Sungai Asam Health Centre
7	Jubli Emas Bunut Health Centre	1	0	1 vehicle	Jubli Emas Bunut Health Centre
8	Pengkalan Batu Health Centre	1	0	1 vehicle	Pengkalan Batu Health Centre
9	Bangar Health Clinic	1	0	1 vehicle	Bangar Health Clinic
10	Pekan Tutong Health Centre	1	0	1 vehicle (share)	Pekan Tutong Health Centre
11	Sungai Kelugos Health Centre				Sungai Kelugos Health Centre
12	Lamunin Health Centre	1	0	1 vehicle (share)	Lamunin Health Centre
13	Telisai Health Centre				Telisai Health Centre
14	Kuala Belait Health Clinic	1	1	2 vehicles	Kuala Belait Health Clinic
15	Sungai Liang Health Centre	1	0	1 vehicle (share)	Sungai Liang Health Centre
16	Labi Health Clinic				Labi Health Clinic
Total		17	7	24 vehicles	16 LOCATIONS

- Ad-Hoc Service will be any schedule outside the schedule and service hours as above.
- Trips occurring on Public Holidays are considered part of the routine trip schedule.
- For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre.

APPENDIX 3

SUBMISSION CHECKLIST

- The Tenderer must strictly adhere to the following submission requirements and ensure all the requisite documents are duly filled in, signed, stamped and submitted accordingly. Failure to do so may render the tender being rejected by the Client.
- Please note that all Front Covers, Cover pages, Section dividers, SECTIONS 1 to 5 shall also be inserted into the Original Hardcopy submission of the Tender Document, along with submissions below. All the above Documents and Sections (including all relevant / necessary attachments required by Client's Representatives) shall form the overall Tender document package.
- The following checklist must be duly filled in by the tenderer and included as part of the tender submission.
- The following documents shall be submitted and labelled accordingly together with the document listed out in **Section 3 of this Tender**:

SUBMISSION CHECKLIST	SUBMITTED
PART A: CORE TENDER DOCUMENTS (To be bound in the submission) Ensure these are inserted in the correct order as per the tender package	
Section 1 - Instruction to Tenderers	
Section 2 - Specification / Scope of Services	
Section 3 - Tender Form	
Section 4 - Contract	
Section 5 - Appendices	
PART B: COMPLETED FORMS & SCHEDULES FROM SECTION 3 (TENDER FORM) These must be included within your bound submission of Section 3	
Schedule A - Tender Form (Pricing Table): Fully completed with all prices quoted in Brunei Dollars	
Schedule B - Information Summary: Containing:	
▪ Management summary and organization structure	
▪ Company profile	
▪ Minimum 5 years of relevant experience	
▪ Minimum manpower proposal (full-time on site)	
▪ Other relevant information	
Schedule C - Sub-Contractors (Table 3): Completed responsibility table for any sub-contractors, or marked "Not Applicable."	

SUBMISSION CHECKLIST		SUBMITTED
Schedule D - Company's Profile: Containing:		
▪ Company financial standing (Authorized & Paid-up Capital)		
▪ Certified copy of Certificate of Incorporation (Form X or Section 16 & 17)		
▪ Certified copy of Certificate of Approved Workshop from Land Transport Department		
▪ Completed Shareholders Table (Table 4)		
▪ Details of current workforce in Brunei		
Schedule E - References (Table 5): List of at least five (5) previous customers from the last 5 years, indicating if they are Government/Quasi-Government.		
Lists of Company and Ownership (Table 6): Completed ownership table.		
Schedule F - Statement of Compliance (Table 7): Clause by clause compliance table for Section 2 - Specifications. This is mandatory; failure to include will result in disqualification.		
PART C: MANDATORY SUPPORTING DOCUMENTS		
These must be submitted securely with the tender package.		
Valid Certificate of Incorporation / Registration from ROCBN, Ministry of Finance and Economy.		
Latest Registration Certificate from the Ministry of Development.		
Latest Company TAP Certificate and List of TAP Accounts for Local Workers.		
Latest Tax Compliance Certificate from the Ministry of Finance (MOFE).		
Latest Statement of Annual Returns.		
Latest Road Tax for proposed vehicles.		
Latest Insurance Certificates for proposed vehicles.		
Photos of Vehicles: Clear photos from all 4 sides for each vehicle proposed for evaluation purposes.		
PART D: SUBMISSION FORMAT & PACKAGING		
Strict adherence to these requirements is critical.		
The Original Hardcopy:		
All pages are numbered consecutively.		
All pages bear the official seal/rubber stamp of the Tenderer.		

SUBMISSION CHECKLIST	SUBMITTED
All pages are initialled by the Tenderer's authorised representative.	
All price schedules are typewritten, stamped, and signed.	
All corrections are initialled.	
Bound in a form that does not facilitate page replacement (e.g., hard bound, spiral bound). Loose-leaf binders are to be avoided.	
Clearly labelled as "ORIGINAL" on the cover.	
The Duplicate Hardcopy:	
A complete and identical copy of the ORIGINAL.	
Clearly labelled as "DUPLICATE" on the cover.	
The Sealed Envelope:	
Contains both the ORIGINAL and DUPLICATE sets.	
The envelope does NOT bear the name or address of the Tenderer.	
On the top left-hand corner of the envelope, the following is clearly written:	
Tender Reference No: [_____]	
The words: "DO NOT OPEN BEFORE" followed by the Tender Closing Date and Time.	
The project description: "THE PROVISION OF TRANSPORTATION SERVICES FOR HOME BASED NURSING AND HOME NURSING, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS"	