

TENDER REFERENCE NO.: KK/27/2026/ESTETRI PASH(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF MAINTENANCE SERVICES FOR FUME
CUPBOARDS AND BIOSAFETY CABINETS UNDER RAJA
ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A
PERIOD OF THREE (3) YEARS**

TENDER FEES : \$10.00

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)

MINISTRY OF HEALTH NEGARA BRUNEI DARUSSALAM

**THE PROVISION OF MAINTENANCE
SERVICES FOR FUME CUPBOARDS AND
BIOSAFETY CABINETS UNDER RAJA
ISTERI PENGIRAN ANAK SALEHA
HOSPITAL FOR A PERIOD OF THREE (3)
YEARS**

ESTATE MAINTENANCE SECTION
MINISTRY OF HEALTH

SECTION 2
SPECIFICATIONS

THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS AND BIOSAFETY CABINETS UNDER RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL 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 fume cupboard and its associated installation (hereinafter referred to as the "Equipment") at the following sites:

- Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital
- 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 Equipment** inclusive of all necessary spare parts, replacement parts and materials and electrical supply accessories to keep the Equipment in good working condition and order.
- 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 in **Schedule II – Planned Preventive Maintenance Schedule**.
- 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 maintenance 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 specified by the Superintending Officer or his representative within **One (1) hour** .

A penalty of **B\$50.00 per hour** shall be imposed for every hour or part thereof that the response time is 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**, fails 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 service

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 five (5) years duration.
- The Tenderer shall submit the invoice of the previous month **on the first week of each month**. All claims shall be addressed to:

*Head Of Section
Estate Maintenance Section
Raja Isteri Pengiran Anak Saleha Hospital
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 DISPATCH OF ITEMS OF EQUIPMENT FOR OVERHAUL OR REPAIR

- The Tenderer shall bear all costs in the dispatch of items of equipment for overhaul or repair, including the costs for packing, carriage and insurance.
- The Tenderer shall insure that all technicians working on site are equipped with adequate equipment and/or tools to enable them to carry out their work safely, accurately and without risk of causing any damage to the system or any of the buildings. Such equipment and tools include but are not limited to the following:
 - ✓ Multi tester
 - ✓ Insulation Tester

- ✓ Testpin
- ✓ Smoke tester
- ✓ Electronic Leak detector
- ✓ Spanner

6 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.
- The Tenderer shall keep all essential spare parts as set out in '**Schedule III – Spare Parts List**' in stock at all times during the three (3) year period. The Tenderer shall submit a price list of these spare parts in the format set out in **Section 3** of this Invitation To Tender. The price list shall be quoted in Brunei Dollars inclusive of taxes and duties and maintained for the three(3) year period.
- The Superintending officer or his representative reserves the right to check stock against **Schedule III** within three (3) months after the commencement of the Contract, and make assessment as to the percentage of stock level.
- 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\$150.00 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.
- Consumable items as listed out in **Schedule IV – List of Consumable Items** shall be deemed to be included in the rates and prices for the Maintenance Services. No additional claims shall be entertained for these items.

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.

9 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:

Engineer	1
Supervisor/Technician	2
Tradesman	1

- 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 Superintending 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 Superintending Officer is not competent to execute the Maintenance Serives, and shall direct the Tenderer to replace such person/s not later than seven (7) days.
- Failure to provide such repalcements shall result in a penalty on the Tendrer as stated below:

Engineer	\$100.00 per day
Supervisor/Technician	\$ 75.00 per day
Tradesman	\$ 50.00 per day
Helper	\$ 15.00 per day

- 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
RIPAS Hospital	2	2

- The Tenderer shall ensure that his workers prossess 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 fume cupboard defect or malfunction;
 - ✓ date, time and duration of work performed on the fume cupboard/s; 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 measures 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

LIST OF EQUIPMENT

SCHEDULE OF EQUIPMENT AND PRICES FOR RIPAS HOSPITAL

ITEM NO.	DESCRIPTION	PLANT NO	LOCATION	QUARTERLY (B\$)	YEARLY (B\$)
1	BSC Class II	BME 11128	Clinical Chemistry		
2	Fume Hood	N/A	Haematology		
3	BSC Class II Type A2	BME 6648	Microbiology		
4	BSC Class II Type A2	BME 6649	Microbiology		
5	BSC Class II Type A2	BME 6647	Microbiology		
6	BSC Class II Type A2	N/A	Microbiology		
7	Laminar Flow	BME 9697	Microbiology		
8	BSC Class II Type A2	BME 11129	Cytology		
9	Fume Cupboard (Ductless Filtered Fume Enclose with cabinet support stand)	N/A	Cytology		
10	Ductless Fume Hood, Model ADC-3BI	BME 15097	Andrology Lab, Level 1, Women & Children Centre		
11	Biosafety Cabinet with support stand	BME 17489	Cytology		
12	Class II Biosafety Cabinet	BME 16924	Andrology Lab, Level 1, Women & Children Centre		
13	BSC Class II type LA2-4A1	BME 14983	Blood Donation Centre		
14	BSC Class II	BME 26964	Immunology		
15	BSC Class II	BME 26969	Chemistry		
16	Biosafet Cabinet	BME 0009874	Blood Donation Centre		
TOTAL B\$					

**GRAND TOTAL FOR
SCHEDULE OF EQUIPMENT AND PRICES**

	Quarterly B\$	Yearly B\$
SUB TOTAL	B\$ x 3 x 3 years	B\$ x 1 x 3 years
	B\$ (A)	B\$ (B)
Preliminaries (which includes Insurance for Workmen Compensation, Public Liability and Fire)	B\$ (C)	
GRAND TOTAL	B\$ (A + B + C)	

****Note:- Additional units to be charged when actually installed and maintained.

ITEM NO.	DESCRIPTION	QUARTERLY B\$	YEARLY B\$
1	Additional Fume Cupboard		

SCHEDULE II

PLANNED PREVENTIVE MAINTENANCE SCHEDULE

SCHEDULE II

ROUTINE PREVENTIVE MAINTENANCE SCHEDULE OF FUME CUPBOARDS

ITEM NO.	DESCRIPTION	PLANT NO.	LOCATION	JAN	FEB	MAC	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	BSC Class II Clinical Chemistry	BME 11128	Clinical Chemistry Lab			Q			Q			Q			A
2	Fume Hood Haematology	N/A	Haematology Lab			Q			Q			Q			A
3	BSC Class II Type A2 Microbiology	BME 6648	Primary culture, Main NCMRL, State Lab			Q			Q			Q			A
4	BSC Class II Type A2 Microbiology	BME 6649	Primary culture, Main NCMRL, State Lab			Q			Q			Q			A
5	BSC Class II Type A2 Microbiology	BME 6647	Serology, Main NCMRL, State Lab			Q			Q			Q			A
6	BSC Class II Type A2 Microbiology	N/A	AMR Unit, Main NCMRL, State Lab			Q			Q			Q			A
7	Laminar Flow Microbiology	BME 9697	Media preparation room, State Lab			Q			Q			Q			A
8	BSC Class II Type A2 Cytology	BME 11129	Cytology Lab			Q			Q			Q			A
9	Fume Cupboard (Ductless Filtered Fume Enclose with cabinet support stand) Cytology	N/A	Cytology Lab			Q			Q			Q			A
10	Ductless Fume Hood, Model ADC-3BI-Cytology	BME 15097	Andrology Lab, Level 1, Women & Children Centre			Q			Q			Q			A
11	Biosafety Cabinet with support stand -Cytology	BME 17489	Cytology Lab			Q			Q			Q			A

ITEM NO.	DESCRIPTION	PLANT NO.	LOCATION	JAN	FEB	MAC	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
12	Class II Biosafety Cabinet Cytology	BME 16924	Andrology Lab, Level 1, Women & Children Centre			Q			Q			Q			A
13	BSC Class II type LA2-4A1 Blood Donation Centre	BME 14983	Blood Donation Centre			Q			Q			Q			A
14	BSC Class II - Immunology	BME 26964	Immunology Lab			Q			Q			Q			A
15	BSC Class II - Chemistry	BME 26969	Chemistry Lab			Q			Q			Q			A
16	Biosafety Cabinet	BME 0009874	Blood Donation Centre			Q			Q			Q			A

Note:

Q : Quarterly

A : Annually

CHECK LIST REPORT (SAMPLE)

Date:.....

Plant No	Location	Serial No	Normal Reading	Recorded Reading	Done		
1	Quarterly				Yes	No	
	a	Clean work area					
	b	Check for gas leak at cupboard					
	c	Visually inspect for damage, leaks of air duct and flexible connections					
	d	Cupboard Fan Motor Running (Amps)					
	e	Confirm positive air flow to roof record static enclosure Pressure	0.25"				
	f	Examine belt wear, Replace as necessary					
	g	Check source of noise and vibration at the roof extractor					
	h	Check roof bearings from heating, lubricate as required					
	i	Examine safety guard for source fitting at roof extractor					
	j	Roof fan motor running current (Amps)	0.25"				
	k	Inspect service and clean roof fan blade tips, impeller track and casing					
2	Yearly						
		Certification report should include the followings: <ul style="list-style-type: none"> ▪ Inflow velocity ▪ Downflow velocity (EN min 8pt, NSF 21pt (4ft)) ▪ Airflow smoke patterns test ▪ HEPA/ULPA filter leak test ▪ Site Installation Assessment Test ▪ Vibration ▪ Light intensity ▪ Sound level ▪ UV intensity (if UV lamp installed) ▪ Cabinet Integrity Test 					

Remarks:

Name and Signature (Lab Staff)

Name and Signature (Contractor staff)

Name and Signature (Supervising Officer)

CHECK LIST REPORT

1	Fume Cupboard and Exhaust Fan Motor.
1.1	Quarterly
1.1.1	Examine V- belts for wear replace as necessary.
1.1.2	Check tension, drive , alignment of V-belt and motor.
1.1.3	Examine bearings for overheating , lubricate or replace as necessary
1.1.4	Examine safety guards for secure fixing
1.1.5	Check for noise and vibration
1.1.6	Record running current (amps)
1.1.7	Visually inspect for damage, leak of air duct, flexible connection and exhaust pipe.
1.1.8	Record air quantity at the exhaust duct of the cupboard and static pressure
1.1.9	Inspect , service and clean blade tips, impeller track ,casing and etc
1.2	Yearly
	<p>Certification report should include the followings:</p> <ul style="list-style-type: none"> ▪ Inflow velocity ▪ Downflow velocity (EN min 8pt, NSF 21pt (4ft)) ▪ Airflow smoke patterns test ▪ HEPA/ULPA filter leak test ▪ Site Installation Assessment Test ▪ Vibration ▪ Light intensity ▪ Sound level ▪ UV intensity (if UV lamp installed) ▪ Cabinet Integrity Test

Note:

Hepa Filter for T.B. , Bacteriology and Virology Laboratories must be changed and replaced once per contract (First month of the contract). This is also apply to any machine which used the same filter.

***** If any damage to the Hepa Filter or the suction pressure for above said machines is less than 0.75 inches of water. The tenderers must replace as required by S.O without any extra costs.**

SCHEDULE III

**SPARE PARTS
LIST**

SCHEDULE III

* ie , , Motors, Capacitors, Contactors, Belting, Indicator Bulbs and etc at no extra charges.

ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....				
Ref. No.	PARTS DESCRIPTION (As described below or approved equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
1	ESCO- MODEL: AC2-6A1 SAFETY CABINET			
	a) EQR/SP-FTR-07 457 x 914 x 66mm ULPA FILTER			
	b) EQR/SP-FTR-11 457 x 1829 x 66mm ULPA FILTER			
	c) Prefilter			
2.	LABCAIRE BH12 SAFETY CABINET			
	a) HEPA FILTER LA-4050			
	b) HEPA FILTER LA-4051			
3.	DYNAFLOW FUME HOOD			
	a) PCB control board, MK3			
	b) Motor Inverter Control Board, 0.75kw			
	c) PCB touch pad			
	d) Exhaust Motor			
4.	CLYDE APAC CYTOTOXIC CABINET CGA 120			
	a) HEPA Filter			
	b) PCB Board			
5.	ASTEC BFC 10-010 DUCTLESS FUME HOOD Ductless Filter Cartridge			
6.	ASTECAIRE 6000 SAFETY CABINET HEPA Filter			
7.	ESCO Labculture AC2-6SI Safety Cabinet HEPA Filter			
8.	ESCO LAB/06- EBC-2 Safety Cabinet HEPA Filter			
9.	SAFELAB STERIL CYTOTOXIC Cabinet CTH-36-C2 HEPA Filter			

ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....				
Ref. No.	PARTS DESCRIPTION (As described below or approved equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
10.	SAFELAB AIRONE PCR CABINET HEPA Filter			
11.	VINITEX FUME HOOD			
	a) Exhaust Fan			
	b) PCB Board			
12	CCL Safety Cabinet	---	---	----
	a) HEPA Filter			
	b) Centrifugal Fan			
	c) External Exhaust Fan			
13.	Additional Esco or other brands Safety Cabinet Class 2 ND Class 3	---	---	----
	a) HEPA Filter			
	b) Prefilter			
	c) Centrifugal Fan			
	d) PC Board			
14.	Additional Esco or other brands Laminar Flow Cabinet HEPA Filter			
15.	Additional Esco or other brands Ductless Fume Cupboards	---	---	----
	a) Carbon Filter			
	b) Chemical Filter			
16.	Exhaust Fan for other makes fume Cupboard			
17.	Centrifugal Fan for other makes of PCR, Cytotoxic, Class2 safety Cabinet			
18.	Contactors (any type and brand)			
19.	Capacitors (any type and brand)			

ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....				
Ref. No.	PARTS DESCRIPTION (As described below or approved equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
20.	Fan Motor (any type and brand)			
21.	U V light per/watts			
22.	Blower (Any type and brand)			
23.	HEPA Filter , Size:	---	---	----
	a) 1067 x 1067 x 90			
	b) 1067 x 610 x 90			
	c) 762 x 915 x 90			
	d) 1220 x 120 x 90			
	e) 1220 x 610 x 90			
	f) 915 x 915 x 90			
	g) 305 x 610 x 90			
	h) 610 x 610 x 150			
	i) 457 x 457 x 150			
24.	Control pad and display panel			
GRAND TOTAL (B\$)				

SCHEDULE III

NO.	DETAILS
1	The maintenance schedules set out below shall serve as a guide for routine preventive maintenance services. The maintenance schedules as recommended by the equipments manufacturers and in the equipment manuals shall be adopted in addition to these schedules. The Contractor shall familiarise himself with recommended maintenance schedules.
2	The frequencies of maintenance may be adjusted, by mutual agreement to suit the duty and conditions of operation of the equipments.
3	The maintenance schedules set out below do not include instructions for every component part of each item of equipment, but the contractor is expected to carry out the usual maintenance process in accordance with normal trade practices and to meet specific requirements of the equipments manufacturer's recommendations.
4	Where follow-up work, after carrying out routine maintenance, is considered necessary which involves further repairs, the contractor shall notify the Superintending Officer of the extent of repairs before proceeding with the works.
5	Certain terms used frequently in the maintenance schedules below are defined as follows:-
	Examine:- To make careful and critical security of an item carried out without dismantling by using the senses of sight, hearing, smell and touch to verify that the equipment is in working order.
	Test:- To operate the equipment and/or use appropriate testing instrument to ensure that the equipment is working order.
	Check:- To make a thorough inspection for damage, wear or deterioration, also to ascertain that the equipment is correctly adjusted to conform to the required standard.
	NB. In addition to establishing the normal function of equipment the "Examine" , Test and Check as defined above must include verification of the satisfactory state of all safety aspects.
6	Fumigation Procedure
6.1	Remove any objects from the cabinet by wiping them with disinfectant and enclosing in plastic bag which is sealed for separate decontamination. Clean the work zone and sump of the cabinet, removing any encrusted matter. Allow surface to dry
6.2	Unpack the kit and confirm that all components are in a satisfactory condition
6.3	Fix the ATTEST indicator to the exhaust fan grill of the cabinet, and fix the smaller of the PVC seal over the exhaust opening. Remove the paper backing strip from the self-adhesive sealing tape a little at a time. Ensure that the seal is effective at all points. Excess seal material can be trimmed or folded into pleats
6.4	Place the fumigant generating container in the centre of the cabinet work surface and pour in all of the formation solution. Place the lid alongside the container, for later use in sealing the container at the end of the procedure.
6.5	Check that all ports and services , eg Gas taps are closed
6.6	Fix the larger of the PVC seals over the work zone opening and seal effectively at all points.
6.7	Cut a 200-300mm slit in the work seal, sufficient to allow access to reach into the container
6.8	Pour the Potassium Permanganate crystal into the container, and immediately seal the slit in the seal
6.9	Place the "CAUTION" signs on the cabinet and outside the room so as to be clearly visible.
	Note: * The chemical reaction will be quite rapid and heat will be produced to generate the formaldehyde gas which fumigates the cabinet. In initial stage, some pressurization will occur, and the seals will expand slightly. * Use of full-face respirator and suitable gloves is recommended where exposure to formaldehyde is possible * Allow the cabinet to be exposed to the fumigant for at least 12 hours.
7	Post Fumigation Procedure.
7.1	Purging/neutralization of fumigant. At the end of 12 hours period, the concentration of formaldehyde will have reduced to about 36ppm. The two most common and appropriate methods of purging the cabinet of the

NO.	DETAILS	
	<p>fumigant gas are discharge outside the building, or chemical quenching.</p> <p>The dilution method, involving the discharge of the fumigant directly into the room is not recommended. Where external discharge is possible, connect a length of “layflat” plastics tubing of approximately 200mm diameter to exhaust seal. This should be attached after fumigation, and prior to switching on the cabinet exhaust fan. The discharge end of the tubing should reach a window or other location where fumigant can be safely vented.</p>	
	<p>Where external fumigant discharge is not possible, chemical quenching may be conducted. The recommended procedure is as follows:</p> <ul style="list-style-type: none"> * Obtain these materials. <ul style="list-style-type: none"> ♣ A Petri dish approx 90mm diameter with lid. ♣ An absorbent paper towel approx A4 size, folded into four so as to form a long strip (this becomes a wick for evaporation of the ammonia solution) ♣ The ammonia solution from the kit. ♣ After fumigation, place the folded paper towel in the Petri dish inside the front of the cabinet. Do this by carefully lifting the work zone seal at the lower right hand corner by no more than 150mm. On class II cabinets, place the Petri dish on the front grille. ♣ Pour the ammonia solution onto the towel in the Petri dish. Leave the empty ammonia container in the cabinet. Restore and seal. ♣ Turn on the cabinets fans, and allow air to recirculate within the cabinet. Quenching is achieved as the ammonia evaporates from the paper wick, and the ammonia combines with both formaldehyde and preformaldehyde to produce hexamethylene a white odourless powder ♣ After 10 minutes, remove the exhaust opening seal and the work zone seal. Retained the ATTEST indicator for later determination of the effectiveness of the procedure. ♣ Fold the paper towel into Petri dish and fit the lid. ♣ Immediately place the sealed Petri dish into a sink and cover with cold water. This will remove any excess vapour. 	
7.2	Testing Apparatus for Laminar Flow and Fume Cupboard	
No.	Apparatus	Application
1.1	Aerosol generator (smoke generator)	HEPA filter integrity and air barrier testing
1.2	Aerosol Photometer	HEPA filter integrity and air barrier testing
1.3	Anemometer, rotating vane	Measuring air velocity
1.4	Sound pressure meter	Measuring sound level
1.5	UV radiometer	Measuring UV radiation intensity
1.6	Vibration meter	Measuring vibration at work surface
Note: The above said apparatus must be available throughout the contract periods		
8.	The Disposal of HEPA Filters	
No.	Things Needed	
1.1	Large Plastic Bag (Bio-Hazardous)	
1.2	Waste container	
1.3	Gloves	
1.4	Pollen mask or respirator	
	Instructions:	
1.1	Wear protective clothing, gloves and pollen mas or respirator, since the used HEPA filter may be extremely dirty, dusty or even toxic.	
1.2	Turn off and unplug the device in which the HEPA filter is installed.	
1.3	Remove the filter housing and any-filters from the device.	
1.4	Remove the HEPA filter by grasping the outside corners of the unit and placing it in alrge, sealable bag. Seal the bag closed.	
1.5	Discard the bagged HEPA filter in an outdoor waste container or cotaminated waste receptacle for Incineration in an approved incinerator.	

SCHEDULE IV

**CONSUMABLES
ITEMS**

SCHEDULE IV

LIST OF CONSUMABLES ITEMS

Consumables items to be paid within the contract conditions including labour, supervision, testing and commissioning. To be used at any time when required throughout the contract period.

1. Belting of all types and various sizes
2. Bearing/ Bush (Any types and sizes)
3. Painting and Cleaning material to all Plant, electrical grade contact spray for switch board, Control Panel and etc.
4. Motor terminal, Relays any type and brand, etc
5. Rubber mounting, motor etc
6. Screws, fastener, nuts and bolts (any types and sizes)
7. 13A Plug Top, Fuses, Cables lugs, Connector and etc (any types and amps)
8. Indicator bulbs for all type of switch board, indicator panel etc of PCR, Cytotoxic, Class2 safety Cabinet.

SECTION 3
FORMS TO BE USED
CONTENTS

SCHEDULE 1	:	TENDER FORM
SCHEDULE 2	:	INFORMATION SUMMARY
SCHEDULE 3	:	SUB-CONTRACTORS
SCHEDULE 4	:	COMPANY'S BACKGROUND
SCHEDULE 5	:	REFERENCES
SCHEDULE 6	:	DECLARATION
SCHEDULE 7	:	LIST OF PERSONNEL

SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO.: KK/27/2026 (ESTETRIPASH)(TC)

**INVITATION TO TENDER
THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS AND BIOSAFETY
CABINETS UNDER RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF THREE
(3) YEARS**

TENDER OF (name of tenderer) _____

Company/Business Registration No _____

Tender Closing Date: _____

ITEM NO.	DESCRIPTION	PLANT NO	LOCATION	QUARTERLY (B\$)	YEARLY (B\$)
1	BSC Class II Clinical Chemistry	BME 11128	Clinical Chemistry Lab		
2	Fume Hood Haematology	N/A	Haematology Lab		
3	BSC Class II Type A2 Microbiology	BME 6648	Primary culture, Main NCMRL, State Lab		
4	BSC Class II Type A2 Microbiology	BME 6649	Primary culture, Main NCMRL, State Lab		
5	BSC Class II Type A2 Microbiology	BME 6647	Serology, Main NCMRL, State Lab		
6	BSC Class II Type A2 Microbiology	N/A	AMR Unit, Main NCMRL, State Lab		
7	Laminar Flow Microbiology	BME 9697	Media preparation room, State Lab		
8	BSC Class II Type A2 Cytology	BME 11129	Cytology Lab		
9	Fume Cupboard (Ductless Filtered Fume Enclose with cabinet support stand) Cytology	N/A	Cytology Lab		
10	Ductless Fume Hood, Model ADC-3BI-Cytology	BME 15097	Andrology Lab, Level 1, Women & Children Centre		
11	Biosafety Cabinet with support stand -Cytology	BME 17489	Cytology Lab		
12	Class II Biosafety Cabinet Cytology	BME 16924	Andrology Lab, Level 1, Women & Children Centre		

ITEM NO.	DESCRIPTION	PLANT NO	LOCATION	QUARTERLY (B\$)	YEARLY (B\$)
13	BSC Class II type LA2-4A1 Blood Donation Centre	BME 14983	Blood Donation Centre		
14	BSC Class II - Immunology	BME 26964	Immunology Lab		
15	BSC Class II - Chemistry	BME 26969	Chemistry Lab		
16	Biosafety Cabinet	BME 0009874	Blood Donation Centre		
TOTAL FOR 1 YEAR B\$				X 3 X 3 years	X 1 X 1 year
TOTAL FOR 3 YEARS B\$				(A)	(B)
Preliminaries (which includes Insurance for Workmen Compensation, Public Liability and Fire)				(C)	
GRAND TOTAL				(A + B + C)	

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 20 ___

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 fume cupboards*
- 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.

Name of Trained Technical Personnel	Local Or Overseas	*Telephone/Mobile and/or Pager No.	Years of Experience

ENGINEER

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification: _____

Experience: _____

**FOREMAN/
SUPERVISOR**

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification: _____

Experience: _____

TECHNICIAN

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification: _____

Experience: _____

TRADESMAN /
ELECTRICIAN

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification: _____

Experience: _____