

TENDER REFERENCE NO.: KK/14/2026/JPK(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF COLLECTING AND TRANSPORTING
PHLEBOTOMY AND POCT TITEMS FOR DEPARTMENT OF
HEALTH SERVICES, MINISTRY OF HEALTH FOR A
PERIOD OF THREE (3) YEARS**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 10/03/2026

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

TENDER REFERENCE NO: KK/14/2026/JPK(TC)

INVITATION TO TENDER
THE PROVISION OF COLLECTING AND TRANSPORTING PHLEBOTOMY ITEMS AND POCT
ITEMS FOR DEPARTMENT OF HEALTH SERVICES, MINISTRY OF HEALTH FOR PERIOD OF
THREE (3) YEARS

1. General:

1.1 Vendor is sought from suitable company to provide **3 vehicles Sedan or SUV, 3 drivers and 3 assistants** for transportation of specimens, consumables and miscellaneous items to designated laboratories for Department of Health Service from Health Centres in Brunei Muara District and Tutong District as below:

- 1.1.1 Pengkalan Batu Health Centre,
- 1.1.2 Muara Health Centre,
- 1.1.3 Berakas Health Centre,
- 1.1.4 PAPHMWHB Gadong Health Centre,
- 1.1.5 Jubli Perak Sengkurong Health Centre,
- 1.1.6 Sungai Besar Health Clinic,
- 1.1.7 Jubli Emas Bunut Health Centre
- 1.1.8 Lamunin Health Centre
- 1.1.9 Sg Kelugos Health Centre
- 1.1.10 Telisai Health Centre
- 1.1.11 Pusat Al-Islah
- 1.1.12 Maraburong Prison
- 1.1.13 Others - designated Health Centres for POCT items (refer to Appendix 2)

1.2 The specimen, consumables, POCT items and miscellaneous items will be delivered to:

- 1.2.1 Central Specimen Receiving Area (CSRA), RIPAS Hospital
- 1.2.2 Laboratory Department, PMMPMHAMB, Tutong Hospital
- 1.2.3 Laboratory Store, RIPAS Hospital
- 1.2.4 Point-of-care Testing Section, RIPAS Hospital
- 1.2.5 And any other locations as required from time to time.

1.3 The duration of the provision of Services is for **THREE (3)** years.

2. Scope of Work

2.1 For the transportation of specimens, consumables and miscellaneous items as stated in **Appendix 1 – Phlebotomy Route A, B and C.**

2.2 To collect and transport POCT items such as glucometer, pregnancy test and urine dip test from Health Centres to Point-Of-Care Testing Section, RIPAS Hospital which required once a month as specified in **Appendix 2.**

2.3 To provide suitable vehicles for transportation of specimens, consumables, POCT items and miscellaneous items, 5 days a week from 07:30am – 04:30pm (+ other non-office hour upon special request / ad-hoc if required from ANY locations in Brunei Muara and Tutong district). Time and number of pickup point or delivery point may change or increase from time to time (additional cost during the period of contract shall not be entertained).

2.4 Ad-hoc requirement: other additional time after office hour or public holiday.

2.5 To provide 3 drivers that shall provide the services as the time and route specified in **Appendix 1 – Phlebotomy Route A, B and C.**

2.6 To be clear and agreed to the roles and responsibilities in carrying out the duties:

2.6.1 **Items to be collected and delivered** are as specified below:

- i. Specimen cooler bags/cooler boxes
- ii. POCT items
- iii. Consumable (phlebotomy items)
- iv. Folders/documents (if any)
- v. Miscellaneous items (if any)

2.6.2 Responsibilities at the collection point:

- 2.6.2.1 Receive item/s from the sender,
- 2.6.2.2 Load the item/s to the vehicle/s,
- 2.6.2.3 Arrange the item/s inside the vehicle/s,
- 2.6.2.4 Count the number of items,
- 2.6.2.5 Sign the delivery form as per Appendix 4.**

2.6.3 Responsibilities at the delivery point:

- 2.6.3.1 Unload the item/s from the vehicle/s,
- 2.6.3.2 Deliver the item/s to the recipient's receiving area (using trolley),
- 2.6.3.3 Get the recipient/s to confirm the number of items and sign the delivery form,
- 2.6.3.4 Return the delivery form to the sender at the collection point.

2.7 Repetitive failure to perform obligations of the contract (issue of final warning letter to the Vendor) may result to suspension or termination of the Contract. The Department of Health Services has the right to disqualify Vendor from participating in any future tenders.

3. Vehicles Specification

- 3.1 All vehicles must not be more than 5 years of age. Offer with new vehicles is an added advantage. Please provide a copy of BlueCard of the vehicles.
- 3.2 All Vehicles must be good in working conditions as specified in the regulations of Land Transport Department.
- 3.3 The vehicles shall comply with the appropriate relevant safety standards of the Negara Brunei Darussalam and equipped with in-car safety equipment.
- 3.4 The Vendor shall provide all the vehicles with company's logo and contact number stated on the vehicles for easy identification to enter health facilities.
- 3.5 The Vendor shall provide vehicles with good working air conditioner and must be equipped with trolley to deliver the goods directly to the end-user's storage area or receiving area.
- 3.6 Please submit the list of vehicles proposed for use with the following details:
 - Type of vehicles: Sedan or SUV
 - Vehicle registration numbers
 - Photos of the Vehicles (4 side)
- 3.7 The vehicles shall have enough space to store all required cooler box or bags (minimum 8 units per trip) and other items stated in clause 2.5.1.
- 3.8 The compartment inside the vehicles should be temperature controlled offering a temperature between 20°C - 25°C. Temperature-sensitive goods, such as specimens and bloods, should not be stored for prolonged periods of temperatures above 30°C, which temperature can be reached when parked under the sun.
- 3.9 Petrol for the vehicles must be topped up daily before arriving to the required locations every morning.

4. Breakdown & Recovery Services

- 4.1 In the event of breakdown or accident, a replacement vehicle of similar specification shall be delivered to the location **within the 30 minutes** from receipt of the notification of the call and resume the services immediately.
- 4.2 Written warnings shall be sent to the Vendor if failure to provide such replacements.
- 4.3 The Vendor/driver is responsible to immediately notify Officer In Charge if breakdown occurred.

5. Repair & Maintenance

- 5.1 All charges incurred by the Vendor for carrying out such repair or replacement of defective parts shall be borne solely by the Vendor.
- 5.2 The total cost of the vehicle servicing and maintenance shall be borne by the Vendor.

6. Vehicles Accessories

- 6.1 The Vendor is responsible to procure and provide at its own expenses of all necessary accessories for each vehicle, as listed out below:
- i. Small Fire Extinguisher of 1.5kg rechargeable CO2 type
 - ii. Spare tyres
 - iii. Breakdown Warning Sign
 - iv. The wheel change tool
 - v. First Aid Kit
 - vi. Portable dust bin
 - vii. Traffic Cones
 - viii. Trolley

7. Number of Vehicles

- 7.1 The Vendor shall **provide three (03) units** of vehicles for the services.

8. Working Hours

- 8.1 The Vendor shall provide the Services for the Health Centre as specified in **Appendix 3**.
- 8.2 The Vendor shall ensure all his personnel comply with the working days and hours set out by the Health Centre.
- 8.3 The Vendor shall ensure that his personnel are present at their designated work areas during such working hours.
- 8.4 Immediate steps shall be taken by the Vendor to provide temporary replacement/relief to make up the full strength of the personnel required to provide the Services as specified.
- 8.5 Within prescribed notice time, reserves the right to:
- i. Increase or reduce the number of hours or timing of requirements at any location.
 - ii. Amend the working hours.
- 8.6 The Vendor shall be required to provide services outside the working hours, if necessary, due to sudden changes in the services provided.

9. Personnel

- 9.1 The Vendor shall provide **one (1) driver and one (1) assistant staff** in carrying out delivery duties **for each vehicle**.

- i. Experienced Driver,
 - ii. Can be either Male or Female,
 - iii. Both driver and assistant must undergo and pass medical fitness.
 - iv. Must be able to replace each other should the situation require a replacement of a driver or an assistant staff.
- 9.2 The Vendor shall employ local **CITIZEN** of Brunei Darussalam as drivers and assistants for this service.
- 9.3 List of personnel shall be submitted to the Department of Health Services, prior to the start of service.
- 9.4 The Vendor shall provide experienced and competent, Malay/English speaking personnel for this service.
- 9.5 Replacement must be sought in the event/s the personnel falls ill (on medical leave) or is due to go on leave.
- 9.6 The Vendor shall inform to the Officer In Charge for any replacement of its personnel.
- 9.7 The Vendor shall ensure that all his personnel are free from any criminal record or law offences.
- 9.8 The Personnel must be able to maintain a high standard of discipline and cleanliness at all times.
- 9.9 The driver/s and the assistant staff/s are not permitted to smoke while performing their duties in the transportation service of good/s of any nature.

10. Training

- 10.1 The Vendor shall provide **on-the-job training** including orientation, at its own expense, to all his personnel once awarded. Evidence of training (including Certificate of Training) to be submitted within one month after commencement of the Tender.
- 10.2 The trainings are as follows:
- Safe Driving Training
 - First Aid Training
 - Medical Biohazard Spill Kit Training
- 10.3 The Vendor shall employ a qualified trainer to train all personnel on general and clinical cleaning.
- 10.4 The Vendor shall also provide and maintain at its own cost all training equipment and manuals necessary for this purpose.
- 10.5 The Health Centre reserves the right to instruct the Vendor to retrain their personnel if deemed incompetent by the Health Centre's Management.
- 10.6 The Vendor shall bear the expenses incurred to retrain or replace his personnel during the retraining period.

11. Removal Of Personnel

- 11.1 The Department of Health Services reserves the right to remove (and asked for replacement) of any personnel employed by the Vendor, who in the opinion of the Department of Health Services has misbehaved or is incompetent or negligent in the performance of his duties.

12. Personal Protective Equipment (PPE)

- 12.1 The Vendor are required to provide the Drivers with PPE as follows:

1. Surgical Mask
2. White Plastic Apron
3. Disposable Gloves
4. Alcohol base hand rub / hand sanitizer

13. Transportation / Delivery of Items

- 13.1 The Vendor shall carry out transportation services of specimens, consumables, POCT items and miscellaneous items daily, 5 days a week, 07:30am – 04:30pm (+ other non-office hour upon special request / ad-hoc if required) to/from specified locations as stated in **Appendix 1 – Phlebotomy Route A, B and C.**
- 13.2 The driver/s are not permitted to make any stop at any irrelevant place whilst on the way transporting the good/s of any nature.
- 13.3 The Vendor is fully liable and responsible for:
 - i. Ensuring the safety and security of the goods while in transit in their possession.
 - ii. Ensuring the goods reached and received by the recipient's at the designated destination.
 - iii. Get the delivery form to be signed and verified by the recipient/s.
- 13.4 The Vendor shall report to the Officer In Charge immediately with regards of any events which objects the Vendor from ensuring all above to be executed and followed by written report addressed to the Director of Health Services.
- 13.5 The drivers of each vehicle shall respond to any call (can be contacted at any time) made by user(s) at respective location. User(s) at respective location will contact the Vendor with regards to any issue that may arise.

14. Uniform

- 14.1 The Vendor must ensure that all personnel are neatly and properly attired in uniforms.
- 14.2 Uniforms are to be provided by the Vendor at his own cost.
- 14.3 The Vendor shall at its own expenses provide his worker with staff ID consists of:
 - Name
 - Identity Card Number / Passport Number
 - Name of the Company

15. Wages & Welfare

- 15.1 The Vendor must comply with the employment laws and regulations of Negara Brunei Darussalam, which include:
 - 15.1.1 Employment Order, 2009
 - 15.1.2 Employment Agencies Order, 2004
 - 15.1.3 Workplace, Safety and Health Order, 2009
 - 15.1.4 Employment Information Act, 1974
 - 15.1.5 Employment Minimum Wage Order, 2025
- 15.2 The successful Tenderer is responsible for the wages, insurance (workmen compensation and medical insurance), medical and welfare of his workers in accordance with the requirements as stated in **Clause 15.1.**
- 15.3 The Vendor shall, at its own expense, secure insurance policy duly endorsed by the relevant authorities to cover any liabilities arising from claims made by personnel for compensation under the **Workmen's Compensation Act (Chapter 74 of the Laws of Brunei).**

16. Insurance

16.1 The Vendor shall provide the following types of insurance coverage for the Vehicles supplied:

- Comprehensive; with
- Passenger liability rider, and
- Carrier liability insurance

17. Regulations, Licences And Permits

17.1 The Vendor is responsible to procure and maintain all necessary licences, permits and approvals, and shall at all times comply with all legal and regulatory requirements applicable to the provision of the Services.

17.2 In the event of any change in legal or regulatory requirements during the contract period, the Vendor shall promptly and at its own expense take any necessary action for complying with the same.

17.3 The Vendor 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.

18. Service Report

18.1 The Vendor is required the following Service Report in a format acceptable to the Department of Health Services. These Service Report will be used as a basis for performance evaluation.

- i. Delivery Form
- ii. Incident Report (if any)

18.2 The personnel must ensure that these Service Report are duly completed and signed by Officer In Charge after completion of the services daily.

19. Contract Price & Payment

19.1 The Ministry of Health reserves the right to reduce or extend the contract according to rate set out in the Contract Price.

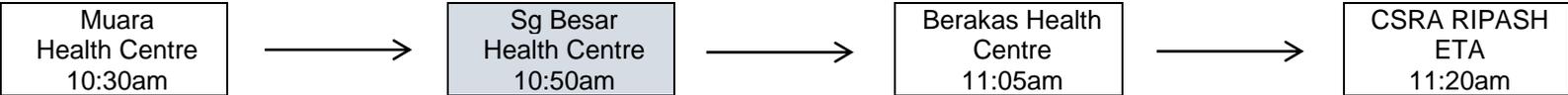
19.2 The Vendor shall submit the invoice with service report of the previous month on the following month. All claims shall be addressed to:

**Chief Executive Officer
Ministry of Health
Commonwealth Drive
Jalan Menteri Besar
Bandar Seri Begawan
Brunei Darussalam**

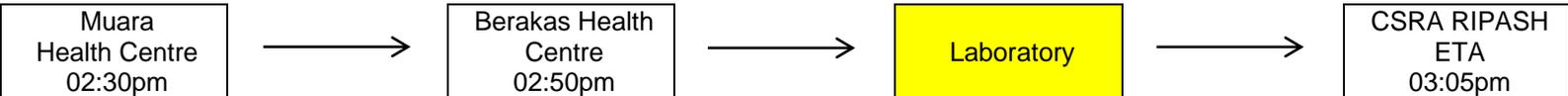
19.3 Payment shall be made within sixty (60) days after uploading of the invoice and other related documents into TAFIS, provided that they are complete and in order.

(PHLEBOTOMY ROUTE A)

[1] MORNING



[2] AFTERNOON



Note:

Time and number of pickup point or delivery point may change or increase from time to time (additional cost during the period of contract is negotiable).

Sg Besar Health Centre

Driver to call prior to collection as specimens may not available everyday.

Laboratory

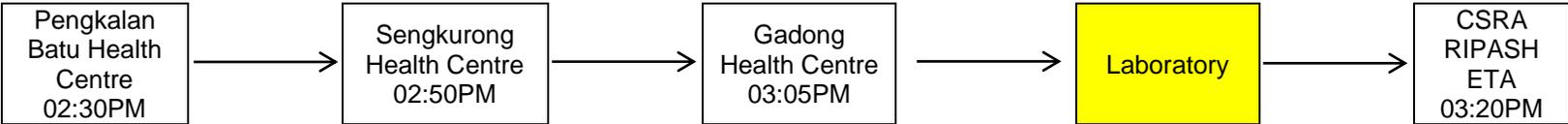
To deliver swab sample to Department of Scientific Services, Sumbiling Lab, Microbiology Lab, Haematology Lab, Serasa Lab, or any other laboratory, if required.

(PHLEBOTOMY ROUTE B)

[1] MORNING



[2] AFTERNOON

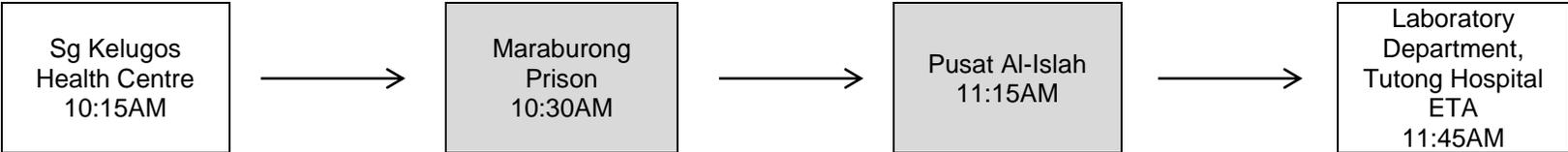


Note:
Time and number of pickup point or delivery point may change or increase from time to time (additional cost during the period of contract is negotiable).

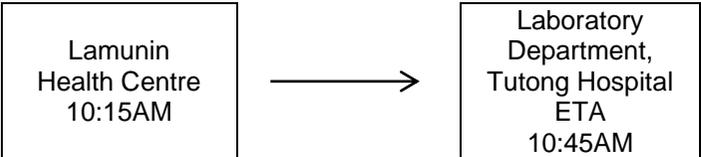
Bunut Health Centre	Tuesday, Thursday & Saturday Only (Driver to call prior to collection as specimens may not be available)
Laboratory	To deliver swab sample to Department of Scientific Services, Sumbiling Lab, Microbiology Lab, Haematology Lab, Serasa Lab, or any other laboratory, if required.

(PHLEBOTOMY ROUTE C – TUTONG DISTRICT)

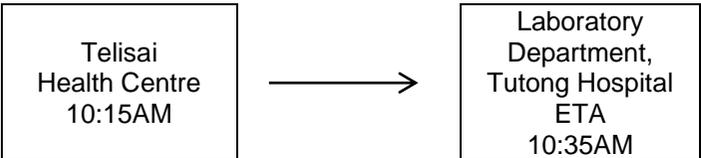
MONDAY & TUESDAY



WEDNESDAY & SATURDAY



THURSDAY



Note:
Time and number of pickup point or delivery point may change or increase from time to time (additional cost during the period of contract is negotiable).

Pusat Al-Islah & Maraburong Prison Every Tuesday only (Subject to change)

APPENDIX 2 - TRANSPORTING POCT ITEMS

1. The device must be carried in the designated bag provided when the glucometer is first supplied to prevent physical damage during transit. Prior to transportation, the device should undergo decontamination to ensure safety and maintain hygiene standards.
2. The driver shall collect the device from the respective Health Centre and delivering it to the POCT Section, RIPAS Hospital whereby the quality control verification process will be conducted within approximately less than 30 minutes (depending on factors such as workload and waiting time).
3. The driver will be notified when the device is done and ready for collection. The device must be returned to the original Health Centre on the same day to ensure continued availability and not affecting services.

HEALTH CENTRE PICKUP POINTS			
NO.	HEALTH CENTRE	SERVICE	FREQUENCY
1	Berakas Health Centre	OPD & MCH	Once a Month (based on call/request by the Health Centre)
2	PAPHMWHB Gadong Health Centre		
3	Jubli Perak Sengkurong Health Centre		
4	Jubli Emas Bunut Health Centre		
5	Muara Health Centre		
6	PAPHRSB Sungai Asam Health Centre		
7	Sungai Besar Health Clinic		
8	Pengkalan Batu Health Centre		

APPENDIX 3 - WORKING HOURS**WORKING HOURS****A. For All Health Centres in Brunei Muara District:**

Day:	Time:
Monday – Thursday Saturday	07:45 am – 12:15 pm 01:30 pm – 04:30 pm

**Note: Non-office hour upon special request / ad-hoc if required from ANY locations

B. For Berakas Health Centre:

Day:	Time:
Monday – Thursday Saturday	07:45 am – 12:15 pm 01:30 pm – 04:30 pm
Friday, Sunday & Public Holiday	02:00 pm – 09:30 pm

C. For Tutong District

Location	Day:	Time:
Sg Kelugos Health Centre	Monday & Tuesday	07:45 am – 10:00 am
Lamunin Health Centre	Wednesday & Saturday	07:45 am – 10:00 am
Telisai Health Centre	Every Thursday	07:45 am – 10:00 am
Pusat Al-Islah	Every Tuesday	Upon call
Maraburong Prison	Every Tuesday	Upon call

D. Ad-hoc Services

1. Additional location
2. Additional services

APPENDIX 4 – DELIVERY FORM

JPK/DELIVERY-FORM/SPECIMEN/2023/W1



**JABATAN PERKHIDMATAN KESIHATAN
NEGARA BRUNEI DARUSSALAM**

DATE: _____

VEHICLE REGISTRATION NO.: _____

LOCATION / ROUTE: _____

LOCATION	TO BE FILLED BY SENDER						TO BE FILLED BY COURIER			TO BE FILLED BY RECEIVER			REMARKS
	Qty of Bags	Qty of Boxes	Qty of Document	Staff Name	Sign	Date & Time	Staff Name	Sign	Date & Time	Staff Name	Sign	Date & Time	
Destination 1													
Destination 2													
Destination 3													
Destination 4													
Additional Location (If any)													

*Bags include coolbags and coolboxes.

Note: For transportation requiring change of route i.e. Route A to Route B or vice versa, please prepare separate form.

Authorised by: Operation Unit, Department of Health Services.

APPENDIX 5 – TENDER FORM (COST FOR TRANSPORTATION)

NO.	SERVICE	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 2 YEARS
1	TRANSPORTATION SERVICES FOR COLLECTION OF ROUTINE SPECIMEN ROUTE A (Monday to Thursday and Saturday)	<u>MORNING</u> 1 Trip per day (Schedule 1)	20 Trips Per month				
2		<u>AFTERNOON</u> 1 Trip per day (Schedule 2)	20 Trips Per month				
4	TRANSPORTATION SERVICES FOR COLLECTION OF ROUTINE SPECIMEN ROUTE B (Monday to Thursday and Saturday)	<u>MORNING</u> 1 Trip per day (Schedule 1)	20 Trips Per month				
5		<u>AFTERNOON</u> 1 Trip per day (Schedule 2)	20 Trips Per month				

- Price quoted shall be based on price per trip (not per vehicle).
- Currently the collection for Sungai Besar Health Centre and Bunut Health Centre is only twice a week.
- The monthly payment paid by Ministry of Health will be based on the actual number of trips made for each month.

APPENDIX 5 – TENDER FORM (COST FOR TRANSPORTATION)

NO.	SERVICE	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 2 YEARS
6	TRANSPORTATION SERVICES FOR COLLECTION OF ROUTINE SPECIMENS						
	ROUTE C						
	1. Sg Kelugos Health Centre: Monday & Tuesday)	<u>MORNING</u>	20 Trips				
	2. Lamunin Health Centre: Wednesday & Saturday)	1 Trip per day	Per month				
	3. Telisai Health Centre: Every Thursday only						
4. Pusat Al-Islah and Maraburong Prison: Every Tuesday only							

- Price quoted shall be based on price per trip (not per vehicle).
- The monthly payment paid by Ministry of Health will be based on the actual number of trips made for each month.

APPENDIX 5 – TENDER FORM (COST FOR TRANSPORTATION)

NO.	SERVICE	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 2 YEARS	PRICE FOR 3 YEARS
7	POCT SERVICE Collection from multiple locations to POCT service, RIPAS Hospital on the same day are consider as one (1) trip.	Average of 4-8 trips in a month	4-8 TRIPS PER MONTH					
8	AD-HOC SERVICE will be any trips requested outside schedule (Including non-working hours, Friday, Sunday and Public Holidays, and only when required)	Average of 3-4 trips in a month	3-4 TRIPS PER MONTH					

- Ad-Hoc Service will be any service to deliver the outside schedule route and outside the service hours including Friday, Sunday and Public Holiday or when required.

SCHEDULE A

TENDER FORM

To:

TENDER REFERENCE NO: KK/14/2026/JPK(TC)

INVITATION TO TENDER
THE PROVISION OF COLLECTING AND TRANSPORTING PHLEBOTOMY ITEMS AND POCT ITEMS FOR DEPARTMENT OF HEALTH SERVICES,
MINISTRY OF HEALTH FOR PERIOD OF THREE (3) YEARS

TENDER OF (*name of tenderer*) _____

Company/Business Registration No: _____

Tender Closing Date: _____

NO.	SERVICE	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 2 YEARS
1	TRANSPORTATION SERVICES FOR COLLECTION OF ROUTINE SPECIMEN ROUTE A (Monday to Thursday and Saturday)	<u>MORNING</u> 1 Trip per day (Schedule 1)	20 Trips Per month				
2		<u>AFTERNOON</u> 1 Trip per day (Schedule 2)	20 Trips Per month				

NO.	SERVICE	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 2 YEARS
4	TRANSPORTATION SERVICES FOR COLLECTION OF ROUTINE SPECIMEN ROUTE B (Monday to Thursday and Saturday)	<u>MORNING</u> 1 Trip per day (Schedule 1)	20 Trips Per month				
5		<u>AFTERNOON</u> 1 Trip per day (Schedule 2)	20 Trips Per month				

- Price quoted shall be based on price per trip (not per vehicle).
- Currently the collection for Sungai Besar Health Centre and Bunut Health Centre is only twice a week.
- The monthly payment paid by Ministry of Health will be based on the actual number of trips made for each month.

NO.	SERVICE	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 2 YEARS
6	<p>TRANSPORTATION SERVICES FOR COLLECTION OF ROUTINE SPECIMENS</p> <p>ROUTE C</p> <p>1. Sg Kelugos Health Centre: Monday & Tuesday)</p> <p>2. Lamunin Health Centre: Wednesday & Saturday)</p> <p>3. Telisai Health Centre: Every Thursday only</p> <p>4. Pusat Al-Islah and Maraburong Prison: Every Tuesday only</p>	<p><u>MORNING</u></p> <p>1 Trip per day</p>	<p>20 Trips</p> <p>Per month</p>				

- Price quoted shall be based on price per trip (not per vehicle).
- The monthly payment paid by Ministry of Health will be based on the actual number of trips made for each month.

NO.	SERVICE	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 2 YEARS	PRICE FOR 3 YEARS
7	POCT SERVICE Collection from multiple locations to POCT service, RIPAS Hospital on the same day are consider as one (1) trip.	Average of 4-8 trips in a month	4-8 TRIPS PER MONTH					
8	AD-HOC SERVICE will be any trips requested outside schedule (Including non-working hours, Friday, Sunday and Public Holidays, and only when required)	Average of 3-4 trips in a month	3-4 TRIPS PER MONTH					

- Ad-Hoc Service will be any service to deliver the outside schedule route and outside the service hours including Friday, Sunday and Public Holiday or when required.

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 **TWELVE (12)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this _____ day of _____, _____

Signature of authorised officer of Tenderer

Name:

Designation:

Tenderer's official stamp:

SCHEDULE B

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 Delivering Goods Particularly Pharmaceuticals or Similar Services***
 - d. Minimum manpower proposal for the project which will be full time on site
 - e. Other information which is considered relevant.

SCHEDULE C

SUB-CONTRACTORS

- 3.1 Tenderers shall complete Table 3 with information about all the companies involved in the provisions 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 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 Responsibility Table.

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

SCHEDULE D

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 financial standing and certified copy of its Certificate of Incorporation, Form X or Section 16 & 17, and Certificate of Approved Workshop from Land Transport Department, Ministry of Communications

Name of Company.....

Registration No:

Type of Company:
(Sdn. Bhd., Partnership, Sole proprietor, Joint Venture, Trading Co.)

Authorised Capital (B\$): Paid-up Capital (B\$):

Banker for the Company'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/Workmen: _____

f. Others: _____

TOTAL WORKFORCE: _____

No .of persons _____

We certify that the above information is correct.

SCHEDULE E

REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5 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 - 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.