

**TENDER REFERENCE NO.: KK/04/2026/ESTETMOH(TC)**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**PROVISION OF MAINTENANCE SERVICES FOR  
SWIMMING POOL AT HEALTH PROMOTION CENTRE  
UNDER THE MINISTRY OF HEALTH FOR A PERIOD OF  
THREE (3) YEARS**

**TENDER FEES : \$10.00**

**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**  
**SPECIFICATIONS**

**FOR THE PROVISION OF MAINTENANCE SERVICES FOR SWIMMING POOL AT HEALTH PROMOTION CENTRE UNDER MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

**1 GENERAL**

1.1 Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of comprehensive maintenance services (hereinafter referred to "Maintenance Services") for swimming pool and its associated works (hereinafter referred to as the "Equipment") at the following sites:

➤ Health Promotion Centre, Ministry Of Health

- The duration of the Maintenance Services is **for a period of three (3) years**

**2 SCOPE OF WORK**

- The Tenderer shall provide Maintenance Services for the Equipment as listed out in **Schedule I - List of Scope of works** inclusive of all necessary works / services, replacement parts and materials and electrical supply accessories to keep the Equipment in good working condition and order.
- The Tenderer to check the standard guideline requirement of water chemistry for swimming pool as refer to "Schedule 1"
- The Ministry of Health (hereinafter referred to as "the Ministry") reserves the right to amend the schedule of equipment, either by addition or deletion, as the equipment becomes liable for the maintenance under this tender, or is taken out of service.
- The Maintenance Services comprise of the following:-
  - i. Preventive Maintenance
  - ii. Corrective Maintenance

**2.1 Preventive Maintenance**

- The Tenderer shall carry out schedule or routine Preventive maintenance as set out at **Schedule 1**.
- Preventive maintenance shall be carried out during Government working hours : 7.45am - 12.15pm & 1.30pm - 4.30pm
- The Tenderer shall prepare and submit a quarterly work schedule detailing the dates covering the preventive maintained and major overhaul **two (2 ) weeks** in advance for approval and implementation.
- Preventive maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the equipment.
- The Tenderer shall ensure that the downtime of the equipment is kept to a minimum. The maximum period for which any equipment to be continuously out-of-service shall be one (1) day - **a penalty of B\$100.00 per day** shall be imposed for exceeding the maximum period.
- The Tenderer is also required to submit monthly reports covering details of periodic inspection, servicing and repairs. The monthly report shall include, but not limited to, a log showing the time when fault notice was received, nature of fault, time when rectification work was initiated, actual time taken for repair, materials and parts used.

## 2.2 Corrective Maintenance

- The tenderer shall also perform corrective maintenance on the equipment,
- Corrective maintenance shall be performed **AT ANY TIME** (inclusive of public holidays) upon notification by the Superintending Officer or his representative.
- The tenderer shall dispatch its service engineer to the site within **Twenty-four (24) minutes** upon notification by the Superintending officer or his representative within the following.
- A penalty of **B\$50.00** per hour shall be imposed for every hour or part thereof that response time exceeded.
- If the tenderer, after receipt of written notice from the Superintending Officer requiring the tenderer to complete any repair or replacement within **seven (7) days**, fail to comply with such instruction a penalty of **B\$100.00** per day or part thereof shall be imposed if the seven (7) days period is exceeded and that, it is in opinion of Superintending officer, the equipment ought reasonably to have been put back to the service.
- The works for corrective maintenance works to include the item mention in **Schedule II** at section 2 of the specification.

## 3 REPORTING TIME

- The Tenderer shall report and adhere to the work times:
  - i. Office Hours: **07.30 am to 04.30 pm**
  - ii. Fridays, Sundays & Public Holidays: **08.00 am to 02.00 pm**

## 4 CONTRACT PRICE AND PAYMENT

- The proposed contract sum shall be deemed to cover all costs involved in performing the Maintenance Services including all costs, charges and expenses for labour, spare parts, materials, consumables, tools, equipment, transport, documentation, insurance, taxes, duties, overheads and any other necessary items. This proposed Contract Sum shall remain fixed and firm for the three (3) years duration.
- The Tenderer shall submit the invoice of the previous month **on the first weeks of the following month**. All claims shall be addressed to:

*Head Of Section  
MOH Complex  
Estate Maintenance Section  
Negara Brunei Darussalam*

- The Tenderer shall quote the cost of an annual service contract which shall consist of the Maintenance Services charges and the cost of parts replaced (if any), upon receipt of:
  - i. 1 Original invoice
  - ii. 1 Duplicate invoice
  - iii. Service call Slip, and
  - iv. A detailed Maintenance service Report

## 5 SPARE PARTS, CONSUMABLES etc

- The Tenderer shall supply all replacement parts, spare parts and consumables necessary for the proper operation, preventive maintenance and breakdown repairs of the equipment.
- The Tenderer shall ensure that these are genuine parts approved by the manufacturer/s, and here new parts or materials are to be used, approval from the Superintending officer shall be sought in advanced.

- Notwithstanding the above provisions, the Tenderer shall obtain spare parts required for the Maintenance Services in the quickest possible manner. There shall be a 30-day grace period for repairs which are delayed or outstanding due to unavailability of spare parts or awaiting for such parts, which a **penalty of B\$100.00 per day** or part thereof the grace period is exceeded shall be imposed. The Superintending officer shall give a written notice to the Tenderer of the expiry date of the said grace period and start of the penalty imposition. Such notice shall be given at least fourteen (14) days before expiry date of the garce period.
- Unused spare parts at the end of the three-year period shall remain the property of the Government. Any unused spare parts shall be handed over by the Tenderer before the final invoice is certified for payment.

**7 USED OF SITE**

- The Tenderer shall not use any of the sites for any purpose other than that of carrying out Maintenance Services stipulated in these Specifications.
- The Tenderer shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.

**8 SUPERVISION AND PERSONNEL**

- To ensure the proper execution of the Maintenance Services, the Tenderer shall provide and employ an adequate number qualified and competent personnel to perform the Maintenance Services as follows:

<b>Tradesman / Labourer</b>	<b>1</b>
<b>Technician</b>	<b>1</b>

- The Tenderer shall ensure that such personnel are properly trained, registered with the Electrical Services Department, Ministry of Health Brunei Darussalam and employed by the Tenderer throughout the three-year period
- The Tenderer is required to submit a list of names, addresses, qualifications, experiences and othe relevant information that the Superinteding Officer may require , of all persons that shall be employed for the performance of the Maintenance Services in the format set out **Section 3 – Forms to be used**. Any amendments made to the list shall be submitted in writing within five (5) days upon knowledge that any person has been added or deleted from the list during the period of the contract.
- The Superintending Officer reserves the right to remove , reject or replace any persons employed by the Tenderer,who in the opinion of the Superinteding Officer is not competent to execute the Maintenance Services, and shall direct the Tenderer to replace such person/s not later than seven (7) days.
- Failure to provide such replacements shall result in a penalty on the Tendrer as stated below:

<b>Tradesman/Labourer</b>	<b>\$ 50.00 per day</b>
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- The Tenderer shall nominated supervisor/s for the purpose of administrative and on-site supervision. Such nominated persons may be called for interviews prior to the award of the Tender.
- The Tenderer shall ensure allocation of adequate number of personnel to perform the Maintenance Services as follows:

Location	Preventive Maintenance	Corrective Maintenance
Health Promotion Centre, Ministry Of Health	1	1 (As required)

- The Tenderer shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- All personnel employed by the Tenderer shall be neatly and properly attired in uniforms.

## 10. INSURANCES

- The Tenderer shall warrant that he will maintain at his own expense, comprehensive general liability, errors and omissions, workers' compensation, public liability, property damage and automobile liability insurance. Upon request by the Government, the Tenderer shall furnish certificates showing that such insurance is in effect and will not be cancelled or changed in the absence of a prior 30-days' written notice to the Government.

## 11. SECURITY

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

## 12. REPORTS

- A record of the work done on each maintenance visit shall be noted in a maintenance log book by the Tenderer.
- The log book must show the following information:
  - document each incident of lift defect or malfunction;
  - date, time and duration of work performed for the swimming pool; and
  - a description of the reason for the work done (whether preventive maintenance or corrective maintenance)
- Completion of the maintenance visit shall be confirmed in writing by the Senior mechanic/engineer.
- The log book must be available for inspection by the Superintending Officer at any time.
- Any verbal reports shall be made within 24 hours after the complaint is received by the Tenderer, stating the fault, work done and if any further work is required.
- The Tenderer shall also submit Maintenance Service Reports in a format acceptable to the Government and shall include the following information:

- the equipment's reference number;
- the job number;
- the date the job was completed;
- the date, time and total time the equipment is made unavailable to the Government;
- the name of Tenderer's technician/personnel responsible for carrying out the job; and
- the comments of the person requesting the Maintenance Service.

**13. HEALTH AND SAFETY PRECAUTION AGAINST FIRE, NOISE CONTROL, etc**

- The Tenderer shall provide all necessary measure to comply with all health and safety regulations and rules currently in place. The Tenderer shall also comply with all orders and instructions given to him from time to time by the Superintending Officer with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- The Tenderer shall take all reasonable and all instructions given to him by the Superintending Officer with regards to fire precautions and prevention.
- The Tenderer shall also ensure that all measures are taken to control noise levels produced during the Maintenance Services.
- The Tenderer shall ensure that all equipment is/are safe and operable prior to handing over to the Government.

## SCHEDULE I

### SCOPE OF WORKS AND SCHEDULE OF PRICE

#### SCOPE OF WORK

##### 1. REMOVING AND RELOCATIONS

The contractor shall include relocation or removing of ANY objects properly obstructing the project area to another area as per instructed by the supervising officer in-charge without any additional charges to the government and without any delay to the project.

Any kind / types of defects during the installation or relocations of any government property by the contractor must be replaced with new one match existing at the nearest time possible without any extra charges or delay to the government.

##### 2. LOCATION OF SITE

The site is situated at Health Promotion Centre MOH, Negara Brunei Darussalam.

##### 3. SCOPE OF WORK

Cleaning needs to be done **twice in a week**. Including pool checking, electricals, Filtration works, Salt chlorinator and equipments. Manpower supervision placement needs to be standby daily – complete to monitor the pool, equipments and chemicals.

<u>DESCRIPTION</u>	<u>SERVICES</u>
<u>POOLS</u>	
Water level	Adjust as required
Clarity	Adjust as required
Chlorine / PH Levels	Adjust as required
U/W light	Adjust as required
Skimmers / inlets/ pump	Clean & report condition (twice in a week)
Vacuuming	Clean & report condition (twice in a week)
Brushing of pool walls	Clean (twice in a week)
Backwashing	Clean (twice in a week)
Washing if decking tiles / canvas	Clean (twice in a week)
<u>FILTRATION</u>	
Filter Tank	Clean & report condition
Filter control valve	Clean & report condition
Pump / motor & lid	Cleaning of pump lint pot & report condition
Pressure gauge	Clean & report condition
Gate valves	Clean & report condition
<u>ELECTRICAL</u>	
Main supply	Clean & report condition
Starter	Clean & report condition

Fuses / switches	Clean & report condition
<b><u>EQUIPMENTS</u></b>	
VAC sweep head / hose	Clean & report condition. Need to be checked regular basis.
Leaf net/ handle	Clean & report condition. Need to be checked regular basis.
Brush / test kit	Clean & report condition. Need to be checked regular basis.
<b><u>CHEMICALS</u></b>	
Chlorine powder	Apply as required
Chlorine tablets	Apply as required
Acid	Apply as required
Conditioner	Apply as required
AstralPool TCCA 90% tablets 25kg / 125pcs (APC-AC25312-25)	Apply as required
<b><u>SALT CHLORINATOR (IF APPLICATOR)</u></b>	
Electrodes	Clean & report condition

**FOR CORRECTIVE MAINTENANCE**

<b><u>Filteration pump</u></b>	To replace if pump is found in default / damage
<b><u>Automatic chlorine feeder</u></b>	To replace if pump is found in default / damage

## SCHEDULE OF PRICES SWIMMING POOL

### SCOPE OF WORKS

ITEM NO.	DESCRIPTION	Unit	Qty
1.	Twice a week maintenance inclusive: The scope of works include to supply of labour , tools and chemicals to do the pools maintenance works for the above mentioned project works including cleaning / maintaining the pools, provide the chemical. Maintenance of sand filter , pumps and other related works - Disinfection (using pH and chlorine) - pool maintenance equipments. - super chlorination – once a week. - placement of 1 manpower to be stationed at Health Promotion Centre for supervision everyday	Months	36

### FALURE TO COMPLY

Failure to complete the job within the specified time the supervising officer may take appropriate action and impose a penalty of **\$100.00 per day** to the contractor.

If the contractor , after receipt of a written notice from the supervising officer requiring compliance within **seven ( 7 ) days**, fails to comply with such further drawing and / or Superintending Officer's Instruction the supervising officer may employ and pay other persons to execute any works whatsoever which maybe necessary to give effect thereto and all-costs incurred in connection therewith shall be recoverable from the contractor by the supervising officer as a debt or maybe deducted by him from any moneys due or become due to the contractor.

**SCHEDULE II**

**PRICING FOR CORRECTIVE MAINTENANCE TO BE QUOTED BY TENDERER  
(SCHEDULE OF PRICE)**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>1.</b>	FILTRATION PUMP	<b>1</b>	<b>NO.</b>		
<b>2.</b>	AUTOMATIC CHLORINE PUMP	<b>1</b>	<b>NO.</b>		
	<b>TOTAL AMOUNT FOR CORRECTIVE MAINTENCE (CM)</b>				

## ATTACHMENT FOR A GUIDE TO SWIMMING POOL WATER CHEMISTRY

For Cleaning services for water cleaning swimming pool water chemistry as follows:

1. Water sanitation. Pool needs to be sanitised to ensure bather safety. Bacteria will rapidly multiply in pool water that remains untreated/unsanitised. The most widely used disinfectant (sanitiser) for domestic pools. Pool water should be maintained at the correct level at all times.
2. Water Balance  
  
Chemicals normally used to treat swimming pool water:
  - Sanitisers / disinfectants – to destroy harmful and objectionable organisms
  - Soda ash (sodium carbonate) / pH Plus - use to increase the pH level
  - Sodium bisulphate / pH Minus - use to decrease the pH level
  - Chlorine stabiliser - to prevent unnecessary loss of chlorine
  - Algaecide – to kill prevent the growth of algae
  - Filter aids / flocculants / clarifiers – to help remove foreign debris/materials
3. pH
  - The pH level indicates the relative acidity or alkalinity of the pool water. pH is measured on a scale from 0 (strong acid) to 14 (strong alkaline) and pH neutral is 7. In pools a slightly alkaline level between 7.2 & 7.6 is ideal because this range is the most comfortable to the human eye, provides optimum use of free chlorine and provides water that is not corrosive or scale forming.
4. If pH falls to low (below 7)
  - Water becomes acidic
  - Eye & skin irritation occurs
  - Corrosion – heater element may corrode (unless titanium heating elements) the pump impeller & other metal fittings on the pool will corrode
  - Dissolved metal may leave stains on the walls
  - Rapid loss of alkalinity
  - Wrinkles of liner
5. If pH is too high (above 7)
  - Chlorine activity is slowed and inefficient.
  - Scale formation and discolouration of pool walls
  - Water becomes cloudy
  - Filter is overworked & may be choked
  - Eye & skin irritation may occurTesting and maintaining the correct pH need to be considered in these aspects, for maintaining pH level and the overall water balance
6. Total alkalinity. The ideal level of total Alkalinity is between 80 and 140 per million (ppm).  
  
If the total alkalinity is too high:
  - The pH will be difficult to adjust
  - A high pH level often occurs
  - This causes cloudy water, decreased disinfectant effectiveness, scale formation & filter problems.If the total alkalinity is too low
  - The pH will be unstable and difficult to maintain
  - pH changes rapidly when chemicals or impurities enter the water
  - pH may drop rapidly causing etching & corrosion

7. Water hardness/calcium hardness depends on the amount of dissolved calcium in the pool water. High levels will give rise to scale formation whilst low levels cause corrosion to pool surfaces and equipments. The water hardness should be maintained at a minimum level of 200ppm. Water hardness can be increased by using a water hardness increaser such as hardness plus.
8. Testing pool water either by:
  - Test strips (litmus paper)
  - Liquid reagent
  - Test tablet

Testing pool water daily for both sanitiser and pH. Total alkalinity should be tested on a weekly basis and the water hardness should be tested on monthly basis.

9. Calculate the volume of water of the pool. Testing result is necessary to calculate the volume of the pool to determine the quantity of water treatment products pool need. It is better to calculate the pool volume in litres rather than in gallons, as it is easier to calculate the quantity of product required in metric rather than imperial.

With the total alkalinity and water hardness now at the correct level is required to test and maintain pH level.

All dosage rates as per 1000 litres of pool water.

If pH is too low (below 7.4) use pH plus (soda ash) 10g per day (per 1000 litres) until pH has increased to 7.4.

If pH is too high (above 7.6), use pH Minus (dry acid) 10g per day (per 1000 litres) until pH has decreased to 7.6.

Note:

Sanitisation is necessary to disinfect the pool water to prevent the spread of disease organisms from person to person & prevent unwanted growth of bacteria & algae in the pool. Pool must constantly be polluted by the environment; dirt, leaves, pollen, human perspiration and cosmetics, etc are introduced daily.

Chlorine is required as a disinfectant for the pool. This is required to protect from the water turning to heavy greenish yellow gas, so that no toxic is formed, which can lead to high potential of injury, or sickness used by the end user.

10. Algae control. Algae are microscopic single celled plant life that multiply very quickly. Algae will bloom and grow in swimming pool if nutrients are present and free chlorine level is too low. Common algae problems are as follows:
  - Green algae
  - Mustard algae
  - Black algae

Chemical solutions for the algae:

- Green algae. Is very susceptible to chemical treatment. Shock treat the pool with chlorine & keep the filter running, brush the pool walls and floors. Periodically check the chlorine level and maintain above 3ppm until the algae clears. Once clear, it can prevent the future build up by using appropriate algicide.
- Mustard algae. Is more resistant to chemical treatment and clings more tightly to pool walls than green algae. Shock treat the pools and then thoroughly brush and vacuum the pool. Again when cleared a suitable algicide can be used to prevent future outbreaks.
- Black algae. This can be controlled to some extent by frequent shock treatment and thorough brushing & vacuuming. Black algae can be relatively high free chlorine levels, but complete removal may require draining and cleaning the pools.

Treating algae control. By Ultra violet (UV) Treatment. This can destroy the waterborne organisms including green, single celled algae and bacteria that make the pool water appear murky and unattractive. It will ensure clear pool water even in the absence of chlorine.

Short wave Ultraviolet light has a photo oxidation effect that destroys chloramines and other toxic by products of chlorinam without adding additional chemical product. Fitting a UV treatment to the pool will also kill algae instantly when it is passed through UV treatment plant but will not prevent algae and slime growth on the sides and surfaces of the pools.

Advantage:

- ✓ A more pleasant bathing environment with few chemicals present.
- ✓ Dramatically reduced chemical dosing by up to 78% , and therefore reduced chemical costs.
- ✓ Instantaneous disinfectant with every pass through the UV.
- ✓ Removes all used chlorines
- ✓ Less waste water disposal
- ✓ Less backwashing of filters that can become time consuming.
- ✓ Offer a second disinfection process that gives increased control on the microorganisms difficult to control with chlorine.
- ✓ Can be retrofitted to any pools.
- ✓ No disinfection by products created by the UV.
- ✓ No danger of overdosing.
- ✓ Does not affect the pH level
- ✓ Low initial cost purchase cost and low running cost.

**SECTION 3**  
**FORMS TO BE USED**  
**CONTENTS**

SCHEDULE 1	:	TENDER FORM
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SCHEDULE 6	:	DECLARATION
SCHEDULE 7	:	LIST OF PERSONNEL

**SCHEDULE 1 – TENDER FORM**

To:

**TENDER REFERENCE NO: KK/04/2026/ESTETMOH(TC)**

**INVITATION TO TENDER  
THE PROVISION OF MAINTENANCE SERVICES FOR SWIMMING POOL AT HEALTH  
PROMOTION CENTRE UNDER MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

**TENDER OF (name of tenderer)** \_\_\_\_\_

Company/Business Registration No.: \_\_\_\_\_

Tender Closing Date: \_\_\_\_\_

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	PRICE (B\$)
1	The cost for maintaining and cleaning services for swimming pool at Health Promotion Centre, Ministry of Health. The scope of works for twice a week pool <b>preventive maintenance (PPM)</b> inclusive to supply labour, tools, and chemicals to do the pools maintenance works for the above-mentioned project works including cleaning / maintaining the pool, provide the chemicals. Maintenance of sand filter, pumps and other related works. <ul style="list-style-type: none"> <li>- disinfection (using pH and chlorine)</li> <li>- Pool maintenances equipments</li> <li>- superchlorination -once a week</li> <li>- placement for 1 manpower to be stationed at Health Promotion Centre for supervision every day.</li> </ul>	Months	36		
2	Total of <b>Corrective maintenance (CM)</b> as per section 2, <b>Schedule II</b>		1 lot		
	<b>Total of PPM+ CM</b>				
<b>TOTAL OVERALL FOR THREE (3) YEARS (36 MONTHS) TERM CONTRACT PERIOD</b>					

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                      2025.

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**Signature of authorised officer of Tenderer**

Name:

Designation:

Tenderer's official stamp:

## **SCHEDULE 2 – INFORMATION SUMMARY**

- 2.1 Tenderers shall provide in this Schedule the following information:
- a. Management summary
  - b. Company profile (including Contractor and sub-contractor(s), if any)
  - c. Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
    - *Provision of maintenance services for swimming pool*
  - d. Other information which is considered relevant

### SCHEDULE 3

#### SUB-CONTRACTORS

- 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

		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 4**

### **COMPANY'S BACKGROUND**

- 4.1 Each of the companies involved in this tender, including Contractor and subcontractor(s) (if any), shall provide information on the company's background, scope of operations, financial standing and certified copy of its Certificate of Incorporation or Certificate of Registration with the Ministry of Development.

## 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

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

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

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

**SCHEDULE 6**

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

## SCHEDULE 7

### LIST OF PERSONNEL

- 7.1 The Tenderer shall state the number of locally/overseas (Singapore, Malaysia, Philippines, etc.) based technical services personnel trained to maintain the equipment tendered by completing the table below.
- 7.2 The Tenderer shall also include telephone/mobile phone numbers which shall be used for reporting faults as specified in this Invitation To Tender, including mobile phone numbers for the Supervisor.
- 7.3 The Contractor shall submit resumes or CVs of each personnel listed below. Failure to do so will render the Tender as “non-compliant” and possible rejection by the Government.

<b>Name of Trained Technical Personnel</b>	<b>Local or overseas</b>	<b>*Telephone/Mobile and/or Pager No.</b>	<b>Years of Experience</b>

**ENGINEER**

**Name:**

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**Brunei I/C No & Colour:**

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**Date of Issue:**

---

**Valid until:**

---

**Qualification:**

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**Experience:**

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**FOREMAN/  
SUPERVISOR**

**Name:**

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**Brunei I/C No & Colour:**

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**Date of Issue:**

---

**Valid until:**

---

**Qualification:**

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**Experience:**

---

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**TECHNICIAN**

**Name:**

---

**Brunei I/C No & Colour:**

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**Date of Issue:**

---

**Valid until:**

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**Qualification:**

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**Experience:**

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**TRADESMAN/  
ELECTRICIAN**

**Name:**

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**Brunei I/C No & Colour:**

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**Date of Issue:**

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**Valid until:**

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**Qualification:**

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**Experience:**

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**SITE VISIT FORM****TERM CONTRACT NO.: KK/04/2026/ESTETMOH(TC)**

**TERM CONTRACT TITLE:  
PROVISION OF MAINTENANCE SERVICES FOR SWIMMING POOL AT HEALTH PROMOTION  
CENTRE UNDER THE MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

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This is to confirm and verify that the company stated below has visited and understood the specifications stated in the tender above.

This site visit is a **Mandatory** for Every Tenderer to participate a tender. Without this site visit with our representative from Estate Maintenance Section MOH and client, the tender shall be considered **NON COMPLY**.

<b>Name of Company</b>	
Company Stamp	
Name of the Staff	
Position	
Date of Visit	
<b>VERIFIED BY REPRESENTATIVE FROM END USER [DEPARTMENT]:</b>	
Name	
Signature	
Date	
<b>VERIFIED BY REPRESENTATIVE FROM MOH ESTATE:</b>	
Name	
Signature	
Date	