

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

TENDER DOCUMENT

FOR

**THE RENTAL OF KIOSK AT
BLOCK R AREA, GROUND
FLOOR, SURI SERI BEGAWAN
HOSPITAL FOR A PERIOD OF
(03) YEARS**

SECTION 2

SPECIFICATION

INVITATION TO TENDER RENTAL OF KIOSK AT BLOCK R AREA, GROUND FLOOR, SURI SERI BEGAWAN HOSPITAL FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

Tenders are invited from interested parties for the rental of a kiosk at **Suri Seri Begawan Hospital, Ministry of Health**. Please refer to **Schedule A** for the image and dimensions of the kiosk available and **Schedule B** for the list of proposed Medical Sundries and Miscellaneous Services.

2. CONTRACT PERIOD

The contract will be for a period of **THREE (3) YEARS**.

3. SCOPE OF WORK

The Tenderer shall be required to:

- 3.1 Operate the kiosk which is located at **Block R Area, Ground Floor, Suri Seri Begawan Hospital, Kuala Belait, Ministry of Health**.
- 3.2 Supply standard quality of medical sundries and provide relevant miscellaneous service as required.
- 3.3 Offer a wide range of products and services, comprising (i) medical items, (ii) toiletries, (iii) merchandise, (iv) convenience food and beverages, (v) miscellaneous services and other related products, all of which shall be made available at the said kiosk.
- 3.4 Maintain operational hours from 7:00 a.m. to 10:00 p.m. for 7 days a week including Friday, Sunday and public holidays. The Tenderer, however, reserves the right to revise or reduce these hours at its sole discretion, with or without prior notice.
- 3.5 The kiosk shall provide services which include but not limited to:
 - 3.5.1 Ensuring the medical sundries and miscellaneous services are of the best quality, properly labelled and no product should be sold beyond its expiry date.
 - 3.5.2 Ensuring all the medical sundries and miscellaneous services in the kiosk are stocked at the start of working hours.
 - 3.5.3 Ensuring the medical sundries and miscellaneous services are continuously replenished.
 - 3.5.4 Responsible for maintaining the kiosk clean and ready for use at all time.
 - 3.5.5 Providing appropriate litter bins next to the kiosk area to ensure spotless operation area.
 - 3.5.6 Ensure proper labelling on/around the kiosk area if required.

- 3.6 Any civil work in related to the installation of equipment including building modification will be responsibility of the Tenderer. However, any proposal to building modifications must first be submitted to the **Chief Executive Officer, Suri Seri Begawan Hospital, Kuala Belait, Ministry of Health** for permission before its implementation.
- 3.7 The Tenant shall at its own costs and expenses reinstate the space allocated to its original state and condition (fair wear and tear exempted) on the expiry or sooner determination of the term hereby granted.
- 3.8 The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of kiosk area and any related equipment/furniture including directional signage (if any).
- 3.9 The Tenderer shall comply with rules and regulations set by the Ministry of Health at all times.
- 3.10 Service Center or Customer Care hotline shall be displayed on/near the kiosk area for technical support and maintenance purposes.

4. SUBMISSION OF PROPOSAL

- 4.1 Tenderers are required to submit **a business proposal** (colored 2D) illustrating the kiosk layout and design concept for the allocated area at **Block R, Ground Floor, Suri Seri Begawan Hospital, Kuala Belait, Ministry of Health**. The proposal should clearly detail the proposed enhancement of the appearance of the designated area where the kiosk service is to be offered, as stated in clause 3.3
- 4.2 The business proposal must include list of medical sundries and miscellaneous services to be stocked in the kiosk area.
- 4.3 Tenderers are also required to submit **price quote (MINIMUM BND150) per unit per month**.
- 4.4 Any other business proposal may be included.

5. CODE OF CONDUCT

- 5.1 The Tenderer shall possess, and maintain throughout the contract period, a valid Business Licence and shall be duly registered as a business entity in Brunei Darussalam in accordance with the Business Names Act (Chapter 92 of the Laws of Brunei). The Tenderer is required to submit supporting documentation, including certified true copies of the Business License and the Certificate of Registration, as part of the Business Proposal.
- 5.2 The space allocated for the kiosk shall be used exclusively for kiosk operations and shall not be utilised for any other purpose unrelated to its intended function.
- 5.3 Medical sundries and miscellaneous services must be **priced and displayed** properly in accordance with acceptable standard.

6. SUPPLY AND OPERATION OF EQUIPMENT

- 6.1 The installation tasks to be performed shall include but not limited to:
- 6.1.1 The connection of equipment to the electrical supply.

- 6.1.2 The alignment and testing of all equipment.
- 6.1.3 The provision of an earthing system and lighting protection.
- 6.1.4 The supply, fabrication, painting and assembly of all miscellaneous material, minor components, supports and other such items as are indicated in the accompanying documentation, are clearly intended to be provided, or are obviously required for completion of the works herein specified.
- 6.2 The Tenderer shall be responsible for maintenance and replacements of electrical fittings and lightings within the premise using LED type lightings devices where appropriate.
- 6.3 The facilities shall provide electricity supply at designated areas for the use and operation of the kiosk.
- 6.4 The Tenderer shall inform beforehand upon the cleaning, repairing, maintaining, renew, remove, replace and any of the acts stated in clause 6.1 and 6.2 to the Head of the Facilities to ensure smooth daily operations of the facilities.

7. PAYMENT OF RENT/LEGAL FEES

- 7.2 The Tenderer shall pay the monthly rent in advance at the beginning of each month without deduction. Monthly rents shall be made in the form of cheque payable to the **Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam** and shall be submitted to the office of **Acting Chief Executive Officer, Suri Seri Begawan Hospital, Kuala Belait, Ministry of Health** not later than first week of each month.
- 7.3 If at any time the rent or any part thereof (whether lawfully demanded or not) shall remain unpaid for **fourteen days** after becoming payable or if the tenderer shall at any-time fail or neglect to perform and observe any of the covenants and conditions and on his part to be performed and observed, the Government may terminate the contract with notice and without prejudice to any claim by remedy in respect of any antecedent breach of any covenant or condition.

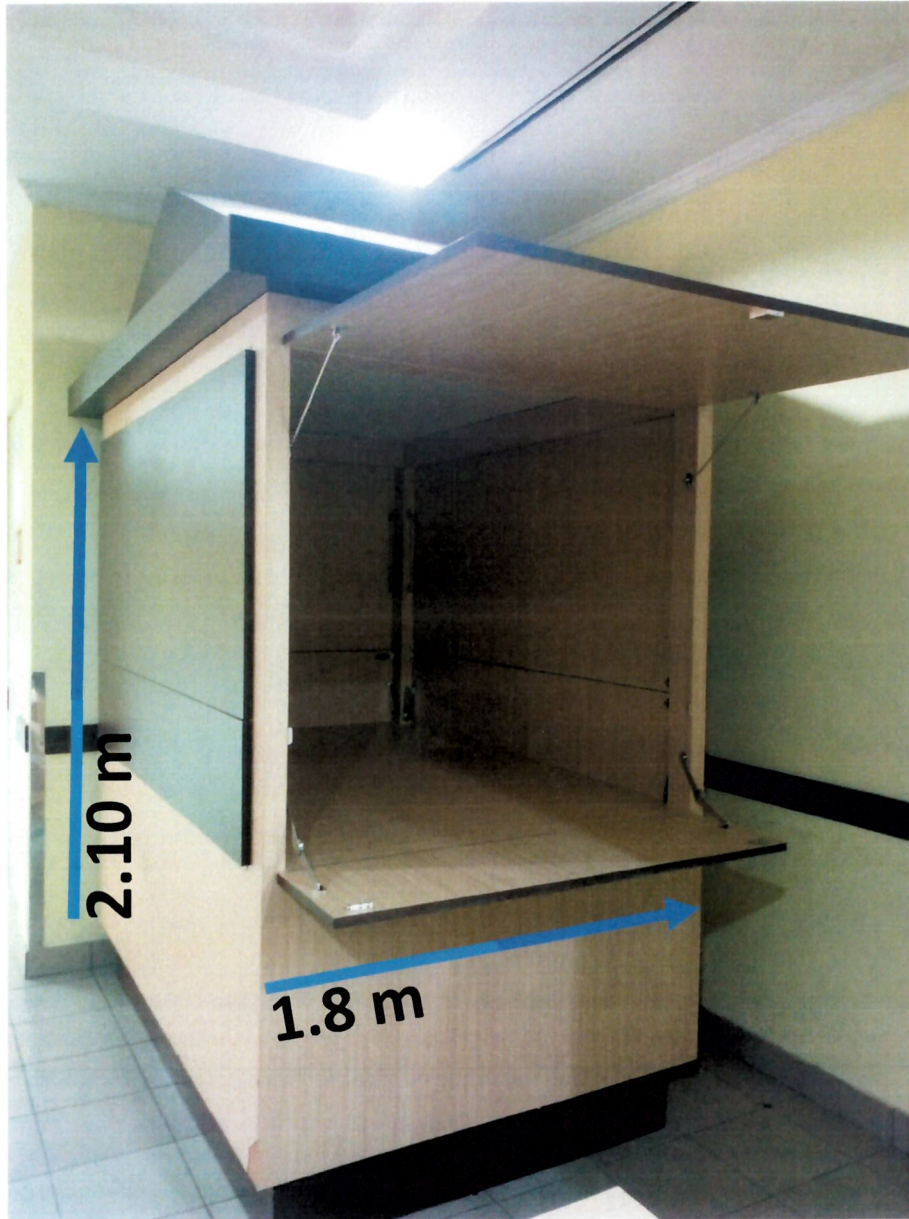
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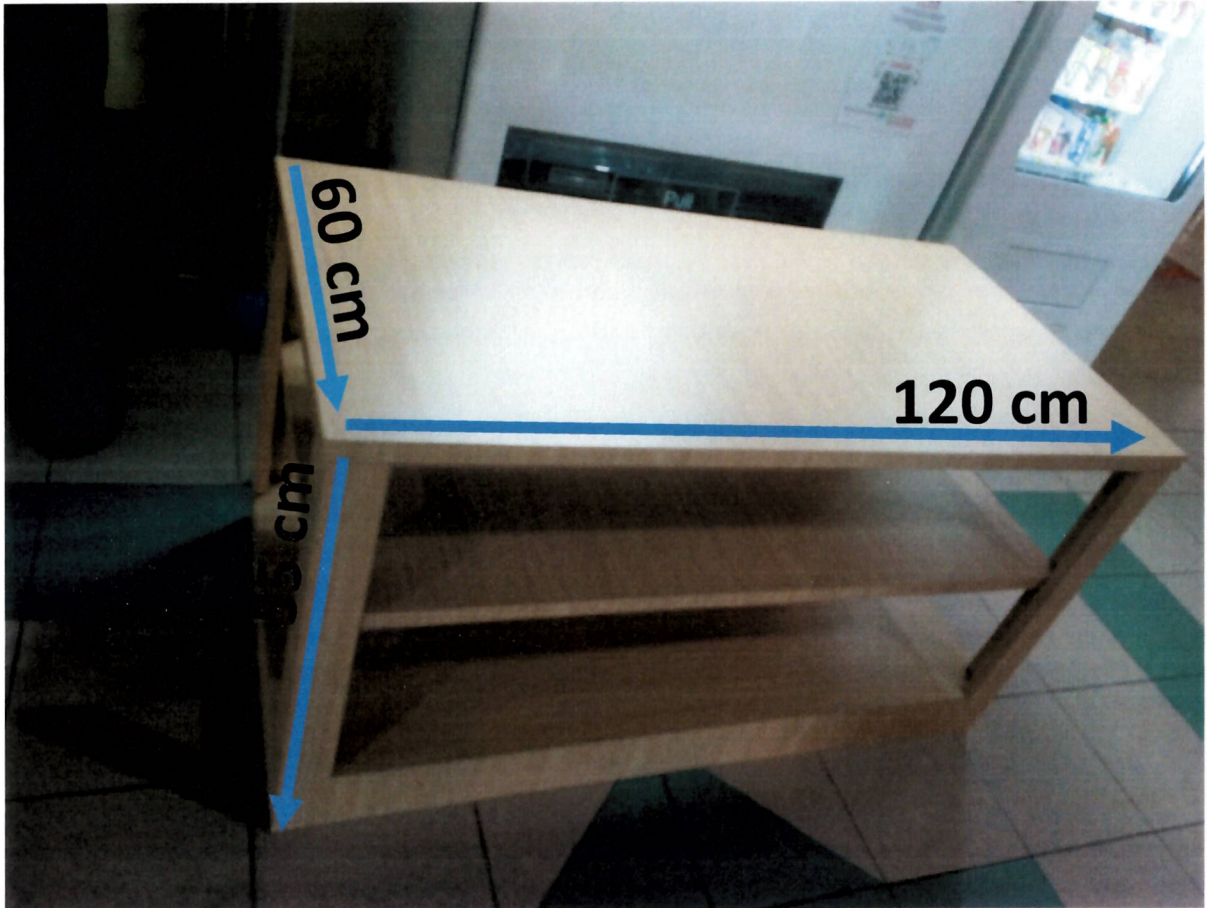
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SCHEDULE A

IMAGE AND SIZE OF THE KIOSK







SCHEDULE B**LIST OF PROPOSED ITEMS:**

NO.	TOILETERIES
1	SHOWER GEL
2	HAIR SHAMPOO
3	TOOTHBRUSH
4	TOOTHPASTE
5	HANDWASH
6	HAND SANITIZER
7	BODY LOTION
8	TISSUE PAPER
9	DIAPER (ADULT)
10	DIAPER (CHILDREN)
11	SANITARY PAD
12	NAIL CLIPPER
13	HAIR BRUSH
14	DEODORANT
15	LIP BALM
16	DISPOSABLE PANTIES
17	DISPOSABLE CUTLERIES
18	WET TISSUE

NO.	MEDICAL ITEMS
19	MASK
20	MASK EXTENDER
21	HAND SANITIZER
22	CRUTCHES
23	THERMOMETER
24	BP SET
25	GLUCOMETER & STRIP

NO.	MERCHANDISE
26	GIFT BAG / BOX
27	STATIONARIES
28	BALLOON / FLOWER / GIFT SET
29	SMALL TOWEL
30	LARGE TOWEL
31	BABY GIFT SET

NO.	CONVINIENCE FOOD ITEMS
32	INSTANT CUP NOODLES
33	CRACKERS
34	CHIPS

35	DRIED FRUITS
36	PACKEGED NUTS AND TRAIL MIXES
37	GRANOLA BARS

NO.	OTHERS
38	TOP UP EASI KAD
39	TOP UP PROGRESIF KAD
40	TOP UP IMAGINE KAD
41	POWERKAD

NO.	SERVICES
42	PHOTOCOPY SERVICE
43	PRINTING & SCANNING SERVICE

SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO.: KK/236/2025/SSBH(TC)

**INVITATION TO TENDER FOR
RENTAL OF KIOSK AT BLOCK R AREA, GROUND FLOOR, SURI SERI BEGAWAN
HOSPITAL FOR A PERIOD OF THREE (3) YEARS**

TENDER OF (name of Supplier) : _____

Company/Business Registration No : _____

Tender Closing Date : _____

Business Proposal complete with the proposed enhancement of the appearance of the Kiosk facilities, services to be offered including the system/equipment to be used and the operation, maintenance and cleaning program for the Kiosk facilities (based on the checklist of the specifications and requirements)

(To be attached with this tender form)

NO.	DESCRIPTION	RENTAL AMOUNT		
		PER MONTH (\$)	ONE (1) YEAR (\$)	THREE (3) YEARS (\$)
1	RENTAL OF KIOSK AT BLOCK R AREA, GROUND FLOOR, SURI SERI BEGAWAN HOSPITAL FOR A PERIOD OF THREE (3) YEARS			

PRICING LIST:

TOILETRIES			
LIST	PRICE	LIST	PRICE

MEDICAL ITEMS			
LIST	PRICE	LIST	PRICE

MERCHANDISE			
LIST	PRICE	LIST	PRICE

MISCELLANEOUSE SERVICES AND OTHERS			
LIST	PRICE	LIST	PRICE

1. We offer and undertake on your acceptance of our Tender to supply and deliver the above-mentioned goods 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 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:

**RENTAL OF KIOSK AT BLOCK R AREA, GROUND FLOOR,
SURI SERI BEGAWAN HOSPITAL
FOR A PERIOD OF THREE (3) YEARS**

NO.	SPECIFICATION AND REQUIREMENT	OFFER	REMARKS
1.	The Tenderer shall only be permitted to conduct the business of operating and managing the kiosk approved by the Government of Brunei Darussalam		
2.	The Tenderer shall perform the following services: - 1. Provide variety of medical sundries and relevant miscellaneous services 2. Manage all aspect of merchandising, including the handling, proper storage, and distribution of goods, ensuring that all merchandise is maintained in appropriate conditions at the kiosk 3. Maintain cleanliness and hygiene standards within the kiosk area to ensure a safe and sanitary environment for customers and staff		
3.	The tenderer shall be responsible for providing the kiosk with necessary items such as movable cabinets or other loose furniture required for its operation		
4.	Authorised officers from respective hospitals/facilities shall have the right to conduct inspections at any time to ensure continued compliance with the required cleanliness and hygiene standards of the kiosk area		
5.	The Tenderer shall provide cleaners to maintain the kiosk cleanliness, neatness, and hygiene at all time		
6.	The Tenderer shall ensure that all merchandise is properly stored and maintained in appropriate conditions		
7.	The Tenderer shall provide all necessary cleaning and operational equipment for the kiosk, including but not limited to complete set of utensils, cutleries, complete, rubbish trollies, rubbish/garbage bins, garbage plastic bags, pails, mops, and appropriate detergents for cleaning		
8.	The Tenderer shall be responsible for the proper disposable of waste e.g., waste water, food waste, and used disposable items		
9.	The Tenderer shall be responsible for maintenance of the kiosk infrastructure, including the replacements of electrical fittings, and equipment, as and when required		
10.	Any civil work in relation to the installation of equipment including kiosk modification will be		

	responsible by the Tenderer		
11.	The proposed building modifications of the kiosk structure must be submitted to the CEO of the respective hospitals/facilities for permission before its implementation		
12.	The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of any related equipment/furniture/ including directional signage		
13.	The Kiosk tenderer shall comply with rules and regulations set by the SSB Hospital at all times		
14.	Tenderers are required to submit a business proposal (colored 2D) of the layout of the designated kiosk area (Refer to SCHEDULE A) complete with the proposed enhancement of the kiosk's appearance, as well as the range of services to be offered		
15.	Tenderers are also required to submit price quote (MINIMUM BND 150) for the Kiosk		
16.	The successful company shall not sub-let the contract to a third party		
17.	The Tenderer shall operate the kiosk 7 days a week including Friday, Sunday and public holidays, and shall maintain operational hours from 7:00 a.m. to 10:00 p.m. daily. Any adjustments of the operating hours may be adjusted at the Tenderer's discretion and as deemed necessary, with or without prior notice		
18.	The Tenderer shall ensure that the appearance of the Kiosk together with the Kiosk operation management contribute positively and to enhance the image of SSB Hospital. It should be of an ambience of quality and modern-style		
19.	To submit a proposal of menu suited of Kiosk specifically ranging but not limited to items as stated in SCHEDULE B		

SCHEDULE 2 – INFORMATION SUMMARY

3.1 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 is the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - ***Operating & Managing Commercial spaces such as canteens, café, kiosks and shop lets.***
- 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 of 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

Customers 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 purpose.