

TENDER REFERENCE NO.: KK/03/2026/ESTETMOH

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**TO PROVIDE ONE-OFF SERVICED SPECIALISE CLEANING
SERVICES FOR HIGH-RISE BUILDING AT MINISTRY OF
HEALTH COMPLEX**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 03 MARCH 2026

TIME : 12.00 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

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SECTION A

GENERAL CONDITIONS

A.1 **CONTRACT DOCUMENTS**

Tenderers are sought from suitably specialist cleaning contractors who wish to be considered for the works (hereinafter “the service”) at the Ministry of Health, Jalan Menteri Besar (hereinafter “ the Ministry”)

The Ministry consists the following:

- Ministry of Health Main building
- Dewan Al-afiah
- Health facilities building
- Department of scientific services building
- Health Promotion Centre

The duration of the works is **within 90 days**.

The successful tenderer is required to submit proposed Standard Operation Procedures (SOPs) which must be applicable to the Ministry and confirms with the requirements of the Ministry.

A.2 **SCOPE OF WORK**

This contract is for the supply and to provide all necessary labour, materials, supervision, packing, cartage, risks, moving, hoisting, fixing in the required position, plants, tools, implements, scaffolding, screens. Footways, boarding, temporary enclosures, provision of mobile cranes, etc, established charges, profit and every other thing required and the carrying out of all the Conditions of Contract and for the timely and satisfactory completion of the entire works contained in this contract. The contractor shall be deemed to have allowed for all costs or expenses in respects of the above in his Tender Price.

The Contractor shall pay custom duties and any other taxes which may be payable on all materials for use in this contract.

TO PROVIDE ONE-OFF SPECIALISE CLEANING SERVICES FOR HIGH RISE BUILDING AT MINISTRY OF HEALTH COMPLEX

Allow for all costs or expenses in respect of the above in the tender price.

A.3 **LOCATION OF SITE**

The site is situated at “**MINISTRY OF HEALTH COMPLEXES, JALAN MENTERI BESAR, COMMONWEALTH DRIVE**“

A.4 **SITE RESTRICTION**

The contractor shall take all adequate precautions to prevent from damaging any existing works and services. The Contractor shall comply with all regulations that might be imposed by the authorities concerned with regards to the movements of his workmen and materials strictly within the site without causing any overdue damage or disturbance to the private property in vicinity to the site. Any damages unless made good by the Contractor will be recovered from any money become due to the Contractor at the discretion of the Superintending Officer within the site.

The Contractor shall not be permitted to construct any temporary buildings on the site except storage space for materials, etc. as directed and approved by the Superintending Officer.

The Contractor will not be eligible for loss and expenses due to the above site restrictions.

A.5 **SAFETY, HEALTH AND WELFARE OF PEOPLE**

(PWD Circular No.: 25/1989

The Contractor is responsible for the support services in areas of SAFETY, fire protection and prevention, industrial hygiene and is obliged to comply by virtue of statutory requirements as well as being part of the contractual requirements. It is the responsibility of the Contractor that they, their employees and their subcontractor are aware of and familiar with the safety rules and practices as authorized by the S.O.

All reported unsafe practice or unsafe working conditions shall be investigated by the S.O. or his designate.

The Contractor is also responsible for performing work under the contract in a health and safe manner including protecting the safety and welfare of other subcontractors.

(a) First Aid Box or First Aid Room.

The Contractor shall provide a suitable first aid box room on site. The Contractor shall provide fire extinguisher on site as instructed by the S.O. The type and quality of the equipment shall be appropriate to the circumstances of the work and to the satisfaction of the S.O.

(b) Personal Protective Equipment.

The Contractor shall provide personal protective such as safety helmets, safety goggles and any other safety gears whatsoever necessary to the nature of the works, to all workers and ensure that these safety gears be utilized by his employees.

(c) Warning Sign

Warning sign must be provided and maintained at worksites as instructed by the S.O.

(d) General safety Precautions

Suitable overhead protection (in the form of safety nets, catch platforms and hoarding, etc.) are to be provided where persons are required to work or pass by places that are normally exposed to falling materials or objects.

(e) Health and Welfare

Pay all costs and charges incurred by and comply with all health and welfare regulations pertaining to all persons employed on site.

SECTION B

SPECIFICATIONS FOR MATERIALS AND WORKMANSHIP

B.1 GENERAL

Materials to be used shall be of the best quality approved by the S.O. Workmanship shall be equal to the best in prevailing trade practices. The Contractor shall ensure that all materials are stored properly to prevent deterioration and any handling of the materials shall be done with care to prevent damage.

Materials which fail to comply with the requirements of the specification will be rejected and shall be removed from site forthwith. No claim will be entertained if there is any delay arising therefrom.

The tenderer is expected to meet or exceed the quality standards required for each of the functioning areas set by the Ministry.

B.2 SAMPLES

NOT APPLICABLE

B.3 ORDERING AND DELIVERY OF MATERIALS

NOT APPLICABLE

B.4 SCREED

NOT APPLICABLE

B.5 CONTRACT PRICE AND PAYMENT

The contractor shall submit a breakdown of the contract price.

The contractor shall submit the invoice for the claim at the end of the contract for this on-off services. All claims shall be addressed to :

Acting Assistant Director Project Development
Estate Management and Project Development Section,
Ministry Of Health Headquarter
Jalan Menteri Besar
Commonwealth Drive

B.6 CONDITIONS OF PREMISES

The contractor is required to inspect the premises 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 contract prices.

B.7 ACCESS TO PREMISES

Reasonable access shall be provided by the Ministry to the Contractor's personnel for the purpose of providing the works.

Prior approval shall be sought from the relevant department to conduct the cleaning services to be carried out after office hours.

For this purpose, The Contractor shall inform the Officer in-charge before the works start. This is because the Officer in-charge require to inform the security to provide access to the premises.

The contractor shall inform any replacement / damaged of its personnel to the Estate Management and Project Development.

B.8 TRAINING AND DEVELOPMENT

The contractor is to provide basic cleaning training for his personnel in accordance with the Ministry's requirements before assign them to the works.

The Contractor shall provide on the job training and orientation, at its own expenses.

The training shall be conducted by the Contractor at the Ministry's premises.

The contractor shall hired a qualified, well trained all personnel for the works.

B.9 SAFETY AND HYGIENCE.

The Contractor 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 the safety on the Ministry's premises of his own staffs and personnel, the staff and property of the Ministry and the general public.

Proper signboards and barriers shall be erected during the progress of the services / works which may endanger the safety of the Ministry's staff and the general public. The signboards and barriers must be sufficiently large to attract attention and includewords such as "DANGER" or "BAHAYA", "WORKS IN PROGRESS", or as appropriate.

The contractor shall comply with the instructios, policies and regulations as may be issued by the Ministry from time to time in relation to safety and hygiene for the works / services.

B.10 EQUIPMENT AND CHEMICALS TO BE USED

The contractor is responsible to procure and provide at its own expenses of all necessary equipments, tools, and materials, for the efficient provision of the works / services.

A list of proposed equipments and tools to be used in the provision of the works/ services , shall be submitted in the format set out of this Invitation of tender.

All equipments, tools, materials and chemicals used must be approved by the Estate Management and Project Development Section prior to use for the provision of the works / services.

The contractor undertakes and warrants that all equipment, tools, materials and chemicals used utilized for the works / services provided shall be free from all defects, patent or latent, anf fit and suitable for the purpose of provided the Services and shall be compliant with relevant industry standards.

The contractor is responsible for the safe storage of the equipment, tools, and materials at its own expenses.

The Contractor shall use only certified electrical appliances and circuit breakers.

All chemicals used in the provision of the works must meet the following standards:

- A neutral detergent is recommended for general cleaning of the Ministry;
- Multi – purpose cleaners - BS.EN13967:1997 requirements pH level must be applicable to all hard floor surfaces and tile floor surfaces. The contractor will ensure that the appropriate chemical is used as any damages to the flooring surfaces / wall surfaces.

- Stainless steel cleaners must be suitable for all metals or chrome fittings with an acceptable pH level to prevent corrosion to steel fittings.

B.11 WATER AND ELECTRICITY

The ministry shall provide all water and electricity required for the provision of the works.

The contractor shall ensure the use of the water and electricity for the provision of the services is economics and not wasteful, and undertakes that all personnel will strictly adhere to this.

B.12 MAINTENANCE AND REPAIR WORKS

The contractor shall call directly to the Estate Management and Project Development to report any fault detected during the works in progress.

The contractor shall report any damage (due to negligence of the works) of any cleaning elements of Ministry's property immediately to the Estate Management and Project Development and also the Contract Manager.

Cost of repair/replacement of any damage to the equipment or property belonging to the Ministry caused by the Contractor's personnel shall be borne by the contractor.

B.13 SECURITY ARRANGEMENT

The Contractor's personnel shall immediately leave the Ministry's premises if requested by the Ministry or any of its staff.

The Contractor is required to establish a Security Plan to demonstrate the method of staff registration and tracking with valid permits. The Contractor must ensure that such records are maintained daily.

The Contractor shall at its own expense provide, for all his personnel, identification passes as specified by the Estate Management and Project Development. Any damaged pass shall be replaced by the Contractor at its own cost.

Any lost or damaged passes must be reported immediately to the Estate Management and Project Development and upon approval from the Estate Management and Project Development, replace such lost/stolen pass at the Contractor's own costs.

The Contractor shall ensure that his personnel do not, at any time, enter into areas which are not part of the Ministry's premises except as directed by the Estate Management and Project Development.

For security purposes, the Contractor will provide the Estate Management and Project Development with the following particulars of his workers at least one (1) month before the commencement of the Services:

- Name
- Address
- Identity Card Number / Passport Number
- Gender
- Citizenship
- Expiry date of work pass (for foreign workers)

B.14 REGULATIONS, LICENCES AND PERMITS

The Contractor is responsible to procure and maintain all necessary licences, permits and approvals, and shall at all times comply with all legals and regulatory requirements adjustable to the provision of the works.

B.15 PERSONNEL PROTECTIVE EQUIPMENTS

The Contractor shall at his / her its own expenses, 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.

The S.O have the right to stop the works or does not allow entry to Hospital if the PPE worn by the workers assigned is deemed unsatisfactory.

The PPE stated below are mandatory to be worn by the Contractor's workers during progressing the works:

1. Helmets,
2. Face masks – obligatory
3. Eye protectors (safety goggles) – obligatory
4. Overalls (coveralls) – obligatory
5. Legs protectors and /or industrial boots – obligatory
6. Disposable gloves or heavy duty / cut resistance gloves (gardening / cleaning) – obligatory

A penalty shall be imposed on the Contractor if the PPE worn are not adequate.

SCHEDULES

SCHEDULE A

AREAS TO BE CLEANED

1.	EXTERNAL AREA / OUTSIDE MINISTRY OF HEALTH BUILDING OLD BLOCK, MIDDLE BLOCK, NEW BLOCK
2.	OUTSIDE DEWAN AL-AFIAH BUILDING
3.	OUTSIDE DEPARTMENT OF SCIENTIFIC SERVICES OLD AND NEW BLOCK BUILDING
4.	OUTSIDE HEALTH FACILITIES BUILDING
5.	OUTSIDE HEALTH PROMOTION CENTRE

SCHEDULE B

LIST OF EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CLEANER

All tools, equipments, chemical and materials to be used in the cleaning services shall be provided by the Contractor such as:

No.	Machines	Quantity
1.	Burnishing machine	As appropriate
2.	Water jetting	As appropriate
3.	Scaffolding for external cleaning works	As appropriate
4.	bomblift	As appropriate
	Chemical	
5.	Glass cleaner	As appropriate
6.	Window witch spray for cleaning external window. Chemical oil base and all-purpose lavender (window and wall)	As appropriate
7.	Scrubber	As appropriate
	Gardening tools	
8.	Scoop to remove plant growth at wall	Adequate when use
9.	Chopper	Adequate when use
	Other equipment	
10.	Ladders	
	Other consumables	
11.	Plastic garbage bags	Adequate when use

SECTION 3
FORM TO BE USED

SCHEDULE A	SUMMARY OF TENDER	ST1– ST21
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SUMMARY OF TENDER

Title : TO PROVIDE ONE-OFF SPECIALISE CLEANING SERVICES FOR HIGH-RISE BUILDING AT MINISTRY OF HEALTH COMPLEX

Quotation No. : KK/03/2026/ESTETMOH Request Ref. : MOH No. :

NO.	DESCRIPTION	Quantity	Unit	Amount		
				Rate	\$	¢
	<p>Note: The contractor shall carry out 'site visit' inspection and take into account all aspects and conditions of site before submitting his quotation. The contractor must fill this schedule at the time of tendering. Supply all materials, labour, tools and everything else deemed necessary to carry out work as specified. Contractor having submitted their prices are considered as having visited the site. No claims for additional payment will be entertained on the ground of misunderstanding or misinterpretation of the conditions, measurement etc.</p> <p>Contractor to ensure the safety, health and welfare of workforce that includes the provision of PPE for all personnel include work place area who involved in the site activities and public activities.</p> <p>Contractor are to clean up and remove all debris offsite at their own expenses.</p> <p>Contractor is to protect the occupant's properties. All contractor required to comply with the Specification and Conditions of Contract (Scope of Work and Material Specification)</p>					
1.0	Preliminaries					
1.1	The contractor shall provide insurances: A) Workers' compensation insurance B) Public Liability insurance	1 1	Lot Lot			
1.2	The tenderer shall have Safety Officer to ensure safety awareness for high rise building works, in accordance to SHENA Workplace Safety and Health (construction) Regulations, 2014 and IGN/2019/02.	1	Lot			
1.3	The Contractor shall liaise with the S.O to confirm the exact location of the external cleaning prior to commencement of works. All works shall be carried out in accordance with the applicable codes, standards, and regulations, ensuring the use of approved materials and quality workmanship.				Note Note	
TOTAL AMOUNT CARRIED FORWARD						

NO.	DESCRIPTION	Quantity	Unit	Amount		
				Rate	\$	¢
2.0						
2.1	<p>To supply all necessary and appropriate labour, approved materials, tools and equipment, proper and safety including transportation the proper, safe execution, completion of works in accordance with the scope of works stated below to the entire satisfaction of the client.</p> <ul style="list-style-type: none"> - Safety and health measures - To use proper chemical in cleaning - Mobilization and demobilization of any equipment, machinery, plant growth etc - To apply approve cleaning solution on the window glass - To do cleaning of the external window glasses wall tiles and concrete walls - Thorough cleaning by using high pressure washer (low psi) and other cleaning - Removing unwanted plants <p>Submit report include photograph (before, during and upon completion)</p> <p>Location:</p>					
2.2	<p><u>Main Headquarter (old, middle and new block)</u> Approximate day of works: 18 days Note: to use boomlift & scaffolding</p>	1	Lot			
2.3	<p><u>Dewan Al-afiah building</u> Approximate days of works: 5 days Note: to use boomlift</p>	1	Lot			
2.4	<p><u>Department of Scientific Services</u> Approximate days of work:14 days Note: to use boomlift</p>	1	Lot			
2.5	<p><u>Health Promotion Centre Building</u> Approximate days of works: 4 days Note: to use boomlift & scaffolding</p>	1	Lot			
2.6	<p><u>Health Facilities Building</u> Approximate days of works: 5 days Note to use scaffolding</p> <p>Note to Tenderer:</p> <ul style="list-style-type: none"> - Tenderer should do site visit, any unnecessary claims are not entertained. - Tenderer to take note and follow any instruction from the Ministry. - Contractor will be imposed Liquidated Ascertained Damages (LAD) for failure to complete on-time. <p>Delivery of works: 90 days [3 months]</p>	1	Lot			
TOTAL AMOUNT FOR THIS QUOTATION						

SCHEDULE B

TENDER FORM

TENDER REFERENCE NO.: KK/03/2025/ESTETMOH

**INVITATION TO TENDER FOR
TO PROVIDE ONE – OFF SPECIALISE EXTERNAL CLEANING SERVICES FOR HIGH-RISE
BUILDING AT MINISTRY OF HEALTH COMPLEX**

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.

Brunei Dollars _____

_____ (B\$ _____) only.
2. If my/our tender is accepted, I/we undertake to complete the whole works within **90 DAYS** from the date of possession/commencement allowing for all possible cause of delay which can reasonably be foreseen and not merely representing the number of working days required.
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 supply. 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 supply and/or site conditions.
4. I/We agree to the provision and conditions in **Appendix 1**.
5. 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.
6. 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.
7. 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.
8. Our offer is valid for **six (6)** calendar months from the tender closing date.
9. When requested by you, we shall extend the validity of this offer.

Signature & Date

Name

In the capacity of

(Position in the Company)

(Tenderer Official Stamp)

On behalf of

(Name of Company).

Address

Telephone & Fax

MOD Registration No

(Copy of MOD Registration Certificate to be attached)

Tender Deposit No.

SCHEDULE C

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:
 - **Specialise for External Cleaning Services for High Rise Building**
 - d. Minimum manpower proposal for the project which will be full time on site
 - e. Other information which is considered relevant.

SCHEDULE D

SUB-CONTRACTORS

- 3.1 Tenderers shall complete Table 3 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

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

SCHEDULE E

COMPANY'S PROFILE

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) Engineers :.....
c) Technicians :.....	d) Tradesman :.....
e) Trainee/Workman :.....	f) Others :.....
TOTAL WORKFORCE :.....	No. of persons :.....

We certify that the above information is correct.

SCHEDULE F

REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 4.1 to whom the Contractor has provided similar works 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

Customer Name & Address	Customer Type (Gov't or Quasi-Gov't)	Contact Person	Title	Contact Number Fax Number & Email 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 G

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

SCHEDULE - H

STATEMENT OF COMPLIANCE

7.1 Tenderers shall indicate their compliance by providing a compliance table in Table 7 with clause by clause including sub-clause by sub-clause statement of compliance corresponding to all the sections of Section 2 – Specifications.

7.2 Proposal without the compliance table will be considered incomplete and will be disqualified.

Table 7 - Compliance Table

Section	Descriptions	Compliance ¹		Remarks ²
		Yes	No	
1	Instruction To Tenderers			
2	Specification			
3	Form to be used			
4	Articles of Agreement			
	& Condition of Contract			

Note:

¹ Please put a tick (✓) at “Yes” column if complied, and a tick (✓) at “No” column if not complied.

² Where appropriate, Tenderer shall specify how the requirement will be met in the Remarks column.