

TENDER REFERENCE NO.: KK/374/2025/JPK(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF DOMESTIC WASTE COLLECTION AND
DISPOSAL SERVICES FOR SERIA HEALTH CENTRE,
BELAIT HEALTH OFFICE AND BELAIT TUBERCULOSIS
COORDINATION UNIT FOR A PERIOD OF THREE (3)
YEARS**

TENDER FEES : \$10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 30/12/2025

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)

SECTION 2

SPECIFICATIONS

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1. GENERAL

- 1.1. Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of domestic waste collection and disposal services (hereinafter 'the Services') at the following facilities:

1.1.1. SERIA HEALTH CENTRE

1.1.2. BELAIT HEALTH OFFICE, AND

1.1.3. BELAIT TUBERCULOSIS COORDINATION UNIT

(Hereinafter collectively referred to as "the Collection Points" and individually as "the Collection Point")

- 1.2. The duration of the provision of Services is for **THREE (3) YEARS**.
- 1.3. Carry out **THREE (3) TIMES A WEEK** collection and disposal of clinical / biohazard wastes from the Collection Point.
- 1.4. Tenderers are required to do site visit before quoting the tender. Failure to do site inspection **will not be** considered for evaluation.
- 1.5. The successful Vendor is required **to submit proposed** Standard Operation Procedures (SOPs) which must be applicable to the Health Centre and conform to the requirements of the Ministry of Health, Brunei Darussalam **upon submission of tender**.
- 1.6. The Vendor is responsible for obtaining and maintaining all necessary licenses, permits, and approvals, and must consistently comply with all legal and regulatory requirements related to the provision of the Services.
- 1.7. The Vendor must comply with the employment laws and regulations of Negara Brunei Darussalam, which include:
- 1.7.1. Employment Order, 2009**
1.7.2. Employment Agencies Order, 2004
1.7.3. Workplace, Safety and Health Order, 2009
1.7.4. Employment Information Act, 1974
- 1.8. In the event of any change in legal or regulatory requirements during the contract period, the Vendor must promptly take the necessary actions, at its own expense, to ensure compliance.
- 1.9. The Vendor must follow best practices as suggested or recommended by relevant industry bodies. Additionally, the quality of the Services provided must meet or exceed the standards generally recognized as acceptable in the industry.

2. JOB SCOPE

2.1. COLLECTION SCHEDULE

Collect the Waste from each site according to the schedule as set out in **Schedule A**.

2.2. **DUMPING GROUND**

Collect the waste from the **refuse Collection Points** and **transport** it to the **Municipal Dumping Ground** located at Sungai Paku for disposal or any designated approved government dumping ground within the state of Negara Brunei Darussalam.

2.3. **VEHICLES**

- 2.3.1.** Collect and transport the Waste from the Collection Points using **vehicles specially designated for such purposes** (Refuse Compactor) and approved by JASTRE. Such vehicles shall be thoroughly cleaned after each cycle of use when spillage has occurred.
- 2.3.2.** Submit the **list of vehicles proposed** for use in the performance of this Agreement **within (10) days of signing the Agreement** to the Department of Health Services, stating:
- i. the registration numbers
 - ii. load carrying capacities by weight and volume
- 2.3.3.** Any subsequent changes to the list **shall be notified to the Department of Health Services**, in advance. Substitute vehicles to be used in case of breakdown shall also be made known to the Department of Health Services in advance.
- 2.3.4.** Ensure that drivers of all such vehicles and any assistants to such drivers are properly trained to carry out their duties in a safe and professional manner and be able to manage any possible emergency situation.
- 2.3.5.** Provide such drivers and assistants with protective clothing appropriate for the tasks assigned to them.
- 2.3.6.** Ensure that the collection of waste shall not cause any inconvenience to the public.

2.4. **WASTE RECEPTACLES**

- 2.4.1.** Supply and maintain waste receptacles at the Collection Points as follows:

Collection Points	Units	Type of bins
i. SERIA HEALTH CENTRE	4	<ul style="list-style-type: none">▪ Black Garbage Bins▪ 240 liters wheel container capacity with lid and company's label
ii. BELAIT HEALTH OFFICE, AND	2	
iii. BELAIT TUBERCULOSIS COORDINATION UNIT	1	

*Note: All the bins to be returned back to the company once contract expired.
All the bins to be replaced immediately if damage or malfunction within the term of the contract.*

2.4.2. Cleaning Of Waste Receptacles

- 2.4.2.1. Clean all waste receptacles, any excess refuse in and around the waste receptacles.
- 2.4.2.2. Leave all waste receptacles clean and tidy to the satisfaction of the officer-in-charge of each of the Collection Points.
- 2.4.2.3. Ensure that the Collection Points is sprayed with insect repellent/ killer.
- 2.4.2.4. Clean all waste spillage arising or occurring during collection or transportation immediately.

2.4.3. Plastic Garbage Bags

The Contractor shall supply black plastic garbage bags at each Collection Point and replace them after each collection.

2.5. **NOTIFICATION**

2.5.1. Ensure that any matters concerned the above services are to be **communicated directly** to the relevant Management of Department of Health Services including pricing, claims/payment and collection schedule.

2.5.2. The Contractor shall **notify** the Management of Department of Health Services **within 24 hours of any disruption in the schedule of collection.**

2.6. **QUALITY OF SERVICE**

2.6.1. Ensures that the Services provided under the Agreement are of high quality and conform to the Specifications.

2.6.2. Institute strict procedures for the prevention of cross-infection.

2.7. **DAMAGE TO PERSONS AND PROPERTY**

28.1. The Vendor shall report any damage (due to negligence of the workers) of any waste collection element of the Collection Point's property immediately to the Health Centre Management.

28.2. Cost of repair/replacement of any damage to the equipment or property belonging to the Collection Points caused by the Vendor's personnel shall be borne by the Vendor.

2.8. **PENALTIES**

The Management of Department of Health Services reserves the right to impose a penalty / penalty amounting to **10% of the total sum of claiming in a month for each Collection Point** in the event the Contractor fails or is unable to carry out the services within the time specified.

2.9. **CLAIMS**

2.9.1. **Work Orders** must be certified beforehand by the Senior Medical Officer-In Charge/ Nurse-In-Charge of health center / clinic and attach together with **Invoices BEFORE** the payment can be processed.

2.9.2. The Contractor shall prepare and submit invoices **on a monthly basis** not later than the first week of the following month and address to:

*Procurement Officer
Department of Health Services, Ministry of Health
Negara Brunei Darussalam*

2.10. **AUTHORISED REPRESENTATIVE**

2.10.1. For the purpose of the provision of Services, the Health Centre will be represented by the Management (Chief Executive Officer / Procurement Officer / Hospital Administrator), who will be the authorized Health Centre representative.

2.10.2. All communication and notices shall be directed to the attention of:

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

SCHEDULE A

SITES FOR WASTE COLLECTION

COLLECTION POINTS	NO. OF COLLECTIONS PER WEEK	DAYS OF COLLECTION
1. SERIA HEALTH CENTRE	03 times	Monday, Wednesday & Saturday (or as required)
2. BELAIT HEALTH OFFICE, AND	03 times	
3. BELAIT TUBERCULOSIS COORDINATION UNIT	03 times	

SCHEDULE 3

TENDER FORM

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ITEM	COLLECTION POINT	MONTHLY RATE (\$)	YEARLY RATE (\$)	THREE (3) YEARS RATE (\$)
THE PROVISION OF DOMESTIC WASTE COLLECTION AND DISPOSAL SERVICES FOR SERIA HEALTH CENTRE, BELAIT HEALTH OFFICE AND BELAIT TUBERCULOSIS COORDINATION UNIT FOR A PERIOD OF THREE (3) YEARS	A. SERIA HEALTH CENTRE	\$	\$	\$
	B. BELAIT HEALTH OFFICE, AND	\$	\$	\$
	C. BELAIT TUBERCULOSIS COORDINATION UNIT	\$	\$	\$
TOTAL SUM		\$	\$	\$

Note: The Contractor shall ensure that any matters concerned the above services are to be communicated directly to the relevant Management (Management of Department of Health Services) including pricing, claims/payment and collection schedule.

1. We offer and undertake on your acceptance of our Tender to provide the above mentioned services in accordance with your Invitation To Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation To Tender. We have not qualified or changed any of the provisions of your Invitation To Tender.
3. We shall execute a formal agreement in the appropriate form set out in Section 4 – Contract of the Invitation to Tender together with such further terms and conditions, if any, agreed between the Government and us.
4. OUR OFFER IS VALID FOR **SIX (6)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this _____ day of _____, _____.

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 Domestic Waste Collection and Disposal Service.***
- 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 or 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 as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 - References of previous customers

Customer Name 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.