

TENDER REFERENCE NO.: KK/405/2025/LAB(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF AN INTEGRATED PEST CONTROL
MANAGEMENT SYSTEM SERVICES FOR THE CLINICAL
MOLECULAR DIAGNOSTIC LABORATORY FOR
INFECTIOUS DISEASES (CMDLID) BUILDING,
DEPARTMENT OF LABORATORY SERVICES, MINISTRY
OF HEALTH FOR A PERIOD OF FIVE (5) YEARS**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 20/01/2026

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

SERVICES SPECIFICATIONS

TENDER REFERENCE NO: KK/405/2025/LAB(TC)

INVITATION TO TENDER

THE PROVISION OF AN INTEGRATED PEST CONTROL MANAGEMENT SYSTEM SERVICES FOR THE CLINICAL MOLECULAR DIAGNOSTIC LABORATORY FOR INFECTIOUS DISEASES (CMDLID) BUILDING, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS

1. GENERAL

- Tenderers are sought from professional contractors who wish to be considered for the provision of Integrated Pest Control (IPC) Management System Services (hereinafter referred to as 'the Services') for the Clinical Molecular Diagnostic Laboratory for Infectious Diseases (CMDLID) building on Lot 4054, Kampung Bukit Bendera in Tutong (hereinafter as 'Department of Laboratory Services').
- The CMDLID building is a three level building with mezzanine ceiling (mechanical flooring) in between the 1st and 2nd floor. The ground floor will house Biosafety Level 3 (BSL3) laboratory with supporting Biosafety Level 2 (BSL2) laboratories for the National Mycobacteria Reference Laboratory (NMRL) services. The 1st floor will house BSL2 laboratories for molecular activities and also the administrative offices. In addition, the 2nd floor will be facilitated with a meeting room and M & E housing.
- An integrated pest control management shall be in place to the building to ensure no pest infestations are detected in the laboratories in particular to the BSL3 facility. This services are an essential component to obtain the biocontainment BSL3 facility certification and maintained annually.
- Tenderers should have at least three (3) years of previous work contract in any healthcare facility in Brunei, OR have regional collaboration / advisors for such services in a clinical laboratory setting.
- The duration of the provision of the Services is for **FIVE (5) YEARS**.
- Tenderers shall observe and consider the Scope of Work in this Section 1 "Services Specifications" of this Invitation to Tender before submitting the offer to tender.

2. SCOPE OF SERVICES

- The successful Tenderer (hereinafter referred to as 'the Contractor') shall provide Services to the Department of Laboratory Services for a period of **FIVE (5) YEARS** including the surrounding area and compound as set out in **Schedule A**.
- The Services include Integrated Pest Control Services and Pest Control Reporting Services. Specifications of the Services are provided for in **Schedule B**.
- Joint inspection by the Department of Laboratory Services representatives and contractor representative (Contract Manager) is expected to be conducted from time to time to ensure that these requirements are met.

3. CONDITION OF PREMISES

- The Contractor is required to inspect the Department of Laboratory Services and fully acquaint itself with the premises in respect of the conditions, accessibility, working space, storage accommodation and other limitations imposed on access to the premises.
- All costs arising from or in connection with such conditions or limitations are deemed to be included in the tender price.

4. ACCESS TO PREMISES

- Authorised access shall be provided by the Chief Scientific Officer/ Facility Manager to the successful Tenderer's personnel for the purpose of providing the Services.

- Prior approval shall be sought from the Chief Scientific Officer/ Facility Manager to conduct the Services.
- The successful Tenderer shall inform any replacement of its personnel to the Chief Scientific Officer/ Facility Manager of the Department of Laboratory Services

5. WORKING HOURS

- The successful Tenderer shall provide the Services for the Department of Laboratory Services on a weekly and monthly basis, and any required immediate response accordingly as specified in **Schedule B**. The Services shall be conducted during official Government working days and hours only as shown below:

GOVERNMENT WORKING HOURS	
DAY	TIME
Monday - Thursday & Saturday	0745- 1215 1330- 1630

- The successful Tenderer shall ensure all his personnel comply with the working days and hours set out by the Department of Laboratory Services.
- The Department of Laboratory Services reserves the right to amend the working hours without prior notice to the successful Tenderer.
- The successful Tenderer shall ensure that his personnel are present at their designated work areas during such working hours.
- Weekly and monthly duty rosters for deploying the number of workers shall be submitted by the successful Tenderer to the Chief Scientific Officer/ Facility Manager for approval. Any changes made to the roster must be notified to the Chief Scientific Officer/ Facility Manager the next working day.

6. PERSONNEL

- To ensure the proper and efficient execution of the Services, the successful Tenderer shall provide and employ an adequate number of qualified workers to perform the Services. Tenderers shall submit the proposed personnel together with the tender offer submission.
- A list of workers shall be submitted on a monthly basis to the Chief Scientific Officer/ Facility Manager for monitoring and security purposes.

8.1 CONTRACT MANAGER

- The successful Tenderer shall appoint a Contract Manager as the successful Tenderer's representative with the approval from the Department of Laboratory Services.
- The Contract Manager shall communicate or discuss any new information or issues with the Chief Scientific Officer/ Facility Manager
- Approval for replacement of the Contract Manager must be sought in the event s/he falls ill (on medical leave) or is due to go on leave.
- The successful Tenderer shall provide experienced and competent language-speaking supervisors and be deployed exclusively for the provision of the Services.

8.2 MEDICAL SCREENING

- The successful Tenderer shall ensure that all his personnel appointed for the provision of the Services have undergone medical screening and deemed medically fit to perform the Services.

8.3 REMOVAL OF PERSONNEL

- The Chief/ Senior Scientific Officer or Scientific Officer-in-charge reserves the right to remove or replace any of workers employed by the successful Tenderer from the Department of Laboratory Services premises, who in the opinion of the Chief/ Senior Scientific Officer or Scientific Officer-in-charge has misbehaved or is incompetent or negligent in the performance of his/ her duties.

8.4 WAGES AND WELFARE

- The successful Tenderer is responsible for the wages, insurance, medical and welfare of his workers in accordance with the requirements of the Labour Department, Brunei Darussalam.
- The successful Tenderer shall take out, at its own expense, with an insurance approved in writing by the Department of Laboratory Services policy or policies each specifically endorsed to provide indemnity to the Contractor and to the Department of Laboratory Services against any liabilities arising out of claims by an personnel for payment of compensation under the Workmen's Compensation Act (**Cap. 74 of the Laws of Brunei**).

8.5 EMPLOYMENT OF ILLEGAL WORKERS

- The successful Tenderer undertakes that he will not employ, and will ensure that all of its sub-contractors will not employ, any illegal foreign workers.
- The successful Tenderer will ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.

8.6 UNIFORM

- The successful Tenderer must ensure that **all** his personnel are neatly and properly attired in uniforms and safety closed toe footwear. No slippers or flip flops are allowed.
- Uniforms and safety closed toe footwear are to be provided by the successful Tenderer at his own cost.

7. TRAINING AND DEVELOPMENT

- The successful Tenderer is to provide basic safety training for his personnel in accordance with the Department of Laboratory Services requirements before assigning them to the provision of the Services.
- The relevant trainings or information sharing regarding the intended services shall be conducted by the successful Tenderer to the staff at the Department of Laboratory Services premises.
- The successful Tenderer shall bear the expenses incurred to retrain or replace his personnel during the retraining period.

8. SAFETY AND HYGIENE

- The successful Tenderer shall observe and comply at all times with all current prevailing laws and regulations relating to safety and hygiene in carrying out the Services, and take all necessary and prudent precaution to ensure safety on the Department of Laboratory Services premises of his own staff and personnel, the staff, the general public and the property of the Department of Laboratory Services.
- Proper safety signage and barriers shall be erected and maintained during the progress of the Services which may endanger the safety of the Department of Laboratory Services staff, where applicable. The safety signage and barriers must be sufficiently large and visible to attract attention and shall include words such as "DANGER" or "BAHAYA".
- The successful Tenderer shall comply with all instructions, policies and regulations as may be issued by the Department of Laboratory Services from time to time in relation to safety and hygiene in the provision of the Services.

9. EQUIPMENT AND PESTICIDES TO BE USED

- The successful Tenderer is responsible to procure and provide at its own expenses of all necessary equipment and materials for the efficient provision of the Services.
- The successful Tenderer is required to submit a list indicating the brand/quality and quantity of products/materials (pest control tactics) he intends to provide including the Material Safety Data Sheet (MSDS) document in this Invitation To Tender.
- The successful Tenderer undertakes and warrants that all equipment and materials utilized for the Services shall be fit and suitable for the purpose of providing the Services and shall be compliant with relevant industry & safety standards.

- The successful Tenderer is responsible for the safe storage of the equipment and materials at its own expenses.
- The successful Tenderer shall use only certified electrical appliances and circuit breakers.
- All pesticides or pest control tactics used will be non-chemical, i.e., traps, exclusion, removal or disposal.
- If the use of a pesticide is necessary, only baits and solid formulations of pesticides will be used. This will eliminate the potential for drift and volatilization of petroleum distillate and solvents associated with the use of some liquid and aerosol formulation of pesticides. An MSDS shall be provided for documentations by the Department of Laboratory Services.
- Any mode of disposal or removal of pest shall be brought by the successful Tenderer and not left in the building premises.

10. WATER AND ELECTRICITY

- The Department of Laboratory Services shall provide all water and electricity required for the provision of the Services.
- The successful Tenderer shall ensure the use of water and electricity for the provision of the Services is economic and not wasteful, and undertakes that all personnel will strictly adhere to this.

11. SECURITY ARRANGEMENT

- The successful Tenderer's personnel shall immediately leave the Department of Laboratory Services premises if requested by the Chief/Senior Scientific Officer or Scientific Officer-in-charge.
- The successful Tenderer shall at its own expenses provide, for all his personnel, identification passes as specified by the Department of Laboratory Services. Any damaged pass shall be replaced by the successful Tenderer at its own cost.
- Any lost or damaged passes must be reported immediately to the Chief/Senior Scientific Officer or Scientific Officer-in-charge and upon approval from the Chief/Senior Scientific Officer or Scientific Officer-in-charge, replace such lost/stolen pass at the Contractor's own costs.
- The successful Tenderer shall ensure that his personnel do not, at any time, enter into areas which are not part of the Department of Laboratory Services premises except as directed by the Chief Scientific Officer/ Facility Manager
- For security purposes, the successful Tenderer will provide the Chief Scientific Officer/ Facility Manager with the following particulars of his workers at least two (2) month before the commencement of the Services:
 - Name
 - Address
 - Identity Card Number / Passport Number
 - Gender
 - Citizenship
 - Expiry date of work pass (for foreign workers)

12. REGULATIONS, LICENCES AND PERMITS

- The successful Tenderer is responsible to procure and maintain all necessary license, permits and approvals, and shall at all times comply with all legal and regulatory requirements applicable to the provision of the Services.
- In the event of any change in legal or regulatory requirements during the contract period, the successful Tenderer shall promptly and at its own expense take any necessary action for complying with the same.
- The successful Tenderer is to comply with best practices as may be proposed or recommended by any relevant bodies in the relevant industry, and also ensure that the standard of Services provided shall, at the minimum, be of such quality and standard as is generally regarded as good in the relevant industry.

13. CONTRACTOR'S WARRANTIES

- The Contractor warrants and undertakes to MOH that:
 - 3.1 The Contractor is able to perform the Services and that it does not have any understanding or agreement with anyone else which restricts its ability to perform the Services or restricts proper exercise of its obligations to MOH;
 - 3.2 The Contractor will have the necessary skill and expertise to provide the Services on the terms set out;
 - 3.3 The Services will be provided in a timely and professional manner and in accordance with the Contractor's Services Specification;
 - 3.4 The Services will conform to the standards generally observed in the industry for similar services and will be provided with reasonable skill and care.

14. GOVERNMENT WARRANTIES

MOH warrants and undertakes to ensure the safety and health of the Contractor's personnel assigned or tasked to carry out the Services at the sites to include:

- 4.1 Providing and maintaining a working environment that is safe, without risk to health; and
- 4.2 Providing, maintaining and keeping clean, sufficient and suitable sanitary conveniences for the Contractor's personnel at the Sites.

15. DAMAGE AND INJURIES TO PERSONS AND PROPERTY

The Contractor shall:

- 15.1 indemnify and keep MOH fully and effectively indemnified on demand against all costs, claims, demands, expenses and liabilities of whatsoever nature arising out of or in connection with any claim for any personal injury or death cause by the negligent act or omissions or its employees, agents and sub-contractors in connection with the performance of the Contractor's duties and obligations;
- 15.2 be responsible for and reinstate and make good to the satisfaction of MOH or make due compensation for any injury or damage to any property or right of MOH, being injury or damage arising out of or in connection with the performance of the Contractor's duties and obligations.

16. TENDER PRICE AND PAYMENT

- Tenderers shall submit a breakdown of the tender price for the Services in the Tender Form set out in this Invitation To Tender.
- The successful Contractor shall submit the invoice of the previous month **on the first week of each month**. All claims shall be addressed to:

***Director of Laboratory Services
Ministry of Health
RIPAS Hospital
Bandar Seri Begawan BA1710
Negara Brunei Darussalam***

- Payment will be made within forty-five (45) days after submission of the invoice and other related documents.
- Payment claims will be verified based on the checklist forms submitted by the successful Tenderer and the monthly reports received from the Chief/Senior Scientific Officer or Scientific Officer-in-charge for three (3) consecutive months.
- Written warnings will be sent to the successful Tenderer if the quality of work is proven to be unsatisfactory. The Department of Laboratory Services is entitled to make deductions, following advice from the Ministry of Health, with regards to the amount payable to the successful Tenderer. The deductions will be based on the following categories:

Average Monthly Performance	Payment Due	Payment Due After 3 rd Warning
90 - 100 %	100 %	-
80 - 89 %	90 %	50 %
70 - 79 %	80 %	50 %
0 - 69 %	50 %	50 %

- Vendor's monthly performance will be evaluated based on criteria in **FORM A** (MONTHLY PERFORMANCE EVALUATION OF THE VENDOR).

17. SUBMISSION OF OFFER

The document including the Tender Form in Section 2 and all other accompanying documents such as Copy of Business Registration and Miscellaneous Licence are to be put in an envelope, sealed and must be submitted in two (2) copies made up of one (1) original and one (1) duplicate. All sets shall be bound and clearly labelled as ORIGINAL and DUPLICATE. Respectively, all Tenders must be addressed to:

*The Chairman
Mini Tender Board
Ministry of Health
Commonwealth Drive
Jalan Menteri Besar
Bandar Seri Begawan BB3910
Negara Brunei Darussalam*

SCHEDULES

SCHEDULE A: AREAS FOR PEST CONTROL SERVICES

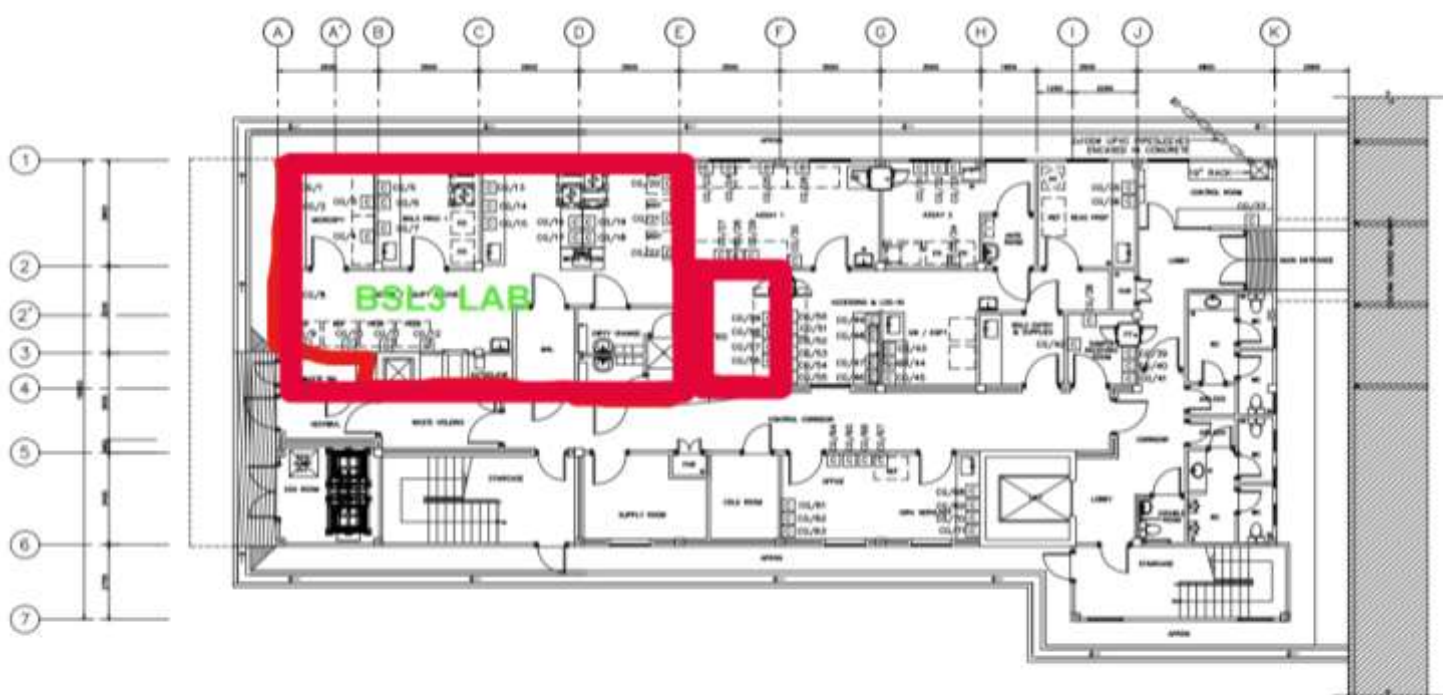
SCHEDULE B: SERVICES SPECIFICATIONS

SCHEDULE A

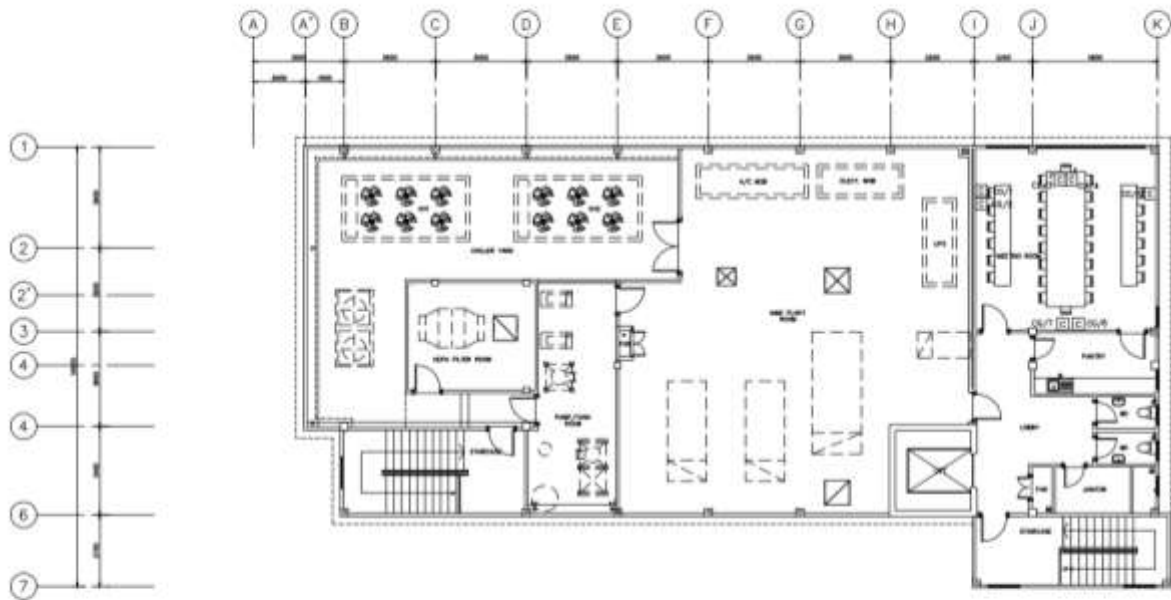
AREAS FOR PEST CONTROL SERVICES

- The Services shall cover all perimeters of the laboratory building accordingly as to ensure that all the laboratory area located at the ground and first floor are pest free.
 - Access to the Biosafety Level 3 (BSL3) facility is prohibited unless there are signs of pest activities and subject to the approval of the biocontainment Facility Manager.
 - Compound / Surrounding Area
- This area includes the car park, driveways, the drains, the garden, the roof and all surrounding buildings within the perimeter.
- Include security post.

GENERAL LAYOUT OF CMDLID



COMPUTER LAYOUT - GROUND FLOOR PLAN
SCALE: 1:150M



COMPUTER LAYOUT - SECOND FLOOR PLAN
SCALE: 1:150M

SCHEDULE B
SERVICES SPECIFICATIONS

The specifications for the provision of Services are as follows:

B1. INTEGRATED PEST CONTROL MANAGEMENT (IPC)

i. The laboratory building shall have an IPC that includes for:

- ✓ Ants & Cockroaches
- ✓ Rodents
- ✓ Lizards
- ✓ Insects

ii. The IPC services are tabulated as follow:

Pest	Description of services	Frequency	Location
ANTS AND COCKROACHES	Residual insecticide spraying on building skirts, wall edges and other designated.	Monthly	External premises
	▪ Strategic monitoring of monitoring device. ▪ Ant baits especially near food sources.		Internal premises
RODENTS	▪ Use of glue traps against rodenticidal baits. ▪ Collection of dead/caught rodents. ▪ Placement of ten (10) or more units of tampered resistant baiting station.	Monthly	External
	Strategic placing of glue traps for possible hideouts and/or paths of rodents.		Mechanical Flooring & Internal Premises
FLYING INSECTS SUCH AS HOUSEFLIES	▪ Strategic placement of insects Light Trap near food source. ▪ Checking and replenishment of glue traps.	Weekly	Internal premises
LIZARDS	Baits or any other methods.	Weekly	Internal premises
Other pests such as snakes	Any infestations of sign of other pests shall be controlled and included in the contract.		

Pest	Description of services	Frequency	Location
HORNETS/BEE	- Inspection for any sightings of activities within the site. - If found, application of appropriate and approved chemical on hive or nest and the inhabitants, and physical destruction of the hive or nest will be carried out.	Upon request	External premises
SNAKES	Sulfur flakes or sulfur powder to be applied at the immediate surroundings of the premises.	Upon request	External premises
TERMITE	- On-spot treatment. - Anti-termite solution (Imidacloprid termite solution) will be sprayed into all termite galleries or tunnels that are visible on the exposed parts of all timbers, frames, fixtures, floor boards, partitions, built-in cabinets, ceiling boards, and roof timbers.	Upon request	Internal premises
			External premises

- iii. Pest management surveys shall occur upon the request of the Department of Laboratory Services in order to diagnose and resolve specific pest issues, if available.
- iv. Rapid response time – the technician shall be able to respond within 24 hours for any pest activity that was reported.
- v. All pesticides or pest control tactics used will be non-chemical, i.e., traps, exclusion, removal or disposal.
- vi. If the use of a pesticide is necessary, only baits and solid formulations of pesticides will be used. This will eliminate the potential drift and volatilization of petroleum distillate and solvents associated with the use of some liquid and aerosol formulation of pesticides. An MSDS shall be provided for documentations by the Department of Laboratory Services.
- vii. Any mode of disposal or removal of pest shall be brought by the Contractor and not left in the building premises.
- viii. The Contractor's monthly performance will be evaluated based on criteria in **FORM A (MONTHLY PERFORMANCE EVALUATION OF THE VENDOR)**.

B2. IPC REPORTING SERVICES

- i. All reporting documentations are to be submitted to the Chief Scientific Officer/ Facility Manager in charge monthly. All findings shall be presented to the staff of the Department of Laboratory Services quarterly or as required by the Facility Manager.
- ii. Monthly Comprehensive trend reports shall include:
 - ✓ Pest activity, preparations used, visit performance, recommendations and task performance.
 - ✓ Analysis of pest activity (with graph charts) based on the scheduled quality checks.
 - ✓ List of baits or chemicals used, floor plan layout of monitoring devices and task performance.
 - ✓ Pest prevention recommendations.
- iii. Quality Checks report shall include:
 - ✓ Assessment of the IPC quality conducted by the Service supervisor.
 - ✓ Tracking of pest activity and providing immediate recommendations for further prevention.
 - ✓ Findings of pest infestation.
- iv. Facility Audit shall include:
 - ✓ Evaluate effectiveness of the pest program and recommendations to enhance pest program.
 - ✓ Provide details of any corrective actions and their effectiveness.

**CLINICAL MOLECULAR DIAGNOSTIC LABORATORY FOR INFECTIOUS DISEASES
DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH**

FORM A – MONTHLY PERFORMANCE EVALUATION OF THE VENDOR

Date of Evaluation: dd/mm/yyyy

NO.	DESCRIPTION OF SERVICES	REMARKS	SCORE %
1	Weekly visitation and services done for pest management on flying insects and lizards - Traps and baits (or other methods) are in place in internal premises, and disposal as required. - Service reports issued for user's review.		/ 10
2	Monthly visitation and services done for the integrated pest management (Ants & Cockroaches, Rodents, Lizards, Insects) - External premises insecticide spraying performed according to schedule. - Traps and baits (or other methods) are in place in internal premises, and disposal as required.		/ 40
3	Monthly Integrated Pest Control Reporting services: - Timely reporting documentations - Comprehensive trend reports - Proper quality checks - Facility audits performed		/ 20
4	24 hours response time for any new pest activity/manifestation that was reported, subject to the discretion of the complaint caller. Complaints were addressed accordingly. No pending complaints.		/ 10
5	No pest sightings or activities reported in BSL3 Facility.		
5	Proper disposal or removal of pest. Good housekeeping.		/ 5
6	Adequate personnel provided with proper uniform and PPE used.		/ 5
TOTAL SCORE			/ 100 %

INDIVIDUALS INVOLVED		
Evaluation done by:	Name:	Verified by: Head of National Mycobacteria Reference Laboratory/ BSL3 Facility Manager
	Signature & Date:	
		Signature & Date:
Verified by:	Name:	
	Signature & Date:	

SECTION 3
FORMS TO BE USED
CONTENTS

SCHEDULE 1 – TENDER FORM

SCHEDULE 2 – INFORMATION SUMMARY

SCHEDULE 3 – SUB-CONTRACTS

SCHEDULE 4 – COMPANY’S BACKGROUND

SCHEDULE 5 – REFERENCES

SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO: KK/405/2025/LAB(TC)

INVITATION TO TENDER

**THE PROVISION OF AN INTEGRATED PEST CONTROL MANAGEMENT SYSTEM SERVICES
FOR THE CLINICAL MOLECULAR DIAGNOSTIC LABORATORY FOR INFECTIOUS DISEASES
(CMDLID) BUILDING, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH
FOR A PERIOD OF FIVE (5) YEARS**

TENDER OF (*name of Supplier*) : _____

Company/Business Registration No. : _____

Tender Closing Date : _____

ITEM	PREMISE	MONTHLY RATE (B\$)
Provision Of an Integrated Pest Control Management System Services	Clinical Molecular Diagnostics Laboratory for Infectious Diseases, Bukit Bendera, Tutong	
TOTAL PRICE PER MONTH (B\$)		

PRICE BREAKDOWN

PEST TYPE	DESCRIPTION OF SERVICES	FREQUENCY	LOCAITON	MONTHLY RATE (B\$)	PER YEAR (B\$)	PRICE FOR THREE (3) YEARS (B\$)
TOTAL PRICE (B\$)						

Refer to Schedule B of Section 1

USER REQUIREMENTS	DETAILS OF THE OFFER
Company Registration	
No. of Personnel, including Supervisor(s)	
Personnel Uniform, if applicable	
Equipment/Facilities provided	
Training & Management of Personnel	
Integrated Pest Control Management System Service Experience	

1. We offer and undertake on your acceptance of our Tender to supply and deliver 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 Contract of the Invitation to Tender together with such further terms and conditions, if any, agreed between Government and us.
4. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDAR MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this day of 2025

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:
 - ***Provision of An Integrated Pest Control Management System Services***
- 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 nor 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.