

TENDER REFERENCE NO.: KK/366/2025/ESTETRIPASH(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**TERM CONTRACT FOR THE PROVISION OF
COMPREHENSIVE MAINTENANCE SERVICES FOR LIFTS
AND DUMBWAITERS AT WOMEN AND CHILDREN
CENTRE, RAJA ISTERI PENGIRAN ANAK SALEHA
HOSPITAL FOR A PERIOD OF THREE (3) YEARS**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 06 January 2026

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

SPECIFICATIONS

TERM CONTRACT FOR THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR LIFTS AND DUMBWAITERS AT WOMEN AND CHILDREN CENTRE, RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- 1.1 Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of comprehensive maintenance (hereinafter referred to as "Maintenance Service") for lifts and dumbwaiters at the following sites:
- Women and Children Centre, Raja Isteri Pengiran Anak Saleha Hospital:
 - 1. Passenger Lift No. 1 (LF1)
 - 2. Passenger Lift No. 2 (LF2)
 - 3. Passenger Lift No. 3 (LF3)
 - 4. Passenger Lift No. 4 (LF4)
 - 5. Passenger Lift No. 5 (LF5)
 - 6. Passenger Lift No. 6 (LF6)
 - 7. Passenger Lift No. 7 (LF7)
 - 8. Passenger Lift No. 8 (LF8)
 - 9. Dumbwaiter (DW – Pharmacy)
 - 10. Dumbwaiter (DW – Record Room)
- 1.2 The duration of the **Maintenance Services** is for **three (3) years**.
- 1.4 The Maintenance Services shall be **COMPREHENSIVE** to always keep the Lifts and Dumbwaiters in normal operating condition which shall include:
- 1. Full coverage replacement of any consumables.
 - 2. Full coverage replacement of any spare parts.
 - 3. Troubleshooting, repair, and rectification works.
 - 4. Configuration and setting of any instrumentation of Lift and Dumbwaiter.
 - 5. Conduct testing and commissioning works.
- 1.5 To enable the proper evaluation of the Tender, Tenderers must complete the list of registered personnel with full details of their qualifications, and experiences for Mechanical and Electrical engineering as set out in **Section 3, Schedule 7 – List of Personnel**.

2. MAINTENANCE SERVICE

- 2.1 The Contractor shall carry out preventive maintenance as set out in **Schedule C - Maintenance & Servicing Schedule** and required to submit service reports base on the given tasks covering details of periodic inspection, servicing and repairs which shall include any nature of fault discovered, rectification work done, materials and parts used, and others as requested by S.O.
- 2.2 Preventive maintenance shall be carried out during Government working hours: 07.45 am – 12.15 pm & 01.30 pm – 04.30 pm.
- 2.3 The Contractor shall prepare and submit a work schedule covering the preventive maintenance (2) weeks in advance for approval.
- 2.4 The Contractor shall ensure that his personnel comply with the work schedule while carrying out the routine preventive maintenance.
- 2.5 Preventive Maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the Lift and Dumbwaiter.

- 2.6 Where necessary, the Superintending Officer reserves the right to shift the schedule maintenance date to alternative date/s, in conjunction with a VIP visit to any the sites with or without prior notice.
- 2.7 To ensure immediate response by the Contractor and/or his personnel, the Contractor shall submit contact numbers of his personnel to enable the Superintending Officer or his representative for reporting faults and breakdowns.
- 2.8 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 at no additional cost.
- 2.9 The Contractor shall provide everything deemed necessary for the proper execution of all works according to the indent of specification such as tools, equipment, transport, barrier, necessary warning sign, and others where necessary.
- 2.10 The Contractor shall maintain an office in Bandar Seri Begawan where he can be notified by telephone or whenever requested by S.O. to be dispatched for any repair, rectification or replacement works when instructed and for shorter response time.
- 2.11 The Contractor shall maintain an equipped workshop to carry out inspection, small repairs, and testing of electrical and/or mechanical spare parts. The Superintending Officer reserve the right to enter and inspect the workshop at any time during the Contractor's working hours. Where such entry into the Contractor's premises would create conflict with confidential information or work for the Contractor, a twenty-four (24) hour written notice will be given to the Contractor. The Contractor will ensure that a member of his staff will accompany the Superintending Officer at all times during the visit.
- 2.12 The Contractor shall be available even after office hours, Fridays, Sundays, and Public Holidays as directed by the S.O if necessary.
- 2.13 The Contractor shall maintain sufficient replacement, spare parts or any other items for the proper operation, preventive maintenance, and breakdown repairs to avoid delay during the period of the contract.
- 2.14 Any breakdown or complain must be reported to the S.O. or his representative within 24 hours in addition to the maintenance logging report made by the EMS staff. The report shall state the nature of fault, the work done and any further work that is required.
- 2.15 The Contractor shall remove and replace any supplied items which are damage, defect or not comply with the specification. If the contractor fails to do so within the reasonable time, the S.O. has the option to remove the items and replace with the correct specification and the contractor shall be responsible with the cost and expenses incurred.
- 2.16 If the S.O. thinks that any of the items supplied are not in accordance with the specification, the S.O have the right to submit the items to expert for examination and/or testing. All test in connection therewith shall be borne by the Contractor.
- 2.17 The Contractor shall not assign this contract or any portion of the work to sub-contractor without the S.O. written permission. The consent shall not be reasonably refused to the prejudice of the Contractor. The Contractor is still solely and personally responsible for making sure that all terms, stipulation, and conditions in this contract are followed by such authorized sub-contractor.
- 2.18 Any damages to the RIPAS Hospital assets found on site shall be reported to the S.O. and if the damages occurred is due to negligence during the contract period, it shall be reinstated by the Contractor at no extra cost.

2.19 The S.O. have the right to request amendment or correction of work if it is not satisfactory in terms of quality, workmanship, specification or according to instructions at the Contractor expense. Any job done which are not within the contract scope and done without S.O.'s approval shall not be claimed and will not be entertained due to negligence of contractor.

2.20 In the event of unforeseen situation such as: -

1. Force majeure
2. Lightning surge
3. Vandalism
4. Others where deemed reasonably unpredictable/unforeseen

All rectification works, parts required, repair works shall be prepared by the Contractor in the form of report complete compiled evidence, verification from S.O. and other relevant person complete with the total cost required for complete restoration of affected Lift and Dumbwaiter to normal working condition. The S.O. has the right to reject if all evidence are incomplete, lack of details and others where necessary and the Contractor shall reinstate the Lift and Dumbwaiter to normal working condition.

2.21 The Contractor shall quote all spare part cost in the Schedule D – Spare Part List of this section where the cost shall be used for any repair or rectification works in the event stated as per Clause 2.19. The cost for such repair or rectification works are not included in his quoted maintenance cost.

2.22 The Contractor shall be responsible to keep the Lift and Dumbwaiter equipment and room clean from dust, dirt, and any unwanted materials at all times.

3. PENALTIES

3.1 The Contractor shall dispatch his workers to site to attend any breakdown when instructed by the Superintending Officer or his representative **within 1 hour (Response Time)** after being notified in writing or telephone in any events deemed reasonably urgent, safety critical and other unforeseen circumstances. A penalty of **Two Hundred Dollars (B\$200.00)** for each hour of delay shall be imposed or part thereof of the response time is exceeded.

3.2 If the contractor:

3.2.1 Failure to perform preventive maintenance on the Lift and Dumbwaiter in accordance with Schedule C and/or the approved work schedule by the Superintending Officer, shall result in a liquidated damage of **Two Hundred Dollars (B\$200.00)**, each day the scheduled maintenance is delayed. However, this charge may be waived if a valid justification via written report is provided and accepted by the Superintending Officer. Alternatively, a request to reschedule the maintenance service may be submitted in advance, but it must receive prior written approval from the Superintending Officer.

3.2.2 The **Down Time** shall not exceed a minimum of three (3) days in order to keep the Equipment in good working condition in which failure to do so shall result in a liquidated damage of **Two Hundred Dollar (B\$200.00)** per day to be imposed for each day exceeded.

3.2.3 In the event where the replacement parts must be ordered and a delay is to be expected, the Contractor must without delay notify the Superintending Officer via written report of the proposed delivery and repair date in which the Superintending Officer may, at his discretion, approve or revise the proposed date. Failure to complete the corrective maintenance by the approved date will result in a liquidated damage of **Two Hundred Dollar (B\$200.00)** per day to be imposed unless a valid justification is provided and accepted by the Superintending Officer.

3.3 In the event where:

- 3.3.1 If any of the Lift and Dumbwaiter is **NOT 100%** operational due to major component issues or force majeure events and/or any other reasons for more than **two (2) weeks**, a deduction of **50%** will be imposed on the Comprehensive Maintenance cost for the affected system only.
- 3.3.2 If the **Down Time** continue to persist after the aforementioned **two (2) weeks**, and 50% of the maintenance schedule timeframe has lapsed, the Contractor will **not** be eligible to claim the Comprehensive Maintenance cost for that Lift and Dumbwaiter for the affected system only.
- 3.4 In the event where Contractor has failed to attend any breakdown or request as per stated in **Clause 3.1** of this Section, the S.O. reserve the rights to instruct **other Contractor (hereinafter referred to as "Others"** to attend instead and all cost shall be borne by the Contractor).
- 4. USE OF SITE**
- 4.1 The Contractor shall not use any of the sites for any purpose other than that of carrying out Maintenance Services stipulated in these Specifications.
- 4.2 The Contractor shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.
- 4.3 Contractor shall, at all times and at his own due diligence, adhere to the relevant guidelines, directives and regulations issued by the relevant government agencies and/or authorities, including among others, Workplace Safety and Health Order 2009, Safety, Health and Environment National Authority (SHENA) and others necessary.
- 5. PERSONAL PROTECTIVE EQUIPMENT (PPE)**
- 5.1 The Contractor shall at his/her its own expense, supply its personnel and sub-contractor's personnel, required in connection with the safe performance of the work, with adequate protective personal clothing and other protective equipment which shall be maintained in good condition or replaced and shall be worn on relevant occasions as indicated by notices, instructions and good practice.
- 5.2 The S.O. have the right to stop the work or does not allow entry to Hospital if the PPE worn by the workers assigned is deemed unsatisfactory.
- 5.3 The PPE stated below are **mandatory** to be worn by the Contractor's workers during the Maintenance Services:
1. Helmets, with or without visors - depending on the activity
 2. Face masks – depending on site requirements
 3. Eye protectors (safety goggles) – depending on the activity
 4. Overalls (coverall) bearing company name – obligatory
 5. Leg protectors and/ or industrial boots – obligatory
- 5.4 A penalty shall be imposed on the Contractor if the PPE worn are not adequate at **B\$100.00 per notice/event**.
- 6. REPORTS**
- 6.1 A record of the Maintenance Services shall be prepared and kept up to date diligently by the Contractor. The Contractor shall provide a logbook Lift and Dumbwaiter with template advised by the S.O., and to be placed in the plant room, updated during every visit and activities conducted from time to time.
- 6.2 The Contractor is also required to submit monthly reports covering details of periodic inspection, servicing, and repairs. The monthly 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.

- 6.3 The Contractor shall diligently collect, and compile work request/complaint received which shall include the following information (hereinafter referred to as "Breakdown Report"):

1. The lift's reference number.
2. Nature of breakdown/complaint.
3. Time and date of breakdown/complaint.
4. Time arrived on site to rectify/repair.
5. Description of action/works conducted to rectify the breakdown.
6. Time for Lift and Dumbwaiter reinstate to normal working condition.
7. Name of personnel attended.

This shall include obtaining a copy of user's Work Order Request/Request Form, screen shot of instructions relayed from S.O. or his representatives via mobile phone, email and others as supporting document and evidence to his Breakdown Report.

- 6.4 The Contractor shall take **before and after picture** with time stamp features enabled to indicate starting and end time of work done.

7. CONTRACT PRICE AND PAYMENTS

- 7.1 The proposed contract sum shall be deemed to cover all costs involved to perform **comprehensive maintenance services** which shall include all costs, charges and expenses for labour, materials, consumables, tools, equipment, transport, reinstatement works, documentation, insurance, taxes, duties, overheads, and any other necessary items. This proposed contract sum shall remain fixed and firm for the contract duration.

- 7.2 The Contractor shall submit the invoice of the previous month on the first week of the following month. All claims shall be addressed to:

**Head of Section
Estate Maintenance Section
Raja Isteri Pengiran Anak Saleha Hospital
Negara Brunei Darussalam**

- 7.3 The Contractor is required to attach the following documents to his payment claim:

1. Photographs (before and after / progress photograph)
2. Monthly service report
3. Breakdown report
4. Other attachment required by the S.O.

- 7.4 Payment will only be made after submission of the invoice and other related document such as the certified original and duplicate service reports by the Superintending Officer and monthly service/breakdown/technical report.

8. SUPERVISION AND PERSONNEL

- 8.1 The Contractor shall provide supervision and personnel with the necessary skills, knowledge, full time supervision of all his employees, personnel and provide Personal Protection Equipment (PPE) such as coverall (bearing the name of the Company), safety helmets, safety shoes, and tools necessary for all workmen during the course of work for the proper execution and completion of the works in a safe manner. The Contractor is responsible for ensuring the workers assigned for the performance of the works are experienced and competent in their respective job or trade category.

- 8.2 The Contractor shall ensure that such personnel are properly trained, possess suitable work pass endorsed by the relevant Department or Authority, Brunei Darussalam and employed by the Contractor throughout the contract period.
- 8.3 The Contractor is required to submit a list of names, addresses, qualifications, experiences, and other relevant information that the Superintending Officer may require, of all persons that shall be employed for the performance of the Work. Any amendments made to the list shall be submitted in writing within five (5) days upon knowledge that any person has been added or deleted from the list during the period of the contract.
- 8.4 The Superintending Officer reserves the right to remove, reject or replace any persons employed by the Contractor, who in the opinion of the Superintending Officer is not competent to execute the Work, and shall direct the Contractor to replace such person/s not later than seven (7) days.
- 8.5 The Contractor shall nominate supervisor/s for the purpose of administrative and on-site supervision.
- 8.6 To ensure the proper execution of the Work, the Contractor shall provide an adequate number of workers.
- 8.7 The Contractor shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.

9. INSURANCES

- 9.1 The Contractor shall procure the following insurances and shall remain effective throughout the contract period and any extension of time granted:
- a. Workmen Compensation
 - b. Public Liability
 - c. Fire

10. SECURITY

- 10.1 Where the Maintenance Services is to be carried out within a secure area, the Contractor shall provide to the Superintending Officer full details of all his personnel and vehicles requiring access to the site, not less than seven (7) days before entry is required. Details shall include the following particulars:
- Name
 - Address
 - Identity card number / passport number
 - Gender
 - Citizenship
 - Expiry date of work pass (for foreign workers)
- 10.2 Where security passes are issued to the Contractor's personnel, the Contractor is responsible for the proper use of the passes.
- 10.3 The Contractor shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee not being engaged to work at the secured area, or if the employee has left the Contractor's employment.
- 10.4 The Contractor shall be responsible in managing and safekeeping of his own equipment or other tools from unwanted circumstances such as theft or loss.

11. HEALTH AND SAFETY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, etc

- 11.1 The Contractor shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The Contractor shall also comply with all orders and instructions given to him from time to time by the Superintending Officer with regards to health and safety of persons in the vicinity of any site, site regulations, and the work in general.
- 11.2 The Contractor shall take all reasonable precautions to prevent loss or damage by fire, comply with existing fire regulations and all instructions given to him by the Superintending Officer with regards to fire precautions and prevention.
- 11.3 The Contractor shall also ensure that all measures are taken to control noise and dust levels produced during the Maintenance Services.

12. MATERIALS

- 12.1 All works, equipment, and materials to be used and installed under this contract shall be of first grade design and complying with Authority for Building Control and Construction Industry, British Standards, respective manufacturer's specification/recommendation, and/or other Approved International Standards.
- 12.2 The Contractor shall attach letter/document indicating its approval from the relevant authorities indicating for the items he intended to use.
- 12.3 The Contractor shall at his due diligence to refer to the latest list of approved products from the relevant Authority or Department.
- 12.4 Generally all installation shall have a **defective liability of 1 year** starting from date of installation.

13. EXTENSION OF TIME

- 13.1 The Superintending Officer may at any time during the contract, request an extension of time in which all rates for preventive maintenance and spare parts (Schedule D) shall remain unchanged.

14. VARIATIONS AND EXTRAS

- 14.1 The Superintending Officer may at any time during the contract, request a variation order for omission and/or addition where necessary.

15. SCOPE OF WORK

- 15.1 The works to be executed shall comprise of the following:
 - 15.1.1 To perform comprehensive maintenance on the Lift and Dumbwaiter in accordance with Schedule C – Maintenance & Servicing Schedule and as per manufacturer's recommendation to keep the Lift and Dumbwaiter at normal operating condition at all times.
 - 15.1.2 Any additional preventive maintenance activities required as per manufacturer's recommendation in addition to Schedule C – Maintenance & Servicing Schedule shall be performed by the Contractor at no additional cost.
 - 15.1.3 To attend any breakdown and faults of as per service call issued or instructions by the S.O or his representative at any times including Friday, Sunday, and Public Holiday at no additional charges.

- 15.1.4 To attend, check, inspect, investigate, troubleshoot, rectify, repair and others necessary to make good to all complaints requested from S.O. or his representative at no additional charges.
- 15.1.5 Upon issuance of service call and instruction by the S.O, Contractor shall produce and submit technical written report backed with evidence of the fault of breakdown found in the event together with the proposed rectification work, and any other relevant information requested by the S.O where it deemed necessary within 3 days of the reported date.
- 15.1.6 To operate the Lift and Dumbwaiter such as switching on and off at interval specified by the S.O. at no additional charges.
- 15.1.7 To attend any alarm triggered by Lift and Dumbwaiter system.

15.2 ANNUAL SAFETY TESTS

- 15.2.1 The Contractor shall carry out Annual Safety Test in accordance with the Singapore Standard CP2:2000, to be witnessed by the Superintending Officer.
- 15.2.2 Once the test/s has/have been completed, the Contractor shall certify in written form to the Ministry that the lift and/or dumbwaiter are safe for passengers/goods use within the specified capacity.

15.3 SHUTDOWN OF LIFT SERVICES

- 15.3.1 Where it is necessary to shutdown lift services for preventive maintenance, this shall be done in liaison with the Superintending Officer of the site affected. This will take the form of shutting down the lift services during the normal working day at a time when it will cause least disturbance to the passengers using the lift or dumbwaiter.
- 15.3.2 In some cases it may be practical to shut down the lift services only before or after working hours, in which case special arrangements for access and security must be made at the Ministry's expense.

15.4 CLEANING OF LIFT PIT

- 15.4.1 The Contractor shall ensure that he is equipped with his own Submersible Pump in the event the lift pit is found to be flooded and water is required to be discharged out of the lift pit. Such cleaning shall be at the Contractor's own expenses.

15.5 INSTALLATION NOT OPERATIONAL

- 15.5.1 In the event of a fault being found which requires the lift or dumbwaiter to be switched off immediately, whether for immediate repair or to prevent the fault developing into a dangerous condition or becoming more expensive to repair, the Contractor shall immediately inform the Superintending Officer of the site affected.
- 15.5.2 If the fault has developed into a breakdown where the major spare part has been repaired or replaced, the Contractor shall provide an estimated time for the repair or replacement to be carried out.

15.6 DEFECTS DURING MAINTENANCE SERVICES

- 15.6.1 When any defects in any of the lifts or dumbwaiters' performance is identified by the Contractor during the maintenance services, the Contractor shall be responsible for making good such defects.

15.6.2 Where the defects may cause danger to any persons or property or deprive passengers of the use of the lift or dumbwaiter, the report must be made within two (2) days of the last inspection.

15.6.3 The Contractor shall give due importance to safety at all times. Appropriate notices shall be posted at all landing levels whenever service/repair/safety test are being carried out. Adequate barricades should be used when a landing door is kept opened for works inside the lift hoist way or dumbwaiter or inspection works.

15.7 CANCELLATIONS etc.

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

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

15.8 REPLACEMENT PARTS, SPARE PARTS, MATERIALS etc.

15.8.1 The Contractor shall supply all replacement parts, spare parts, and consumables necessary for the proper operation, preventive maintenance and breakdown repairs of the lifts and dumbwaiters.

15.8.2 The Contractor shall ensure that these are genuine parts approved by the manufacturer/s, and here new parts or materials are to be used shall be sought in advanced. All documentation relating to the authentication of the parts shall be stamped by the manufacturers such as mill certificate and submitted together with the technical / service / breakdown report.

15.8.3 The Contractor shall not be liable to replace parts, materials, and consumables due to vandalism.

15.8.4 The Contractor is required to keep all spare parts in stock at all times. Major items which are of high cost such as motor, and unlikely to be required within one year need not be stocked. However, it is essential for the Contractor to have a spare lift hoist motor where the site is served by one lift only.

15.9 DISPATCH OF ITEMS OF EQUIPMENT FOR OVERHAUL OR REPAIR

15.9.1 The Contractor shall bear all costs in the dispatch of any parts or module of the Equipment for overhaul, repair or reprogrammed, including the costs for packing, carriage, and insurance.

15.10 EQUIPMENT AND TOOLS

15.10.1 To enable the mechanics/engineers to carry out their work efficiently, safely, accurately and without any risk of causing excessive wear to the lifts and/or dumbwaiters being service, all mechanics/engineers employed by the Contractor must be equipped with an adequate tool kit.

15.10.2 To carry out installation and testing works, the Contractor must be in possession of the following measurement instruments: -

1. Megger – Insulation resistance
2. Multitester – AC & DC voltage; DC current & resistance
3. Tong Tester – AC current
4. Tachometer & Stopwatch – Contract Speed
5. Lux Meter – Lighting of car
6. Battery Tester – Battery of E.B.O.P.S and A.R.D

- 15.10.3 To Contractor must also be in possession of other maintenance tools, grease gun, hand-held blower, vacuum cleaners etc.

15.11 INSPECTION

- 15.11.1 The Superintending Officer has the authority to inspect and test any part or the whole of the lifts or dumbwaiters at any time but not to open-up, disconnect, adjust, or alter any setting, component of control, except to operate the external switches and controls.
- 15.12.1 The Superintending Officer reserves the right to ask the Contractor or his representative during a routine maintenance visit or by giving seven (7) days written notice to carry out supervised installation test.
- 15.13.1 Any defects found during the test which would affect the installation's performance, safety or lift shall be corrected without delay. If the defect can reasonably be attributed to negligence or incompetence on the part of the Contractor's expense, the cost of correcting the defect shall be borne by the Contractor and at no extra cost to the Ministry.

SCHEDULE A**LIST OF LIFTS / DUMBWAITER AND LOCATIONS**

ITEM NO.	DESCRIPTION	QUANTITY	LOCATION
1	Passenger Lift No. 1 (LF 1)	1	Women and Children Centre
2	Passenger Lift No. 2 (LF 2)	1	Women and Children Centre
3	Passenger Lift No. 3 (LF 3)	1	Women and Children Centre
4	Passenger Lift No. 4 (LF 4)	1	Women and Children Centre
5	Passenger Lift No. 5 (LF 5)	1	Women and Children Centre
6	Passenger Lift No. 6 (LF 6)	1	Women and Children Centre
7	Passenger Lift No. 7 (LF 7)	1	Women and Children Centre
8	Passenger Lift No. 8 (LF 8)	1	Women and Children Centre
9	Dumbwaiter (DW – Pharmacy)	1	Women and Children Centre
10	Dumbwaiter (DW – Record Room)	1	Women and Children Centre

SCHEDULE B

MAINTENANCE COVERAGE

1. Items to be included in Comprehensive Maintenance

Item No.	Components
1	Lift and Dumbwaiter and associated equipment, consumables, repair works, spare parts, sensors, tracks, programming, settings, troubleshooting, rectification, configuration, testing and commissioning works and others necessary as per the maintenance requirements/schedules.
2	Repair works of Lift and Dumbwaiter such wire rope, sheaves, pulleys, bearings, drive unit, brakes, guide rails, hydraulic systems, doors and rails, buffers, counterweight, and frame, displays and indicators, buttons, door, and any other associated components.
3	Cleaning of control panel components to remove dust, dirt, and debris, inclusive of supplying electrical component such as circuit breaker, insulator, busbar, wiring, and any other associated component.

2. Items to be excluded in Comprehensive Maintenance

Item No.	Components
1	Supply / Replacement of new Lift and Dumbwaiter's set / unit, motor, passenger car, and any other major components.
2	Replacement of control panel whole unit for Lift and Dumbwaiter.

SCHEDULE C

MAINTENANCE & SERVICING SCHEDULE

1.0 General

- 1.1 The maintenance schedules set out below shall serve as a general guide for preventive maintenance services. The maintenance schedules as recommended by the equipment's manufacturers and in the equipment's, manuals shall be adopted in addition to these schedules. The Contractor shall familiarize himself with the said recommended maintenance schedules.
- 1.2 The frequencies of maintenance may be adjusted, by mutual agreement, to suit the duty and conditions of operation of the equipment.
- 1.3 The maintenance schedules set out below do not include instructions for every component part of each item of equipment, but the Contractor is expected to carry out the usual maintenance process in accordance with normal trade practices and to meet specific requirements of the equipment's manufacturers' recommendations.
- 1.4 Where follow-up work, after carrying out routine maintenance, is considered necessary, which involves further repairs, the Contractor shall notify the Superintending Officer of the extent of the repairs before proceeding with the work.
- 1.5 Certain terms used frequently in the maintenance schedules below are defined as follows:
 - 1.5.1 EXAMINE: To make careful and critical scrutiny of an item carried out without dismantling, by using the senses of sight, hearing, smell, and touch to verify that the equipment is in working order.
 - 1.5.2 TEST: To operate the equipment and/or use the appropriate testing instruments to ensure that the equipment is functioning correctly.
 - 1.5.3 CHECK: To make a thorough inspection for damage, wear, or deterioration; also, to ascertain that the equipment is correctly adjusted to conform to the required standard.

NB. In addition to establishing the normal functioning of equipment the "EXAMINE," "TEST" and "CHECK" as defined above must include verification of the satisfactory state of all safety aspects.

2.0 Plant Room

- 2.1 The plant room shall be always maintained in a clean and tidy and no waste or scrap materials are to be allowed to accumulate. No items will be stored in any plant room unless specifically required for a task within said plant room. Plant rooms are to be locked after each visit. The plant room and the external surfaces of the equipment shall be kept clean and organized. Regular cleaning should be performed to remove dust, dirt, and debris.
- 2.2 The Tenderer are also required to include refurbish & maintenance of existing plant room and repair include, but not limited to, lighting, socket, switches, exhaust fans, door, door lock set, flooring, and any other necessary works without additional cost.

3.0 Maintenance Schedule List

- 3.1 The procedures compiled below are intended only as a guide for the maintenance service work. Any related works that are not listed below but are in accordance with the manufacturer's recommendation shall be inclusive of this Tender.
- 3.2 The list of maintenance schedules is outlined in the schedule of equipment. The contractor shall adhere closely to the procedures for the scheduled maintenance in the systems. The list is by no means exhaustive and intended to serve as an essential guide and the contractor shall have engaged competent specialists familiar with the nature of work and prepare such procedures and

maintenance programs wherever necessary for the proper execution of the works. These procedures and maintenance programs are to be properly formulated and prepared for the engineer's comments and approval within fourteen (14) days upon award of the total maintenance service contract.

4.0 Maintenance Schedule of Equipment

4.1 Bi-weekly maintenance (2 week)

1. Check all bearing oils, oil rings, oil chains etc. All machines should be carefully checked for abnormal temperature rise.
2. Check all load wires of relays and contacts, check their movement.
3. Clean traction machine N-G set, relay panel control panel, starting panel, selector, governor, car top, car gate, sill, and pit.
4. Check brake action and adjust if necessary
5. Check movement of door switches, gate switches, and emergency stop switches.
6. Check indicator lamps and indicator.
7. Check indicator lights, buzzer, and car light.
8. Check levelling difference, brake slippage, acceleration, deceleration, and riding comfort.
9. Check movement of car control buttons, switches etc.
10. Check operation of weighting device.
11. Check and clean lift pit.
12. Check and test the intercom system for proper functioning.
13. Check and clean push buttons of car control switches.
14. Check and clean push buttons of car control panel.

4.2 Monthly maintenance (1 month)

Check all that performed in every two weeks include:

1. Turn grease cups for speed governor and compensating pulley.
2. Check and oil selector.
3. Top-up rail lubricator.
4. Clean M-G set's brush, brush holder and inside frame. Adjust slip ring is necessary. Check commutator.
5. Check oil electric brake pin.
6. Check oil all pins of door operator, door opening mechanism, and door lever.
7. Check and clean, oil and adjust door closer and lever.
8. Clean hoist way, beams slow-down cams, outside cage, rails, and counterweight top.
9. Clean main sheave, secondary sheaves and rope sheaves on car top and counterweight top.
10. Clean brake wheel.
11. Check oil compensating rope tensioning pulley.
12. Check door shoes.
13. Check and clean oil safety gear.
14. Clean and oil interior of terminal limit switch and position switch. Check rubber roller of terminal limit switch.
15. Check movement of limit switch.
16. Check the voltage of exciter and automatic voltage regulator.
17. Check and clean the sleeve and plunger of the electro-magnetic brake.
18. Clean the brush holder and commutator of the door motor.
19. Check the voltage of rectifier.
20. Check and top-up battery water if necessary.

4.3 Quarterly (3 months)

Check all that performed in every month, including: -

1. Check the operation of terminal limit switches and final limit switches.
2. Check the governor switch.
3. Check the traction rope for broken wire, wear, elongation and even tension. Adjust if necessary.
4. Using electric blower, remove the dust inside the M-G set, traction machine, and control panel.
5. Check oil and clean interior of door switch. Replace worn parts if necessary.
6. Check flexible cable.
7. Check the condition of commutator brushes of traction motor.
8. Check the compensating chain or rope.
9. Grease the secondary sheave, car top sheave, and counterweight top sheave.
10. Clean the connection on box of every floor, car cage. Tighten all screws and check the condition of cables at conduit inlet and outlet.

4.4 Biannually (6 months)

Check all that performed in every 3 months, including: -

1. Check the compensating chain or rope.
2. Grease the secondary sheave, car top sheave, and counterweight top sheave.
3. Check the wear of guide shoes of car and counterweight.
4. Inspect all electro-mechanical parts for wear relating to the car door mechanism, replace if necessary.
5. Inspect all the electrical & mechanism parts within the lift motor room for wear, replace if necessary. Lubricate gear wheels & bearing if required and change gear/motor oil.
6. Inspect all relays, contactors, PC boards for possible wear & overheating, replace if necessary.
7. Inspect all safety devices, governors, and to carry out normal safety tests and load test to ensure the function of over load safety device.
8. Check that the motor overload protection dashpots and oil buffer have an adequate oil level, if fitted.
9. Test emergency inverter supply circuit & Automatic Rescue Device circuit if installed. If defective, replace faulty PC boards, relays, charger circuit, Ni-Cad battery bank, etc.
9. Cleaning, removal of rust and painting lift car top equipment, car exterior, and all motor room equipment with the original matching colour, wherever necessary.
10. Check and maintain car interior (flooring, wall, handrail, and ceiling).

4.5 Annually (12 months)

Check all that performed in every 6 months, including: -

1. Check and condition of worm gear and thrust bearing of the gear box.
2. Check and tighten screws of control panel, starting panel, and relay panel.
3. Remove the dust inside the landing inductor switch by electric blower.
4. Test all safety devices.
5. Dismantle, clean, and adjust the electro-magnetic brake of gearless machine.
6. Change gear oil and motor oil.
7. Check and tighten screws and foundation bolts of traction machine, secondary sheaves, exterior of lift frame, guide rail clamp, and bracket, etc.
8. Test the over current relays.
9. Dismantle, clean, and check the ball bearing, etc. of M-G set.

SCHEDULE D

SPARE PART LIST

The price for the spare parts listed below for various equipment shall be inclusive of all labour, taxes duties, freight and consumable etc and shall remain in force for the entire duration of the maintenance contract.

NO.	DESCRIPTION	UNIT	RATE PARTS ONLY	RATE LABOUR & INSTALLATION	NET PRICE TO SUPPLY & INSTALL
	SPARE PARTS AND ASSOCIATED EQUIPMENT				
A	GENERAL				
1	Exhaust Fan (any type, make, or size)	No			
2	Down Light (any type, make, or size)	Set			
3	Fluorescent Light (any type, make, or size)	Set			
4	Rail Guard (any type, make, or size)	Set			
5	Push Button (any type, make, or size)	No			
6	Signage (any type, make, or size)	No			
7	Display Indicator (any type, make, or size)	No			
8	ARD Unit (any type, make, or size)	Set			
9	EBOPS Unit (any type, make, or size)	Set			
10	Plastic Signs (any type, make, or size)	No			
11	Intercom Unit (any type, make, or size)	Set			
12	Voice Synthesizer (any type, make, or size)	Set			
13	Hall Button (any type, make, or size)	No			
14	Marine Plywood	Lot			
15	Vinyl Floor	Lot			
B	MACHINE ROOM				
16	Main Supply Switch (any type, make, or size)	Set			

NO.	DESCRIPTION	UNIT	RATE PARTS ONLY	RATE LABOUR & INSTALLATION	NET PRICE TO SUPPLY & INSTALL
17	Traction Machine/Motor (any type, make, or size)	Set			
18	Magnetic Brake (any type, make, or size)	Set			
19	Deflector/Secondary Sheave (any type, make, or size)	Set			
20	Controller (any type, make, or size)	Set			
21	DBSS (any type, make, or size)	Set			
22	Signal Equipment (any type, make, or size)	Set			
23	Rope Hitches (any type, make, or size)	Set			
24	Governor (any type, make, or size)	Set			
25	EBOP, ARD (any type, make, or size)	Set			
C	CAR TOP				
26	Car Frame & Side Braces (any type, make, or size)	Set			
27	Car Sheave (any type, make, or size)	Set			
28	Guide Shoes / Rollers (any type, make, or size)	Set			
29	Car Doors / Door Operators (any type, make, or size)	Set			
30	SPT / Stopping Switches (any type, make, or size)	Set			
31	Hoist & Governor Ropes (any type, make, or size)	Set			
32	Safety & Safety Switches (any type, make, or size)	Set			
33	K J Box & K X Box (any type, make, or size)	Set			
34	Junction Box (any type, make, or size)	Set			
35	Floor Cams (any type, make, or size)	Set			
36	Selector Tape (any type, make, or size)	Set			
D	ENTRANCE				

NO.	DESCRIPTION	UNIT	RATE PARTS ONLY	RATE LABOUR & INSTALLATION	NET PRICE TO SUPPLY & INSTALL
37	Indicator (any type, make, or size)	Set			
38	Hall Buttons (any type, make, or size)	Set			
39	Sills & Entrances (any type, make, or size)	Set			
E	HOISTWAY				
40	Doors (any type, make, or size)	Set			
41	Door closures (any type, make, or size)	Set			
42	Door open & close (any type, make, or size)	Set			
43	Travelling cables (any type, make, or size)	Set			
44	Vanes (any type, make, or size)	Set			
45	Limit switches (any type, make, or size)	Set			
46	Stopping cams & switches (any type, make, or size)	Set			
47	CWT Guide Shoes / Rollers (any type, make, or size)	Set			
48	Counter weight & sheave (any type, make, or size)	Set			
49	Tape guide, brackets, and rails (any type, make, or size)	Set			
50	Separator beams (any type, make, or size)	Set			
51	Floor limit switches (any type, make, or size)	Set			
F	CAR CAGE				
52	Car operating panel (any type, make, or size)	Set			
53	Position indicators (any type, make, or size)	Set			
54	Car lights (any type, make, or size)	Set			
55	Fan (any type, make, or size)	Set			
56	Safety shoes (any type, make, or size)	Set			

NO.	DESCRIPTION	UNIT	RATE PARTS ONLY	RATE LABOUR & INSTALLATION	NET PRICE TO SUPPLY & INSTALL
57	Detector (any type, make, or size)	Set			
58	Light ray (any type, make, or size)	Set			
59	Riding comfort (any type, make, or size)	Set			
60	Levelling (any type, make, or size)	Set			
61	Interphone (any type, make, or size)	Set			
62	Emergency bell (any type, make, or size)	Set			
63	REM, BMS, EMS (any type, make, or size)	Set			
64	Supervisory panel (any type, make, or size)	Set			
G	PIT				
65	Safety switches (any type, make, or size)	Set			
66	Limit switches (any type, make, or size)	Set			
67	Safety device (any type, make, or size)	Set			
68	Load weighting transducer / switches (any type, make, or size)	Set			
69	Tension / selector sheave (any type, make, or size)	Set			
70	Compensating ropes / sheaves / chains (any type, make, or size)	Set			
71	Buffers (any type, make, or size)	Set			
72	CWT buffer run by (any type, make, or size)	Set			
73	Selector tape sheave (any type, make, or size)	Set			

SCHEDULE 1 – TENDER FORM

To:

TENDER REFERENCE NO.: KK/366/2025/ESTETRIPASH(TC)

TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE OF LIFT AND DUMBWAITER AND ASSOCIATED ACCESSORIES AT RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF THREE (3) YEARS

TENDER OF (*name of tenderer*)

Company/Business Registration No.: _____

Tender Closing Date: _____

No.	Description	Unit	Rate	Quantity	Amount	
					\$	¢
	THE RATE QUOTED SHALL INCLUDE:					
A	Preliminaries such as Insurances for Public Liability, Workmen's Compensation and Fire.		Inclusive			
B	Materials, consumables, labour, insurance, tools, equipment, transport, barrier, and others deemed necessary to carry out the proper execution of the works stated in this tender.		Inclusive			
C	Materials and consumables required in compliance to Infection Control Risk Assessment Implementation and Monitor Policy.		Inclusive			
1.0	MAINTENANCE SERVICES					
1.1	LIFT (SIGMA)					
	TYPE: BED / PASSENGER LIFTS					
	LOAD: 1,565 Kg					
	Capacity: 23 Persons					
	Speed: 1.75m/s					
	Hoistway / W x D: 2330mm x 3150mm					
1.1.1	Passenger Lift No. 1 (LF1)	Mth		36		
1.1.2	Passenger Lift No. 2 (LF2)	Mth		36		
1.1.3	Passenger Lift No. 3 (LF3)	Mth		36		
1.1.4	Passenger Lift No. 4 (LF4)	Mth		36		
	TOTAL AMOUNT CARRIED FORWARD					

No.	Description	Unit	Rate	Quantity	Amount	
					\$	¢
1.2	LIFT (SIGMA) TYPE: BED / PASSENGER LIFTS LOAD: 1,565 Kg Capacity: 23 Persons Speed: 1.75m/s Hoistway / W x D: 2330mm x 3080mm					
1.2.1	Passenger Lift No. 5 (LF5)	Mth		36		
1.2.2	Passenger Lift No. 6 (LF6)	Mth		36		
1.2.3	Passenger Lift No. 7 (LF7)	Mth		36		
1.2.4	Passenger Lift No. 8 (LF8)	Mth		36		
1.3	DUMBWAITER					
1.3.1	150kg (DW – Pharmacy)	Mth		36		
1.3.2	50kg (DW – Record Room)	Mth		36		
TOTAL AMOUNT FOR THIS SUMMARY OF TENDER						

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

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

TOTAL AMOUNT (IN WORDS) IN BRUNEI DOLLARS: -

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

Dated this day of 2025

Signature of authorised officer of Tenderer

Name:

Designation:

Tenderer's official stamp:

SCHEDULE 2 – INFORMATION SUMMARY

2.1 Tenderers shall provide in this Schedule the following information:

- a. Management summary
- b. Company profile (including Contractor and sub-contractor(s), if any)
- c. Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - *Provision of maintenance services for lifts and dumbwaiters.*
- 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 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 Development.

Name of company :

Registration No :

Type Of Company :
(Sdn.Bhd., Partnership, Sole proprietor, Joint Venture, Trading Co.)

Authrosied Capital (B\$) :..... Paid-up Capital (B\$) :.....

Banker for the Cmpany'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 :.....

b) Engineeers :.....

c) Technicians:.....

d) Tradesman :.....

e) Trainee/Workman :.....

f) Others :.....

TOTAL WORKFORCE :

No. of persons

We certify that the above information is correct.

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 3 years as of the Tender Closing Date.

Table 5.1 References of previous customers

Customer Name and Address	Customer Type (Govt or Quasi Govt)*	Contact Person	Title	Contact Number, Fax Number and E-mail Address

***Note:** Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. A Quasi Government is defined as an organisation which (1) is managed and controlled by the Government; or (2) has at least 50% shares being held by the Government. Please leave the column blank if the customer is neither a Government or Quasi Government organisation.

- 5.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.
- 5.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.

SCHEDULE 6

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

SCHEDULE 7
LIST OF PERSONNEL

ENGINEER

Name : _____

I/C No & Colour : _____

Date of Issue : _____

Valid Until : _____

QUALIFICATION

EXPERIENCE

FOREMAN / SUPERVISOR

Name : _____

I/C No & Colour : _____

Date of Issue : _____

Valid Until : _____

QUALIFICATION

EXPERIENCE

TECHNICIAN

Name : _____

I/C No & Colour : _____

Date of Issue : _____

Valid Until : _____

QUALIFICATION

EXPERIENCE

TRADESMAN / ELECTRICIAN

Name :

I/C No & Colour :

Date of Issue :

Valid Until :

QUALIFICATION

EXPERIENCE

SITE VISIT FORM

TENDER REFERENCE NO.: KK/366/2025/ESTETRIPASH(TC)

**TERM CONTRACT FOR THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR
LIFTS AND DUMBWAITERS AT WOMEN AND CHILDREN CENTRE, RAJA ISTERI PENGIRAN ANAK
SALEHA HOSPITAL FOR A PERIOD OF THREE (3) YEARS**

COMPANY NAME : _____

DATE OF SITE VISIT : _____

I hereby on behalf of my Company has made a Site Visit to the work location on the date stated above and understand the work requirement(s) and all specification stated in this Tender document.

I (My Company) also agree not to make any additional claim to MOH should any accident(s) or damage(s) occur during the contract period.

CONTRACTOR'S SIGNATURE

NAME: _____

DATE: _____

COMPANY STAMP

FOR OFFICIAL USE ONLY

**VERIFIED BY
S.O./O.I.C.**

NAME: _____

DATE: _____

DEPARTMENT STAMP

The Contractor must fill in this form and obtain signature from the S.O./O.I.C. as verification for having visited the Site. Failing to do so will lead to **disqualification** from this Tender.

TENDER SUBMISSION REQUIREMENT

TENDER REFERENCE NO.: KK/366/2025/ESTETRIPASH(TC)

TERM CONTRACT FOR THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR LIFTS AND DUMBWAITERS AT WOMEN AND CHILDREN CENTRE, RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF THREE (3) YEARS

GENERAL CHECKLIST

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

Description

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