

TENDER REFERENCE NO.: KK/358/2025/HTD(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**LEASING OF A3 MULTIFUNCTION COLOUR LASER
PRINTERS INCLUSIVE OF TONERS WITH MAINTENANCE
AND SUPPORT SERVICES FOR MINISTRY OF HEALTH
FOR A PERIOD OF THREE (3) YEARS [MOH/HTD/T27/2025]**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 09/12/2025

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

GOVERNMENT REQUIREMENTS

1. INTRODUCTION

1.1.1 Products and Services Sought

1.1.1 The Government intends to lease A3 Multifunction Colour Laser Printers inclusive of Toners to be used by any units/sections/departments/bodies/hospitals/health clinics and centers (defined as “End Users”) that is under the purview of Ministry of Health. It is expected that the lease will include maintenance and support services of the Equipment and for a duration of three (3) years (defined as “the Service”).

1.1.2 Tenderers are hereby invited to submit proposals FOR THE LEASING OF A3 MULTIFUNCTION COLOUR LASER PRINTERS INCLUSIVE OF TONERS WITH MAINTENANCE AND SUPPORT SERVICES FOR MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS.

2. SCOPE OF SERVICES

2.1 Supply of A3 Multifunction Colour Laser Printers Inclusive of Toners with Maintenance and Support Services

2.1.1. Tenderers shall supply (or provide) A3 multifunction colour laser printers inclusive of their toners to the requesting units/sections/departments/bodies/hospitals/health clinics and centers that is under the purview of Ministry of Health based on the amount requested.

2.1.2. Tenderers shall supply **twenty-five (25) units** of A3 multifunction colour laser printers inclusive of their toners to any of the requesting user(s) under the purview of Ministry of Health, with the option to accept further requests from users **up to a maximum of fifty (50) units** with the same price as per quoted in **Section 4 Contract** of this Tender.

2.1.2. Tenderers shall propose brand new equipment complete with the necessary software installed. The equipment must be supplied together with related accessories or consumables necessary for their daily operations.

2.1.3 The required specification for the A3 Multifunction Colour Laser Printer stated in Clause 2.1.1 are specified in **Annex 2.1**.

2.1.4 In proposing the setup of the equipment, Tenderers shall:
a. conduct site visit prior to submission of proposal (if needed)
b. liaise with and obtain approval from Ministry of Health’s officials prior to any network setup or any building works (where necessary)

2.1.5 The Tenderers shall state any price per additional services offered to be stated in **Annex 1.3**.

2.1.6 Pre-Delivery

2.1.6.1 The successful Tenderer shall dismantle and remove all existing equipment in the desired location and shall place it at a location of the Government’s choosing.

2.1.6.2 The successful Tenderer shall within **ONE MONTH (30) days** of the official request of the Government make necessary changes to the site to facilitate

environmental and operational conditions necessary for the efficient working and maintenance of the A3 Multifunction Colour Laser Printers Inclusive of Toners e.g. network connection/cabling for the equipment.

2.1.7 Delivery, Installation and Configuration

2.1.7.1. The successful Tenderer shall observe all ordinances, regulations and directives enforced in Brunei Darussalam during delivery and installation.

2.1.7.2. Appropriate measures shall be taken to protect the installation site as well as the immediate surroundings and any existing facilities from damage caused by preparation and installation works.

2.1.7.3. Upon delivery of the A3 Multifunction Colour Laser Printer Inclusive of Toners to the Government's designated location, the successful Tenderer together with the Government shall ensure:

- a. The A3 Multifunction Colour Laser Printers Inclusive of Toners are in good physical condition without defects.
- b. The A3 Multifunction Colour Laser Printers Inclusive of Toners conforms to the stated Tender Specifications as specified in Annex 2.1.
- c. All the required accessories/consumables are supplied.

2.1.7.3. The successful Tenderer shall then perform installations and any necessary configurations including but not limited to:

- a. Installation of all software and drivers that comes with the A3 Multifunction Colour Laser Printers Inclusive of Toners.
- b. Installation and configuration of software and drivers for the A3 Multifunction Colour Laser Printers Inclusive of Toners into existing computers, if required by the Government.
- c. Configuration of network settings for the A3 Multifunction Colour Laser Printers Inclusive of Toners, if required by the Government.

2.1.7.4. The successful Tenderer shall liaise and coordinate with the Government to ensure the provision for any necessary network connectivity and configuration requirements.

2.1.7.5. The successful Tenderer shall perform a demo or provide the necessary user guide training to the Government on the use and operation of the equipment. The demo or user guide training must come with a proper user guide documentation including basic troubleshooting.

2.1.8 Acceptance and Commissioning

2.1.8.1. The Acceptance Testing shall consist of Installation Tests including but not limited to;

2.1.8.1.1. Perform Quality Assurance test(s) and recalibrate the equipment if it fails the test

2.1.8.2. Copies of test results obtained in 2.1.9.1.1 should then be provided to the Government Technical Staff for Quality Assurance Purposes

2.1.8.3. The successful Tenderer shall submit all test reports to the Government for verification.

2.1.8.4. The A3 Multifunction Colour Laser Printers Inclusive of Toners shall be commissioned for use upon signing of the acceptance report by the Government.

2.1.9 Maintenance and Support

- 2.1.9.1. The successful Tenderer shall provide support and maintenance for the A3 Multifunction Colour Laser Printers Inclusive of Toners, including their accessories or consumables, throughout the lease period starting from the date of acceptance of the A3 Multifunction Colour Laser Printers Inclusive of Toners.
- 2.1.9.2. The successful Tenderer shall comply with the service levels required by the Government as stated in Clause 3.
- 2.1.9.3. Corrective Maintenance shall be performed without delay in accordance to the service levels stated in Clause 3
- 2.1.9.4. The successful Tenderer shall repair/replace any parts of the A3 Multifunction Colour Laser Printers Inclusive of Toners with no additional cost to the Government.
- 2.1.9.5. If the A3 Multifunction Colour Laser Printers Inclusive of Toners are found to be:
 - a. Defective in design, materials or workmanship
 - b. Fails to function properly or fails to meet any performance requirementsUnless it can be shown that it is caused by improper use or mishandling on the part of the Government, the successful Tenderer shall, at their own expense (including parts, labor, transportation and incidental costs) upon notification by the Government shall completely repair/replace the A3 Multifunction Colour Laser Printers Inclusive of Toners.
- 2.1.9.6. The successful Tenderer shall perform preventive maintenance minimum once a year according to manufacturer's recommendation and perform quality assurance test(s) on each preventive maintenance with no additional cost to the Government.
- 2.1.9.7. The successful Tenderer shall document all preventive and maintenance works as well as all necessary tests and provide a copy for the Government for record keeping.
- 2.1.9.8. The successful Tenderer shall ensure the software and system are updated from time to time without no additional cost to the Government.
- 2.1.9.9. The successful Tenderer shall ensure the license for the software and system are inclusive within the leasing period.
- 2.1.9.10. Any Field Safety Corrective Actions issued/ordered by the Original Equipment Manufacturer regardless of its severity shall be undertaken after the Government, Government Technical Staff, and the Local Regulatory Authority have been alerted and informed. Copies of the Field Safety Corrective Action must be given to the aforementioned.

2.2 Master Contract

- 2.2.1. The successful Tenderer shall enter into a Contract with the Government (in **Section 4 - Contract**).
- 2.2.2. The Contract shall be during the lease period. All prices quoted shall remain fixed for the whole duration of the Contract period.

2.3 Damages or loss of leased A3 Multifunction Colour Laser Printers Inclusive of Toners

- 2.3.1. The Government shall be responsible to ensure that the leased A3 Multifunction Colour Laser Printers Inclusive of Toners and the accessories/consumables are in good conditions.
- 2.3.2. Damages to the A3 Multifunction Colour Laser Printers Inclusive of Toners due to floods or fire shall be replaced by the successful Tenderer at no additional cost upon receiving a written notification from the Government.
- 2.3.3. Loss of the A3 Multifunction Colour Laser Printers Inclusive of Toners and its accessories/consumables due to thefts shall be replaced by the successful Tenderer at no additional cost, upon receiving a written notification from the Government and a copy of a police report.

- 2.3.4 If any equipment or accessories used to control the equipment (e.g. PC) are infected with unauthorized code (Viruses, Logic Bombs, Data Phishing etc.) designed to disrupt, disable or damage hardware or software, the successful Tenderer shall remove completely the unauthorized code at no expense to the Government and shall recover any lost or damaged data

2.4. Project Team

- 2.4.1. Project Team shall consist of staffs from the successful Tenderer and its sub-Contractor(s) and shall form the relevant sub-teams to provide the services as stipulated in Clause 2.

- 2.4.2. The successful Tenderer shall:

- 2.4.2.1. Manage and monitor the services required in this Tender, and track its subcontractor's performance and service levels, set out herein.
- 2.4.2.2. Provide comprehensive and regular reporting of project performance and shall propose the reporting format as agreed by the Government. The frequency of reporting shall be on a **monthly basis**, except when the Government requires reports submitted on a "upon delivery" or quarterly basis.
- 2.4.2.3. Attend all management meetings, whenever necessarily required, and shall respond to enquiries from the Government.
- 2.4.2.4. For fault correction relating to the equipment, provide general advice, guidance and liaison with other Government service providers or Contractors.

2.4.3. Key Team Personnel

- 2.4.3.1. The Key Team Personnel (i.e. Project Manager(s) and Team Leader(s)) of this project team shall be stationed in Brunei for the provision of their particular services during the Contract period.
- 2.4.3.2. At least one Project Manager shall be assigned for this project team and shall work full time for the whole duration of the Contract period.
- 2.4.3.3. This Project Manager shall be the key contact person to liaise with the Government for all contract matters as stated in the Contract.
- 2.4.3.4. The Government shall be notified of any proposed changes to and replacements of any key Contractor staff on the project management team during the Contract period. The successful Tenderer shall seek the Government's approval before effecting the changes and replacements.
- 2.4.3.5. All key team personnel shall possess at least 3 years' skilled experience in project implementation activities.

- 2.4.4. The team personnel should have the experience to carry out the following services:

- 2.4.4.1. To have provided installation, configuration and testing services;
- 2.4.4.2. To have provided support and maintenance services;

- 2.4.5. The successful Tenderer shall work together with the new service provider to execute the Exit Plan, when the Contract terminates or towards the end of the Contract period (in the event of Contract non-renewal with the successful Tenderer).

2.5 Documentations and Deliverables

- 2.5.1 The successful Tenderer shall be responsible for delivering all relevant documentation for the provision of related services. These shall include the following deliverables:

Service Type	Key Project deliverables
Delivery, Installation and Configuration	Delivery Report Test Report User Guide
Acceptance and Commissioning	Acceptance Report
Support and Maintenance	Monthly Usage Performance Report Inspection Report Service Report Incident Report

- 2.5.2 The successful Tenderer shall consolidate all the documentation stated above such that a complete set of documentation is submitted to the Government for record.
- 2.5.3 The documentation set submitted to the Government shall be in the hard copy form (e.g. printed document) and soft copy (e.g. DVDs / CDs / online / email).
- 2.5.4 All equipment's and software shall be inclusive of documentation manuals and media kits, where applicable.

3. SERVICE LEVEL

3.1. General

- 3.1.1. The Government will contact the successful Tenderer in the event of a fault in the equipment and its accessories/consumables.
- 3.1.2. The successful Tenderer shall be required to repair or replace faulty hardware during lease period within the service levels specified in Clause 3.3.1 at no additional cost to the Government.
- 3.1.3. If the faulty hardware does not meet the specified service levels and cannot be repaired and service not restored within the duration stated in clause 3.3.1 then **alternative services** shall be provided by the successful Tenderer, at no additional cost to the Government.

Alternative services provided shall include (but are not limited to):

- Immediately replacing the faulty equipment or
- Loan of similar or equivalent equipment while waiting for the faulty equipment to be repaired

- 3.1.4 All incidental costs including parts, transportation and labor charges incurred by the successful Tenderer pursuant to Clause 3 shall be borne by the successful Tenderer.

3.2. Service Support

- 3.2.1. The successful Tenderer shall provide **twenty-four (24) hour** support services to the requesting End Users, **seven (7) days** a week.
- 3.2.2. The successful Tenderer shall also provide at least two telephone numbers, including an emergency contact number and an email address for use, after Government Office operating hours or during public holidays, to the End Users and the Government Technical Services Team. The purpose is for both sales and post-sales services and support.

3.3. Prescribed Response Time

- 3.3.1. On receipt of a request from the Government the successful Tenderer undertakes to dispatch skilled qualified engineers/technicians within the following Response and Total Down Times:

Description	Service Level	Remark	Duration	Action
Response time	1	To have 24 hours on-call system and to receive the call immediately	Immediately after receipt of notification (normal Operating hours & non-operation hours)	To give advice related to the equipment highlighted.
Down time	1	Affecting services	Not more than 1 hour after receipt of notification	If exceed 1 hour the tenderer has to provide replacement equipment or any other alternative services in order for the treatment to continue.
	2	Not affecting services	Not more than 24 hours after receipt of notification	To attend the complaint and fix the equipment within 24 hours

3.3.2. If the successful Tenderer fails to respond to the notification or to render the equipment fully operational within the timeframe stated above without providing suitable and equivalent alternative services, then the Government may impose liquidated damages of the amount specified in Section 4.

3.4 Delays

3.4.1 If the successful Tenderer;

3.4.1.1 fails to perform the Preventive Maintenance Services within the time specified in the Preventative Maintenance Services Schedule; or

3.4.1.2 fails to complete the Corrective Maintenance Services within the specified Down Time without providing alternative services; then the sum equivalent of **five percent (5%)** of the annual leasing fee for the affected Equipment for each week of such failure or delay and pro rata for parts of a week until the delayed PM has been completed (counted after the scheduled PM date); or the Equipment has been successfully repaired (counted after elapse of 1 hour or 24 hours after notification);

3.4.1.3 fails to comply with the Response Time as specified in Clause 3.3.1, then the sum of **Fifty Brunei Dollars (B\$50.00)** for each hour of such failure or delay counted after the end of the appropriate Response Time.

4. PAYMENT

4.1. All payment claims shall be submitted to the respective End Users together with the supporting documents such as the successful Tenderer's invoices, delivery orders, monthly usage performance reports, acceptance reports and service reports.

4.2. Payments will be made within the period of **sixty (60) days** upon receiving such claims with complete documentations. Payments shall be made using the respective End Users allocated budgetary account, unless otherwise instructed.

4.3. Notwithstanding, provision of the Service to End Users shall only be made within the Contract Period which corresponds to the allowed period for such payment claims to be made by the successful Tenderer to the respective End Users.

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SCHEDULE 1 – INFORMATION SUMMARY

1.1. Tenderers shall provide in this Schedule the following information:

- a. Management summary
- b. List of all the companies (including the Tenderer and Tenderer's sub-contractor(s), if any) involved in the provision of the services and items specified in this tender, and the responsibility of each company.
- c. Company profile (including the Tenderer and Tenderer's sub-contractor(s), if any) shall include company strengths, organization structure, management background, financial standing etc.
- d. Copies of Company's Certificate of Corporation or Firm's Certificate of Registration, as applicable, and a receipt of the document fee.
- e. Years of experience (as of the Tender Closing Date) and skills of the Tenderer and sub-contractor(s) in
 - Supply and Delivery of IT Equipment; and
 - Providing Maintenance and Support Services
- f. Description of the features and flexibility of the Equipment and Software proposed, including:
 - Overview
 - Configuration
 - Performance
 - Compatibility
- g. Status and support policy of each major product (e.g. how long each product has been available in the market, the manufacturer, commitment in terms of life cycle and in the case of software, the current version number and the number of versions released in the last 24 months with information summary for the proposed version).
- h. Other information which is considered relevant.

SCHEDULE 2 – SUB-CONTRACTS

- 2.1. Tenderers shall complete **Table 2.1** below 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 Tenderer and each sub-contractor involved, as well as their respective responsibilities.
- 2.2. Tenderers shall also indicate in **Table 2.1** below any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.
- 2.3. Tenderers shall also provide letter of certification of any alliance relationship established with each sub-contractor.

Table 2.1 – Responsibility Table

Company Name	Responsibility Description	Alliance Relationship between contractor and sub-contractor(s)		
		Alliance exists? (Y/N)	Date Established	Alliance Description
Tenderer				
Sub-Contractor(s)				

SCHEDULE 3 – TENDERER’S BACKGROUND

- 3.1. Tenderers shall set out in this Schedule its company and sub-contractor(s) (if any) profile, including company strengths, organization structure and management background, details of workshop and branches (in all four districts) and the percentage of local Bruneians working in the company.

SCHEDULE 4 – TENDERER'S TRACK RECORD

4.1. Company Contribution

4.1.1. Tenderers shall complete **Table 4.1** below, with information about the contribution percentages of different companies (which can be the Tenderer, sub-contractor(s), or other manufacturer(s) in the provision of the following project services or items:

(a) Supply and Delivery,

Tenderers shall list the company(s) responsible for the provision of Supply and Delivery of IT equipment, and related services as set out in **Section 2**. Contribution percentage of each company shall be provided based on the relevant number of man-days, service price or cost, over total man-days, service price or cost for Supply and Delivery, and Related Services.

(b) Equipment and Operating System

Tenderers shall list the manufacturer/developer(s) of all the proposed IT equipment and operating system item(s). Contribution percentage of each manufacturer/developer shall be provided based on the relevant equipment or software price/cost over total equipment and operating system price/cost.

(c) Maintenance and Support Services

Tenderers shall list the company(s) responsible for the provision of Maintenance and Support Services. Contribution percentage of each company shall be provided based on the relevant number of man days, service price or cost, over total man days, service price or cost for Maintenance and Support Services.

4.1.2. The sum of contribution percentages across different companies on a particular project service or item must give a total of 100%.

Table 4.1 Contribution of Companies in %

Ref No.	Company Name	Supply and Delivery	Equipment and Operating System	Maintenance and Support Services
	Tenderer			
	Sub-contractor(s)			
	Other companies/ Manufacturers (if not Tenderer and sub-contractors)			
	Total	100%	100%	100%

SCHEDULE 5 – TENDERER’S EMPLOYEES AND THEIR DUTIES

5.1. Project Team Structure

5.1.1. Tenderers shall provide a clear organization chart to show the project management structure.

5.1.2. Tenderers shall provide a clear organization chart of the project team. Descriptions shall be provided to show how the project team addresses the technical requirements and how to discharge the Implementation and Related services stated in **Section 2**.

5.2. Project Role and Staffing Arrangement

5.2.1. Tenderers shall provide, in **Table 5.1** below, the following information in respect of each of their project staff designated:

- a. Name;
- b. Company to which the project staff belongs;
- c. Proposed role in this project;
- d. Terms of Service;
- e. Language (Spoken); and
- f. Deployment of staff for this project, including information about estimated effort and estimated schedule of work.

Table 5.1 Project Role and Staffing Arrangement

Name	Company	Language Spoken	IC/Passport No.	Proposed Project Role		Terms of Service		Schedule of Work	
				Team/ Sub-Team	Staff	Full-time/ Part time	Onsite / Local Offsite/ Overseas	Start Date	End Date

SCHEDULE 6 – SOFTWARE [“LEAVE BLANK IF NOT USED”]

6.1. Software items

6.1.1. Tenderers shall propose in this part all necessary software items that will be:

- Licensed to the Government
- Supplied and supported by the Tenderers

These must include Operating System Software and other software running on each of the proposed Equipment. Details of the proposed software items, including product description and version number shall be provided.

6.1.2. Tenderers shall complete **Table 6.1(a)** and **Table 6.1(b)** with all the software items that will be supplied by the Tenderer and licensed to the Government, in performing the functions specified in **Section 2** (including all the essential functions and desirable functions that the Tenderer is committed to offer).

6.1.3. Tenderers shall complete **Table 6.1(a)** and **Table 6.1(b)** with same contents (other than cost-related information), ensuring the two tables correspond with each other.

6.1.4. Tenderers shall:

- a. Enter 'N/C' (i.e. no charge) where applicable
- b. Charge annual license fees, if applicable
- c. Include all necessary and related components for the installation of the software

Table 6.1(a) Proposed Software Items

Item No	Product/ Version No.	Description	Manufacturer	One-time cost	Annual License Fee
			Total		

Table 6.1(b) Proposed Software Items

Item No	Product/ Version No.	Description	Manufacturer
			Total

SCHEDULE 7 – EQUIPMENTS SPECIFICATION

- 7.1. Tenderers shall complete **Table 7.1(a)** with all the Equipment that will be supplied and implemented by the Tenderer in performing the functions specified in **Section 2** (including all the essential and desirable Equipment and services that the Tenderer is committed to offer).
- 7.2. Tenderers shall also provide specifications of the proposed Equipment to meet the requirements as specified in **Section 2**.
- 7.3. Tenderers shall complete **Table 7.1 (a)** and **Table 7.1(b)** with same contents (other than cost-related information) ensuring the two tables corresponds with each other.

Table 7.1(a) Proposed Equipment

Item No.	Manufacturer	Model / Part No.	Software**	Description	Monthly Lease Price	3yrs Lease Price

Table 7.1(b) Proposed Equipment

Item No.	Manufacturer	Model / Part No.	Software**	Description

** Tenderers shall list all utilities and other software to be installed on the proposed Equipment items as in **Schedule 6 – Software**.

SCHEDULE 8 – IMPLEMENTATION PLAN

- 8.1 Tenderers shall show the proposed implementation plan in **Table 8.1**. Tenderers shall propose the appropriate activities and deliverables with reference to **Section 2 – Government Requirements** and shall include any other recommended activities and deliverables in the table. Tenderers shall provide detailed breakdown on each implementation service and activity.

Table 8.1 Implementation Plan

Major Activities/ Tasks	Tentative timeframe (Date)		Estimated Effort (Man days)			Measurement Metrics	Deliverables
	Start	End	Contractor	Govt.	Others (Pls. Specify)		
	Total						

Note: (i) 1 Manday = 8 hours; 1 Man-month = 22.5 Mandays.

SCHEDULE 9 – DOCUMENTATION AND DELIVERABLES

- 9.1 Tenderers shall propose a complete list of documentation that will be provided, including all the documents for the equipment and software specified in **Section 2**.
- 9.2 Tenderers acknowledge that such documentation is subject to Government Approval and may be subject to change to meet the Government Requirements.

SCHEDULE 10 – INSTALLATION AND ACCEPTANCE TESTS

- 10.1 Tenderers shall state in this Schedule the Installation and Acceptance Tests (as specified in **Section 2 – Government Requirements** to be performed.
- 10.2 Tenderers shall propose the test approach and the test tools (if any) for conducting the Installation and Acceptance Tests.
- 10.3 Tenderers shall propose the Installation and Acceptance Tests checklist for the final acceptance subject to approval by the Government.

SCHEDULE 11 – TRAINING PLAN [**“LEAVE BLANK IF NOT USED”**]

11.1 Training Plan and Approach

Tenderers shall describe the training plan and approach, as specified in **Annex 2 Clause 1.2**. These shall include the following:

- a. Overall training methodology and approach, for example, training recommendations so that end-user training can be effectively rolled out within the planned timeframe.
- b. Detailed approach of the course, for example:
 - i. Types of learning modes (e.g. classroom, hands-on assisted training)
 - ii. Types of delivery aids (e.g. presentation slides)
 - iii. Types of course materials
 - iv. Course Contents
 - v. Size per class

11.2 Training Resources

Tenderers shall describe in this Schedule their training resources and facilities.

11.3 Training Courses to be provided by Tenderers

11.3.1 Tenderers shall propose in this Schedule the course to be provided and conducted by the Tenderer, as specified in **Annex 2 Clause 1.7**.

11.3.2 The proposed training schedule shall be in line with the detailed implementation plan provided in **Schedule 8 Implementation Plan**.

11.3.3 Tenderers shall complete Table 11.1 using the following guidelines:

Column Heading	Descriptions
Course Title	The title of the course, which shall be clear and self-explanatory for the Government's understanding. Where necessary, brief descriptions shall be included.
Course Contents	The topics/sub-topic to be covered during the course.
Format	Classroom and hands on or Online or Hybrid (please specify).
Number of Sessions per Course	The number of sessions that trainees need to attend in order to complete the course.
Total Duration (Hours) per Course	Total number of hours that trainees need to attend in order to complete the course.
Proposed Number of Classes	More than one class shall be proposed for a particular course if the number of trainees is large and considered not manageable in one class.
Category of Trainee	Project team member, end user, others (please specify).
Size per Class	Number of trainees per class.
Scheduled Date(s) for each Class	The proposed date(s) for trainees to attend the sessions.
Venue	Details of the selected venue to be provided by the Tenderer, or third-party training centre, unless otherwise required by the Government.

Table 11.1 Training Plan and Details

Course Title	Format	Number of Sessions per Course	Total Duration (Hours) per Course	Proposed Number of Classes	Category of Trainee	Size per Class	Scheduled Date(s) for each Class	Venue

SCHEDULE 12 – STATEMENT OF COMPLIANCE

- 12.1 Tenderers shall indicate their compliance by providing a compliance table in **Table 12.1**, with clause-by-clause including sub-clause by sub-clause statement of compliance corresponding to **Section 2**.
- 12.2 Proposal without this compliance table will be considered incomplete and will be disqualified.
- 12.3 Tenderers shall also indicate their technical compliance by providing a compliance table in **Table 12.2**, with line-by-line statement of technical specifications compliance corresponding to **Annex 2**.

Table 12.1 Statement of Compliance

Section	Sub-section No	Compliance ¹ Yes or No	Remarks ²

Note:

1. Please put “Yes” if complies “No” if not complied
2. Where appropriate, Tenderers shall specify how the requirement will be met in the remarks column

- 12.4 Proposal without the compliance table specified in Table 9.1 will be considered incomplete and shall be disqualified

SCHEDULE 13 – PRICE SUMMARY

- 13.1 Tenderers shall provide a summary of the aggregate price for the non-recurrent (one-time) cost, monthly and annual recurrent cost and other price information in **Table 13.1**. Tenderers shall ensure the accuracy and consistency with the items proposed in this tender. This Schedule must be completed in full and the price shall be consistent with the prices listed in the following Schedules. In case of discrepancy, this written Schedule document shall prevail.

The charges in **Table 13.1** are for the purpose of total price assessment for this project.

- 13.2 Items listed in Table 13.1 are guidelines to Tenderers and may not be exhaustive. Tenderers shall ensure the completeness and accuracy of the information provided for a total price assessment. Tenderers shall also include in this schedule the non-recurrent (one-time) and monthly recurrent cost of other items.

- 13.3 Tenderers shall:

- a. Enter 'N/C' (i.e. no charge) where applicable.

Table 13.1 Price Summary

Take note: The Overall Total Pricing for Leasing should be reflected in the Tender Form. (Section 1-Annex 1.3 -For submission in Pricing Proposal)

LONG TERM LEASE FOR 3 YEARS		
SCOPE	ITEM DESCRIPTION WITH MINIMUM SPECIFICATIONS	RATE PER UNIT PRINTER
1.1	A3 Multifunction Colour Laser Printer	(Monthly Rate)
1.1.1	Type/Function Colour Printing, Colour Copying, Colour Scanning with Trusted Platform Module (TPM)	
1.1.2	Printing Speed Up to 25 ppm with Quad Core 1.2GHz Processor for A4 Black & Colour (equivalent or higher)	
1.1.3	Print Quality 4800 Colour Quality	
1.1.4	Duplex Printing Integrated Duplex	
1.1.5	Print Resolution Minimum Black & Colour – 1200 x 1200 dpi	
1.1.6	Ports Connectivity Gigabit Ethernet (10/100/1000), Front USB 2.0 Spec Hi-Speed Certified Port (Type A), 802.11a/b/g/n/ac + Apple iBeacon, USB 2.0 Spec Hi-Speed Certified (Type B)	
1.1.7	Memory Standard 4096MB (equivalent or higher)	
1.1.8	Media Handling 500-Sheet Output Bin, 550-Sheet Tray, 150-Sheet Multipurpose Feeder	
1.1.9	Recommended Monthly Page Volume 4,000 to 20,000 Pages	
1.1.10	Maximum Monthly Duty Cycle Up to 100,000 Pages Per Month	
1.1.11	Scanner Resolution Enhanced – Up to 600 x 600 dpi, Optical – Up to 600 dpi	
1.1.12	Scanning Speed (Black & Colour) Simplex Scan Speed: Up to 100 sides per minute (A4)	

LONG TERM LEASE FOR 3 YEARS		
SCOPE	ITEM DESCRIPTION WITH MINIMUM SPECIFICATIONS	RATE PER UNIT PRINTER
	Duplex Scan Speed: Up to 200 sides per minute (A4)	
1.1.13	ADF Scan DADF (Single Pass Duplex)	
1.1.14	Scanner Type Flatbed Scanner with Automatic Document Feeder	
1.1.15	Included Accessories/Consumables - One (1) Set Starter Packs Black & Colour (C, M, Y) Toners - Two (2) X Black Toner Cartridge, up to 47.7K Pages - Two (2) X Cyan Toner Cartridge, up to 46.9K Pages - Two (2) X Magenta Toner Cartridge, up to 46.9K Pages - Two (2) X Yellow Toner Cartridge, up to 46.9K Pages - One (1) X Custom Made Solid Wood Cabinet with Caster Wheels and Safety Locks (Size (mm-H x W x D)/Weight: 809 x 592 x 660 mm/81.9kg) or Equivalent	
1.2	Pricing Based on Number of Units Leased	(Monthly Rate)
1.2.1	Leasing price for twenty-five (25) units and below	
1.2.2	Optional – Leasing price for more than twenty-five (25) units and up to a maximum of fifty (50) units	
1.3	Demo/Trial & User Training	(One-Time Rate)
1.3.1	User training on the use and operation of the machine & comes with a proper user guide including basic troubleshooting	
1.4	Delivery of Equipment with Site Preparation and Installation	
1.5	Price per additional services offered excluding print counter by pages (where applicable)	
	Overall Total Price for Leasing (Up to 25 Units)	
	Optional – Overall Total Price for Leasing (Up to 50 Units)	
	Overall Total Price for Leasing for 3 Years (Up to 25 Units)	
	Optional – Overall Total Price for Leasing for 3 Years (Up to 50 Units)	

(Signature & Company Stamp of Tenderer)
Date:

(Signature & Name of Witness)
Date:

SCHEDULE 14 – DECLARATION FORM

- 14.1 Tenderers are required to make a declaration in the form of the Tenderer's Declaration (Section 3 Annex 3.1). The purpose of the declaration is to prevent incidences of collusion among potential tenderers to this Invitation to Tender.

ANNEX 3.1 – TENDERER’S DECLARATION FORM

PENGAKUAN PENENDER / TENDERER’S DECLARATION

Rujukan Tawaran <i>Tender Reference</i>	KK/358/HTD/2025(TC)
Tajuk Tawaran <i>Tender Title</i>	LEASING OF A3 MULTIFUNCTION COLOUR LASER PRINTERS INCLUSIVE OF TONERS WITH MAINTENANCE AND SUPPORT SERVICES FOR MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS [MOH/HTD/T27/2025]
Kementerian / Jabatan <i>Ministry / Department</i>	MINISTRY OF HEALTH

ANNEX 3.2 – TENDER FORM (TECHNICAL PROPOSAL)

TENDER FORM - (FOR SUBMISSION IN TECHNICAL PROPOSAL ENVELOPE)

Date : _____

**TO: THE CHAIRMAN
MINI TENDER BOARD
MINISTRY OF HEALTH
COMMONWEALTH DRIVE
JLN MENTERI BESAR
BANDAR SERI BEGAWAN BB 3910
BRUNEI DARUSSALAM**

Sir,

Having examined the documents comprised in the Invitation to Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for **Leasing of A3 Multifunction Colour Laser Printers Inclusive of Toners with Maintenance and Support Services for Ministry of Health for a Period of Three (3) Years** in conformity with the said Requirements and Schedules in the sum stated and sealed in a separate envelope marked “**Technical Proposal**”.

We agree to abide by this Tender for a period of **TWELVE (12) months** from the deadline for submission of tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We shall execute a formal agreement in the appropriate form set out in the Tender Document together with such further terms and conditions, if any, agreed upon between the Government and us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ days of _____ 20 _____

Signature

(In the Capacity of)

Duly Authorised to sign Tender for and on behalf of

Witness

Address

Signature

ANNEX 3.3 – TENDER FORM (PRICING PROPOSAL)

TENDER FORM - (FOR SUBMISSION IN PRICING PROPOSAL ENVELOPE)

Date : _____

**TO: THE CHAIRMAN
MINI TENDER BOARD
MINISTRY OF HEALTH
COMMONWEALTH DRIVE
JLN MENTERI BESAR
BANDAR SERI BEGAWAN BB 3910
BRUNEI DARUSSALAM**

Sir,

Having examined the documents comprised in the Invitation to Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Leasing of A3 Multifunction Colour Laser Printers Inclusive of Toners with Maintenance and Support Services for Ministry of Health for a Period of Three (3) Years** in conformity with the said Requirements and Schedules for the sum of

(Total amount in words and figures)

We agree to abide by this Tender for a period of **TWELVE (12) months** from the deadline for submission of tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We shall execute a formal agreement in the appropriate form set out in the Tender Document together with such further terms and conditions, if any, agreed upon between the Government and us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ days of _____ 20 _____

Signature

(In the Capacity of)

Duly Authorised to sign Tender for and on behalf of

Witness

Address

Signature