

TENDER REFERENCE NO.: KK/383/2025/UPP(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE MANAGEMENT AND OPERATION OF KOPITIAM CAFÉ
FOR WOMEN AND CHILDREN CENTRE OF RAJA ISTERI
PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A
PERIOD OF THREE (3) YEARS**

TENDER FEES : \$10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 13/01/2026

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

INVITATION TO TENDER

THE MANAGEMENT AND OPERATION OF CAFÉ AT WOMEN AND CHILDREN CENTRE (WCC), RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

Tenders are invited from parties interested in managing and operating a Café at the **Women and Children Centre (WCC) Ground Floor, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**.

2. CONTRACT PERIOD

The contract will be for a period of **three (3) years**.

3. SCOPE OF WORK/STATEMENT OF REQUIREMENTS

- 3.1 The Tenderer shall only be permitted to conduct the business of operating and managing the cafe approved by the Government of Brunei Darussalam
- 3.2 The Tenderer shall perform the following services:
 - 3.2.1 providing variety of food (Western & Local Cuisines) and drink choices,
 - 3.2.2 food preparation, handling, storage and distribution, and
 - 3.2.3 reducing the risk of infections in the facility associated with operations of the food services
- 3.3 The tenderer needs to provide the premise with the needful necessities such as cold storage, fixed cabinet or loose furniture and include their own water tank with filtration system.
- 3.4 The premise shall be maintained to the highest standard of cleanliness. Officers from respective hospitals/facilities shall be allowed to inspect the premise at all time.
- 3.5 The Tenderer shall provide cleaners to maintain the premise cleanliness, neatness and hygiene at all times.
- 3.6 The Tenderer shall keep/stock crockeries, cutleries and utensils in proper storage.
- 3.7 The Tenderer shall provide complete utensils, utensils' washing dispenser, rubbish trollies, rubbish/garbage bins, garbage plastic bags, pails and mops, detergents (following infection control guideline) for countertop, equipment, floor, walls, mirrors and etc.
- 3.8 The Tenderer shall be responsible for the proper disposable of waste e.g. waste water, food waste, and used disposable items.
- 3.9 The Tenderer shall be responsible for maintenance of the infrastructure, replacements of electrical fittings, and equipment at all time. Therefore, in the effort to enhance the look of the concerned area. The Tenderer at their own expense shall renovate and upgrade the existing area to the hospital's requirement including wall, floor, ceiling and the electrical fittings.

- 3.10 Any civil work in relation to the installation of equipment including building modification will be responsible by the Tenderer.
- 3.11 The proposed building modifications must be submitted to the Chief Executive Officer Special Grade / Head of the respective hospitals / facilities for permission before its implementation.
- 3.12 The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of any related equipment / furniture/ including directional signage.
- 3.13 The cafe tenderer shall comply with rules and regulations set by the Ministry of Health at all times.
- 3.14 The Tenderer **shall not use open fire cooking** methods within the café premises under any circumstances to ensure safety and compliance with hospital fire regulations.
- 3.15 Any renovation, alteration, or modification of the café premises, including walls, floors, ceilings, electrical fittings, or equipment installation, **shall require prior written approval from the Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**. All renovations must comply with hospital standards, building regulations, and relevant health and safety requirements.
- 3.16 The Tenderer is encourage to adopt **environmentally sustainable practices**, including but not limited to:
- 3.16.1 Use of **biodegradable or compostable cutlery, utensils, and packaging**;
- 3.16.2 Minimization of single-use plastics; and
- 3.16.3 Efficient energy use and LED lighting where applicable.

The Tenderer shall cooperate with the Hospital to support the Ministry of Health's **environmental sustainability initiatives**.

4. SUBMISSION OF PROPOSAL

- 4.1 Tenderers are required to submit **a business proposal** (colored 2D) of the designated area (APPENDIX A) complete with the proposed enhancement of the appearance of the cafe facilities, services to be offered.
- 4.2 Tenderers are also required to submit **price quote (MINIMUM BND 2,000) for the café**.
- 4.3 Any other business proposal may be included upon Ministry of Health (MoH) approval.

5. CODE OF CONDUCT

- 5.1 The successful company shall not sub-let the contract to a third party.
- 5.2 The premise shall be maintained to the highest standard of cleanliness. Officers from the respective facilities shall be allowed to inspect the premise at all time. If the premise is found not to be of high standard, the MOH shall engage a third party to clean the premise and charges relating to the cleaning works shall be borne by the Tenderer.
- 5.3 The outlet shall not be used for other purposes except for purpose of operating a cafe approved by the Government of Brunei Darussalam
- 5.4 Food and service charges must be **priced and displayed** properly in accordance with acceptable standard.
- 5.5 The Tenderer's employees while on duty at the facilities shall dress in a manner fitting to their occupation.

- 5.6 The Tenderer shall not advertise on behalf of any person or allow any person to put any advertising sign on the leased premises.
- 5.7 The Tenderer shall comply with all laws, Statutory Rules, Regulations and Enactment and pay all fees that may be lawfully demanded in respect thereof.
- 5.8 The Tenderer shall at all times during the period of the Agreement shall maintain and take proper care of the premises let.
- 5.9 Licenses
- 5.9.1 To hold and continue to hold a Business License under the Business Names Act (Cap. 92 of the Laws of Brunei).
- 5.9.2 To use and occupy the Cafe for the purposes of managing and operating of Cafe only and to obtain any licenses, permits and approvals from the relevant authorities which may be required for such use.
- 5.10 Not to make any alteration, additions, changes to the Cafe without the Government's previous consent in writing which consent shall not be unreasonably withheld. PROVIDED ALWAYS that the consent or approval of the relevant authorities concerned, where necessary, shall first have been obtained prior to the carrying out of any work for which the Government's consent in writing has been given.
- 5.11 IT IS FURTHER PROVIDED ALWAYS that on the expiry or sooner determination of the term hereby granted the Tenant shall at its own costs and expenses reinstate the Cafe to its original state and condition (fair wear and tear excepted).
- 5.12 Not to make any alteration, addition or changes of structural nature or which may affect the structure of the Hospital or the Cafe.
- 6. SUPPLY AND OPERATION OF EQUIPMENT**
- 6.1 The installation tasks to be performed shall include but not limited to:
- 6.1.1 The connection of equipment to the electrical supply. (15A Socket for equipment consist of heating element);
- 6.1.2 The alignment and testing of all equipment;
- 6.1.3 The provision of an earthing system and lighting protection;
- 6.1.4 The supply, fabrication, painting and assembly of all miscellaneous material, minor components, supports and other such items as are indicated in the accompanying documentation, are clearly intended to be provided, or are obviously required for completion of the works herein specified; and
- 6.1.5 Communication – Installation of phone line & Wi-Fi.
- 6.2 The Tenderer shall be responsible for maintenance and replacements of electrical fittings and lightings within the premise using LED type lightings devices where appropriate.
- 6.3 The facilities shall provide electricity supply at designated areas for the use and operation of the cafe management equipment.
- 7. OPERATION OF CAFE**
- 7.1 The Tenderer shall manage and operate the café for a minimum of five (5) days per week, with at least nine (9) operating hours per day, or as otherwise approved by **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**.

- 7.2 The Tenderer may be required to extend its operating hours or services on Fridays, Sundays and Public Holidays, as directed or approved by the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**.
- 7.3 The Tenderer shall be fully responsible for employment and management of café personnel, including the provision of training, coordination of operations, and continuous supervision and monitoring of café activities and equipment. The Tenderer shall ensure that all personnel assigned are qualified, experienced, and suitably skilled to perform their respective duties in a manner consistent with acceptable food service industry standards.
- 7.4 The Tenderer shall be solely responsible for the day-to-day operations, including revenue control, routine inspections, and maintenance of all equipment and fittings related to the café operations.
- 7.5 The Tenderer shall submit a monthly statement of accounts detailing revenue collections to the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**, not later than the first week of the following month. The RIPAS Hospital reserves the right to **access and retrieve operational or financial reports** from the café management system for monitoring, audit, or any other official purpose.
- 7.6 The Tenderer shall ensure that the café operations do not disrupt any hospital services or patient care and shall maintain cleanliness, safety and hygiene at all times in accordance with hospital regulations and Ministry of Health standards.

8. CAFE APPEARANCE

The Tenderer shall ensure that the **appearance and overall operation of the café** reflect a **high standard of quality, cleanliness, and professionalism**, in a manner that **enhances the image of the Hospital facilities**. The café design and ambience should project a **modern, welcoming, and comfortable environment** for staff and visitors alike.

- 8.1 The Tenderer shall **maintain the café premises in a clean, tidy, and hygienic condition at all times**, at its own cost.
- 8.2 The Tenderer shall **provide adequate cleaning personnel** to ensure that the café facilities are cleaned **seven (7) days a week**, including all operational and surrounding areas:-
- 8.2.1 The Tenderer shall ensure that all café areas including floors, tables, counters and surrounding spaces such as drains, are **cleaned regularly using appropriate cleaning equipment and materials**, and as frequently as required to maintain hygiene standards.
- 8.2.2 The Tenderer shall **provide a sufficient number of rubbish bins with lids** within and around the café premises. The Tenderer is also **encouraged to provide recycling bins** clearly labeled for **paper, plastic, and cans** to promote environmental sustainability.
- 8.2.3 The Tenderer shall be responsible for the proper **collection, segregation, and disposal** of all waste generated from café operations.

All waste shall be **removed from the hospital premises** and **must not be disposed of within the hospital area** under any circumstances.

Disposal shall be carried out only at **designated and approved government disposal sites**, in accordance with all applicable **local regulations and environmental requirements**.

- 8.3 The Hospital reserves the right to conduct **regular cleanliness and hygiene inspections**, and to require the Tenderer to take corrective actions immediately if any aspect of the café's appearance or cleanliness is found unsatisfactory.

9. SIGNAGE

- 9.1 The Tenderer shall be responsible for the **design, supply, installation, and maintenance of all signage** related to the café, subject to the **prior approval of the Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital** or an authorized representative.
- 9.2 All signage shall be **professional in appearance, consistent with the overall image of the Hospital**. The use of inappropriate colors, materials, or lighting that conflicts with the Hospital's aesthetics is strictly prohibited.
- 9.3 No signage, posters or advertisements shall be displayed **outside or within the café premises** without **written approval** from the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**.
- 9.4 The Tenderer shall ensure that all approved signage is **well-maintained, cleaned and in good condition** at all times. Damaged or defaced signage shall be repaired or replaced immediately at the Tenderer's cost.
- 9.5 Upon termination or expiry of the contract, the Tenderer shall **remove all signage and advertising materials** and **restore the area to its original condition**, unless otherwise directed by the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**.
- 9.6 The Tenderer shall provide and maintain **directional and informational signage** within the café, either through **electronic displays or other suitable methods**, to assist customers and enhance user experience.
- 9.7 The Tenderer shall **display official notices, advertisements, or public health information and messages** as may be **approved or provided by the Ministry of Health (MOH)**, at designated areas within the café.

10. COMPLIMENTARY RIGHT OF USE

- 10.1 In the event of any major disaster, the MoH shall reserve its right to close the cafe premises to the public.

11. PAYMENT OF RENT/LEGAL FEES

- 11.1 The Tenderer shall pay the monthly rent in advance at the beginning of each month without deduction. Monthly rents shall be made in the form of cheque payable to the **Government of His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam** and shall be submitted to the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital** not later than first week of each month.
- 11.2 If at any time the rent or any part thereof (whether lawfully demanded or not) shall remain unpaid for **fourteen days** after becoming payable or if the tenderer shall at any-time fail or neglect to perform and observe any of the covenants and conditions and on his part to be performed and observed, the Government may terminate the contract with notice and without prejudice to any claim by remedy in respect of any antecedent breach of any covenant or condition.
- 11.3 The Tenderer shall pay all dues, stamp duty charges and license fees.

12. MENU AND SERVICES

- 12.1 The Tenderer shall submit a **proposed menu** suitable for the café, including but not limited to the items specified in **APPENDIX B**. The menu shall reflect **quality, variety, and compliance with health and safety standards**.

- 12.2 The Tenderer shall implement **proper revenue collection procedures** and ensure **effective financial controls** to maintain **security, accuracy, and accountability** of all café transactions.
- 12.3 The Tenderer shall **issue entry passes only to staff** who can provide valid **evidence of approval from the Ministry of Health (MoH)** for café operations, and shall maintain a **register of authorized personnel** at all times.
- 12.4 The prices of all food and beverage items listed in the approved café menu are **finalized and shall not be altered or increased** under any circumstances without the **prior written consent and approval of the Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital**.
- 12.5 Any proposed changes to menu pricing must be submitted in writing to the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital** for review and approval. Unauthorized price adjustments will be considered a **breach of contract** and may result in penalties or other corrective actions as deemed appropriate by the Hospital.

13. SECURITY

- 13.1 The Tenderer is fully responsible for monitoring and preventing illegal activities at the cafe facilities/premises.
- 13.2 The Tenderer shall provide adequate security monitoring system such as CCTV at the designed area
- 13.3 All cost of fitting out and renovations to the Cafe shall be borne solely by the Tenant and in accordance with all rules building regulations and by laws of the relevant authorities.
 - 13.3.1 To supply, install and maintain the equipment in the Cafe at its own costs and to ensure that the installation and maintenance of the said equipment shall not cause any disruption, nuisance or disturbance at the Hospital.
 - 13.3.2 To be solely responsible or liable for the security and safety of the Cafe and all monies being kept at the Cafe at the sole risk of the Tenant.
 - 13.3.3 To provide adequate security personnel and equipment at its own costs.

14 EMPLOYEES

- 14.1 The Tenderer shall employ a **sufficient number of qualified local personnel** to ensure the efficient and smooth operation of the café at all times.
- 14.2 All employees shall be compensated at a **minimum wage of BND \$500.00 per month before statutory deductions such as SPK**, and shall receive all legally mandated benefits.
- 14.3 The Tenderer shall ensure that all staff are **adequately trained, professional, and capable** of performing their duties in compliance with the hospital's standards including hygiene, customer service and safety requirements.
- 14.4 The Tenderer shall maintain **up-to-date personnel records** including employment status, wage records, and training certificates, and shall make these records available to the Hospital Authority upon request.

15 PASSES AND UNIFORM

- 15.1 For admission into the Facilities, the Tenderer, its employees, agents and sub-contractors will be issued with security passes issued by MOH. For that purpose, the Tenderer shall submit to the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleh (RIPAS) Hospital** two (2)

copies of passport size photograph of each of the employee, agent or sub-contractor who has been tasked by the Tenderer to perform the Services

15.2 No employee, agent or sub-contractor of the Tenderer shall be admitted into the Facilities nor shall such employee, agent or sub-contractor be permitted to perform the Service unless he has been issued with a security pass

15.3 All employees, agents and sub-contractors of the Tenderer tasked by the Tenderer to perform the Services must wear clean uniforms which shall be provided by the Tenderer. Such uniform shall have the name of the Tenderer clearly marked on it

16 USE OF FACILITIES

16.1 The Tenderer, its employees, agents and sub-contractors shall not enter the Facilities for any purpose other than that specified in this Agreement.

16.2 Whilst at the Facilities and in the performance of the Services, the Tenderer, its employees, agents and sub-contractors shall confine themselves to the immediate vicinity of the Facilities and shall cause minimum disturbance to patients.

17 FACILITIES

To permit the Government its agents or workmen with or without appliances at all reasonable notice to the Tenant (except in case of emergency when no notice shall be required) to enter upon and view the state of repair and condition of the Cafe and to take inventories of the Government's fixtures and fittings therein and to do such works and things as may be required by the Government and the Government may serve notice on the Tenant of any defect or damage of which the Tenant may be responsible hereunder requiring the Tenant within a reasonable time to repair the same in default of the Tenant so doing it shall be lawful for the Government thereafter to enter and execute the required repairs and for that purpose the Government its architects contractors workmen and agents may enter upon the whole or any part of the Cafe and there remain the purpose of carrying out such repair work and all expenses and costs of carrying out such work shall forthwith be payable by the Tenant to the Government on demand.

18 BREAKAGES AND DAMAGES

18.1 From time to time to make good any breakage or damage to the common areas of the Hospital or to any adjoining premises or any facilities or appurtenances thereof occasioned by want of care or misuse either by the Tenant its servants' licensee's agents or invitees and shall also repair and replace immediately all damaged or broken lighting, electrical equipment and plumbing and other fixtures and fittings installed upon the Cafe.

18.2 At the expiry or sooner determination of the term hereby granted to peaceably and quietly yield up the Cafe to the Government in good and tenantable repair and condition in accordance with the covenants hereinbefore contained and to remove any signs, names, advertisements or notices erected, painted, displayed or affixed and to make good any damage caused by such removal and also to remove all rubbish, trash, waste and any unwanted materials or items therefrom.

18.3 To keep in good repair the walls, floors, main drains and pipes and the external parts of the Hospital and the Cafe save where such repair is required due to the fault neglect or default of the Tenant, its agents, servants, licensees, invitees.

18.4 So long as the Tenant shall pay the monthly rental and perform and observe the several stipulations, conditions and agreements on its part herein contained, to allow the Tenant to peacefully hold and enjoy the Cafe during the term hereby created without any interruptions by the Government or any persons lawfully claiming through or under the Government.

- 18.5 Maintain and keep in repair the common areas of the Hospital provided that the manner and frequency of such maintenance and the expenditure thereon shall be at the absolute discretion of the Government.
- 18.6 If at any time during this tenancy the Cafe or any part thereof shall be destroyed or damaged by fire or other disabling or inevitable cause so as to become unfit for use and occupation except when such fire shall have been caused by any act or default of the Tenant, its servants, agents, licensees or invitees, then the Monthly Rental or a fair and just proportion thereof according to the nature and extent of the damage sustained (to be ascertained in the case of dispute by arbitration in the manner provided in this tenancy) shall be suspended and ceased to be payable until Cafe shall have been reinstated and rendered fit for use Provided Always that if in the event that the Government shall be unable to rebuild or reinstate the Cafe fit for occupation within two (2) months from the date thereof, the Tenant shall have the option either to terminate the tenancy herein created or to continue suspending the ceasing of payment of the Monthly Rental. The Government shall not be bound or compelled to rebuild or reinstate the same and in the event the Government decide not to rebuild or reinstate the said tenancy shall determine.

19 PERFORMANCE MANAGEMENT, PENALTIES AND CONTRACT TERMINATION

19.1 Key Performance Indicators (KPIs)

The Tenderer shall achieve and maintain the following KPIs throughout the contract period:

- 19.1.1 **Operational Hours Compliance:** Café must be open at least 5 days per week, 9 hours per day (or as otherwise approved).
- 19.1.2 **Cleanliness and Hygiene:** Café and surrounding areas must meet Ministry of Health (MoH) infection control and hospital standards, as assessed during random inspections.
- 19.1.3 **Customer Satisfaction:** Achieve a minimum satisfaction rating of 85% in annual staff / patient surveys.
- 19.1.4 **Waste Management:** 100% compliance with proper collection, segregation, and disposal of waste.
- 19.1.5 **Menu & Service Standards:** Menu variety, quality, and food safety compliance as approved by MoH.

19.2 Penalties

The Tenderer shall achieve and maintain the following KPIs throughout the contract period:

- 19.2.1 Written three (3) warning for any major non-compliance.
- 19.2.2 Monetary deduction from security deposit for repeated or major non-compliance.
- 19.2.3 Suspension of operations for serious breaches until corrective action are implemented.
- 19.2.4 Penalties shall be cumulative and at the discretion of the **Chief Executive Officer, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital, without prejudice to other remedies.**

19.3 Exit Clause

The Government reserves the right to terminate this contract early under the following circumstances:

19.3.1 Persistent failure by the Tenderer to meet KPIs despite repeated warnings and corrective action notices.

19.3.2 Engagement in illegal activities, subletting, or unauthorized use of the premises.

19.3.3 Major disruption to hospital operations or violation of MoH rules and regulations.

19.3.4 Force majeure events that make it impossible to operate the café (e.g., disasters, pandemics).

19.4 **Termination Clause**

19.4.1 Either party may terminate the contract by giving **90 days' written notice** to the other party.

19.4.2 The Government may terminate immediately without notice if there is **gross misconduct, breach of contract, non-compliance with health & safety regulations, or illegal activity**.

19.4.3 Upon termination, the Tenderer shall:

- a. Cease operations immediately;
- b. Remove all equipment, signage and personal property from the premises;
- c. Restore the café to its original condition (fair wear and tear excepted); and
- d. Settle any outstanding payments or liabilities within 14 days of termination.

Ground Floor Plan of the Women and Child Block



Existing State of Café Location

Figure 1



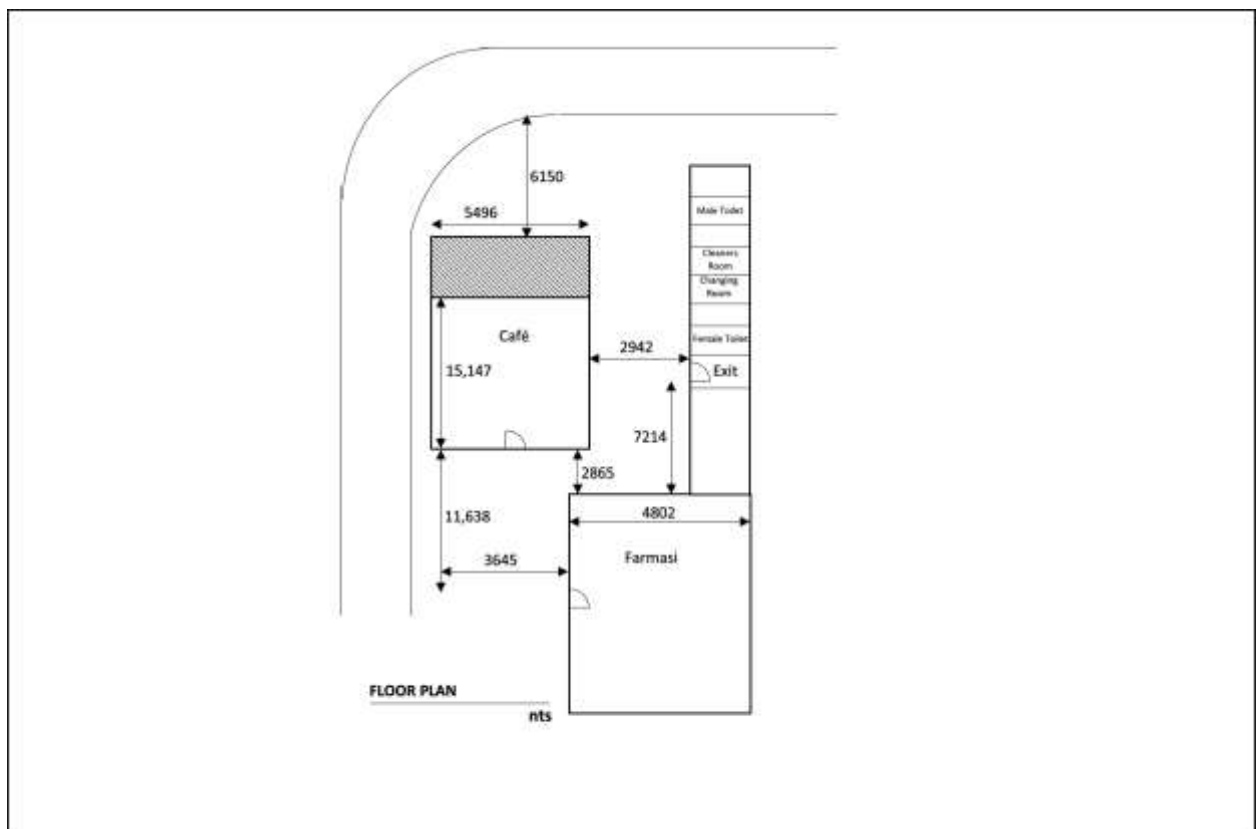
Figure 2



Figure 3



Figure 4



Food

NO.	ITEM
1.	Sandwich
2.	Cake
3.	Muffin
4.	Danish Breads
5.	Cookie
6.	Pasta
7.	Lasagna
8.	Quiche
9.	Croissant
10.	Salad
11.	Traditional <i>Kueh</i>

Beverages

NO.	ITEM
12.	Tea
13.	Coffee
14.	Latte
15.	Cappuccino
16.	Ice blended drinks
17.	Juice
18.	Bottled Water

SECTION 3
FORMS TO BE USED

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SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO: KK/383/2025/UPP(TC)

**INVITATION TO TENDER
THE MANAGEMENT AND OPERATION OF CAFÉ AT WOMEN AND CHILDREN CENTRE (WCC),
RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF THREE (3)
YEARS**

TENDER OF (name of Supplier) : _____

Company/Business Registration No : _____

Tender Closing Date : _____

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

(To be attached with this tender form)

NO.	DESCRIPTION	RENTAL AMOUNT		
		PER MONTH (\$)	PER YEAR (\$)	THREE (3) YEARS (\$)
1	The rental cost for THE MANAGEMENT AND OPERATION OF CAFÉ AT WOMEN AND CHILDREN CENTRE (WCC), RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF THREE (3) YEARS.			

PRICING LIST OF THE FOOD AND BEVERAGE THAT SHOULD BE SOLD:

A. FOOD			
LIST	PRICE	LIST	PRICE
1. SANDWICH		6. PASTA	
2. CAKE		7. LASAGNA	
3. MUFFIN		8. QUICHE	
4. DANISH BREADS		9. CROISSANT	
5. COOKIE		10. SALAD	

OTHER FOOD

OTHER FOOD			
LIST	PRICE	LIST	PRICE
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

*Note: Vendors may submit additional food options with prices in a separate sheet or within their business proposal. **

B. DRINK			
LIST	PRICE	LIST	PRICE
1. TEA		6. JUICE	
2. COFFEE		7. BOTTLED WATER	
3. LATTE		8.	
4. CAPPUCINO		9.	
5. ICE BLENDED DRINKS		10.	

OTHER DRINK

OTHER DRINK			
LIST	PRICE	LIST	PRICE
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

*Note: Vendors may submit additional food options with prices in a separate sheet or within their business proposal. **

- Dated this day of 2025

Signature of authorised officer of Tenderer

5

THE OPERATION OF A SPECIALTY CAFÉ CONCESSION AT RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL FOR A PERIOD OF THREE (3) YEARS

NO.	SPECIFICATION AND REQUIREMENT	OFFER	REMARKS (IF ANY)
1.	The Tenderer shall only be permitted to conduct the business of managing and operating the cafe approved by the Government of Brunei Darussalam		
2.	The Tenderer shall perform the following services: 1. providing variety of food choices, 2. food preparation, handling, storage and distribution, and 3. reducing the risk of infections in the facility associated with operations of the food services		
3.	Provision of equipment including crockeries and cutleries to the facilities		
4.	The tenderer needs to provide the premise with the needful necessities such as cold storage, fixed cabinet or loose furniture and water tank with filtration system.		
5.	The premise shall be maintained to the highest standard of cleanliness. Officers from respective hospitals/facilities shall be allowed to inspect the premise at all time.		
6.	The Tenderer shall provide cleaners to maintain the kitchen cleanliness, neatness, hygienic at all times.		
7.	The Tenderer shall keep/stock crockeries, cutleries and utensils in proper storage.		
8.	The Tenderer shall provide complete utensils, utensils' washing dispenser, rubbish trollies, rubbish/garbage bins, garbage plastic bags, pails and mops, detergents for floor, walls, mirrors and etc		

NO.	SPECIFICATION AND REQUIREMENT	OFFER	REMARKS (IF ANY)
9.	The Tenderer shall be responsible for the proper disposal of waste e.g. waste water, food waste, and used disposable items.		
10.	The Tenderer shall be responsible for maintenance of the infrastructure, replacements of electrical fittings, and equipment at all time.		
11.	Any civil work in relation to the installation of equipment including building modification will be responsible by the Tenderer		
12.	The proposed building modifications must be submitted to the CEO of the respective hospitals/facilities for permission before its implementation		
13.	The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of any related equipment/furniture/ including directional signage. Installing of communication line.		
14.	The cafe tenderer shall comply with rules and regulations set by the RIPAS Hospital at all times.		
15.	Tenderers are required to submit a business proposal (colored 2D) of the designated area (APPENDIX A) complete with the proposed enhancement of the appearance of the cafe facilities, services to be offered		
16.	Tenderers are also required to submit price quote (MINIMUM BND 2,000) for the cafe		
17.	The successful company shall not sub-let the contract to a third party		
18.	The Tenderer shall operate the café a minimum of 5 days a week with at least 9 hours a day. The Tenderer may be required to extend the service during the public holiday including Friday, Sunday and Public Holidays.		

NO.	SPECIFICATION AND REQUIREMENT	OFFER	REMARKS (IF ANY)
19.	The Tenderer shall bear in mind that the appearance of the cafe together with the cafe operation management shall contribute and enhance the image of RIPAS Hospital. It should be of an ambience of quality and modern-style.		
20.	To submit a proposal of menu suited of cafe specifically ranging but not limited to items as stated in APPENDIX B		

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 is the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - ***Operating & Managing Food Establishments such as canteens, café.***
 - d. Other information which is considered relevant.

SCHEDULE 3

SUB-CONTRACTS

- 3.1 Tenderers shall complete Table 3.1 with information about all the companies involved in the provision of the services and items specified in this Tender. This shall include details about the Contractor and each sub-contractor involved, as well as their respective responsibilities.
- 3.2 Tenderers shall also indicate in Table 3.1 any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 3.1 - Responsibility Table

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

SCHEDULE 4

COMPANY'S BACKGROUND

- 4.1 Each of the companies involved in this tender, including Contractor and sub-contractor(s) (if any), shall provide information on the company's background, scope of operations, financial standing and certified copy of its Certificate of Incorporation of Certificate of Registration (as the case may be).

SCHEDULE 5 – REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 - References of previous customers

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

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

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

SCHEDULE 6

DECLARATION

PENGAKUAN PENENDER
SUPPLIER'S DECLARATION