

**TENDER REFERENCE NO.: KK/57/2026/PHARM**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**TO FACILITATE THE 44TH MEETING OF THE ASEAN  
COSMETIC COMMITTEE (ACC) AND ITS RELATED  
MEETINGS, 16–20 NOVEMBER 2026, NEGARA BRUNEI  
DARUSSALAM**

**TENDER FEES : \$10.00**

**RECEIPT NO. :**

**CLOSING DATE : 14th April 2026**

**TIME : 2.00 PM**

**FOA :**

**THE CHAIRMAN  
MINI TENDER BOARD, TENDER BOX  
GROUND FLOOR, MINISTRY OF HEALTH  
COMMONWEALTH DRIVE  
BANDAR SERI BEGAWAN BB3910  
NEGARA BRUNEI DARUSSALAM**

**(CLUSTERING)**

## SECTION 2

### SPECIFICATIONS AND REQUIREMENTS

TENDER REFERENCE NO.: KK/57/2026/PHARM

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TO FACILITATE THE 44TH MEETING OF THE ASEAN COSMETIC COMMITTEE (ACC) AND ITS  
RELATED MEETINGS, 16–20 NOVEMBER 2026, NEGARA BRUNEI DARUSSALAM

| NO. | ITEM   |
|-----|--|
| 1.1 | <p><b><u>Meeting venue:</u></b></p> <ul style="list-style-type: none"><li>▪ Must be able to accommodate meeting participants of 120 – 140 guests</li><li>▪ Must have at least 2 meeting rooms for 2 concurrent meetings in the same venue</li><li>▪ 1 secretariat room in the same venue</li><li>▪ All of the meetings must be in the same venue</li><li>▪ The place of residence of meeting participants (~80 guests) shall be on site or the building next to the meeting venue. Residence available on site will be given priority</li><li>▪ ASEAN Member states and ASEAN standing flags – 1 set</li><li>▪ Must be able to resolve any unforeseen issues, such as technical difficulties with audio-visual equipment, while maintaining high standards of service and ensuring a positive participant experience</li></ul>   |
| 1.2 | <p><b><u>Room specifications:</u></b></p> <p><b><u>Secretariat Room (Sunday evening, 15 November 2026 to 20 November 2026)</u></b></p> <ul style="list-style-type: none"><li>▪ Can accommodate 15 pax</li><li>▪ Fast speed internet connection</li><li>▪ 2 round tables with 6 chairs each table</li><li>▪ Extension wires – 2 sets</li><li>▪ Must be in the same site where the meeting is being held</li></ul> <p><b><u>Day 1 and Day 2 Meeting room 1 (100 pax), 16 -17 November 2026:</u></b></p> <ul style="list-style-type: none"><li>▪ Can accommodate 100 pax</li><li>▪ U shaped table that can fit 40 meeting chairs</li><li>▪ Extra chairs with tables located behind / next to both sides of the meeting table for observers – total 60 seats (classroom setup)</li><li>▪ Conference Microphones – minimum 20 sets</li><li>▪ Flat screen TV (at least 55”) in the middle of the meeting table – minimum 6 units</li><li>▪ LCD projector with screen – minimum 2 sets</li><li>▪ Fast speed internet connection that can accommodate 100 users</li><li>▪ Extension wires – minimum 8 sets</li><li>▪ ASEAN Member State table flags and ASEAN table flag – 1 set</li></ul> <p><b><u>Day 1 and Day 2 Meeting room 2 (20 pax), 16 -17 November 2026:</u></b></p> <ul style="list-style-type: none"><li>▪ Can accommodate 20 pax</li><li>▪ U shaped table that can fit 20 meeting chairs</li><li>▪ Extra chairs with tables located behind / next to both sides of the meeting table for observers</li><li>▪ Conference Microphones – minimum 15 sets</li><li>▪ Flat screen TV (at least 55”) in the middle of the meeting table – minimum 4 units</li><li>▪ LCD projector with screen – 1 set</li><li>▪ Fast speed internet connection that can accommodate 20 users</li><li>▪ Extension wires – minimum 8 sets</li><li>▪ ASEAN Member State table flags and ASEAN table flag – 1 set</li></ul> <p><b><u>Day 3 Meeting Room (30 pax), 18 November 2026, HOD Meeting:</u></b></p> <ul style="list-style-type: none"><li>▪ Can accommodate 30 pax</li><li>▪ U shaped table that can fit 30 meeting chairs</li><li>▪ Conference Microphones – minimum 20 sets</li></ul> |

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|     | <ul style="list-style-type: none"> <li>▪ Flat screen TV (at least 55") in the middle of the meeting table – 6 sets</li> <li>▪ LCD projector with screen – 2 sets</li> <li>▪ Fast speed internet connection that can accommodate 30 users</li> <li>▪ Extension wires – minimum of 8 sets</li> <li>▪ ASEAN Member State table flags and ASEAN table flag – 1 set</li> </ul> <p><b><u>Day 4 &amp; 5 Meeting Room (120 pax), 19 and 20 November 2026 (Plenary meeting)</u></b></p> <ul style="list-style-type: none"> <li>▪ Can accommodate 120 pax</li> <li>▪ U shaped table that can fit 40 meeting chairs</li> <li>▪ Chairs with tables seated behind next to both sides of the meeting table – total 80 seats classroom setting</li> <li>▪ Conference Microphones 20 sets</li> <li>▪ Flat screen TV (at least 55") in the middle of the meeting table – minimum of 10 sets</li> <li>▪ LCD projector with screen – 3 sets</li> <li>▪ Fast speed internet connection that can accommodate 120 users</li> <li>▪ Extension wires – minimum 15 sets</li> <li>▪ ASEAN Member State table flags and ASEAN table flag – 1 set</li> </ul> <p><b><u>Opening Ceremony cum Welcoming Dinner (200 pax), 18 November 2026 evening</u></b></p> <ul style="list-style-type: none"> <li>▪ Must be able to accommodate 200 pax</li> <li>▪ Round table with dome setting</li> <li>▪ 3 main tables with 1 silver service</li> <li>▪ Stage - can accommodate 50 pax</li> <li>▪ PA Sound system</li> <li>▪ 55" TV on stage</li> <li>▪ Step stool / Platform for group picture taking</li> <li>▪ Minimum 3 wireless microphones</li> <li>▪ Able to accommodate dry run on 17 November 2026 evening</li> </ul> |
| 1.3 | <p><b><u>Meeting Package</u></b><br/>Inclusive of complimentary in meeting room water bottles replaced twice daily.</p> <p><b><u>Morning tea, lunch, afternoon tea:</u></b></p> <p>Day 1 &amp; 2– 120 pax<br/>Day 3 – 30 pax<br/>Day 4 &amp; 5 – 120 pax</p> <p>Note: Lunch is to be served as seated on tables</p>  |

**THE 44TH MEETING OF THE ASEAN COSMETIC COMMITTEE (ACC) AND ITS RELATED MEETINGS  
16 – 20 November 2026**

**TENTATIVE PROGRAMME OF ACTIVITY**

| Time         | Day 1:<br>(Monday)               |                                  | Day 2:<br>(Tuesday)              |                                  | Day 3:<br>(Wednesday)                                     | Day 4:<br>(Thursday)                | Day 5:<br>(Friday)   |
|--------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|---|-------------------------------------|--|
| 09.00-10.30  | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | HOD's Meeting<br><br>(30 pax)                             | Plenary<br>Meeting<br><br>(120 pax) | Plenary<br>Meeting<br><br>(120 pax)  |
| 10:30-10:45  | <b>Coffee Break</b>              |                                  |                                  |                                  |   |                                     |  |
| 10:45-12:00  | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | HOD's Meeting<br><br>(30 pax)                             | Plenary<br>Meeting<br><br>(120 pax) | Plenary<br>Meeting<br><br>(120 pax)  |
| 12:00-13:00  | <b>Lunch Break</b>               |                                  |                                  |                                  |   |                                     | <b>Lunchbreak will be at<br/>separate closed hall<br/>from 11:30 – 14:00</b> |
| 13:00-15:00  | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | HOD's Meeting<br><br>(30 pax)                             | Plenary<br>Meeting<br><br>(120 pax) | Plenary<br>Meeting<br><br>(120 pax)  |
| 15:00-15.15  | <b>Coffee Break</b>              |                                  |                                  |                                  |   |                                     |  |
| 15:15-17:00  | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | ACSB<br>Meeting<br><br>(100 pax) | ACTLC<br>Meeting<br><br>(20 pax) | HOD's Meeting<br><br>(30 pax)                             | Plenary<br>Meeting<br><br>(120 pax) | Plenary<br>Meeting<br><br>(120 pax)  |
| 19:30 - 2200 |                                  |                                  |                                  |                                  | Opening ceremony<br>cum Welcoming Dinner<br><br>(200 pax) |                                     |  |

**SECTION 3**  
**TENDER FORM**

To:

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

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

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

| <b>NO.</b>               | <b>DETAILS</b>   | <b>PRICE (B\$)</b> |
|--------------------------|--|--------------------|
| 1                        | <b>THE FORTY-FOURTH MEETING OF THE ASEAN COSMETIC COMMITTEE (ACC) AND ITS RELATED MEETINGS</b> |                    |
| 1.1                      | <b>Meeting Venue</b>   |                    |
| 1.2                      | <b>Room Specifications</b>   |                    |
| 1.3                      | <b>Meeting Package</b>   |                    |
| <b>TOTAL PRICE (B\$)</b> |  |                    |

| NO. | ITEM   | YES | NO | REMARKS |
|-----|--|-----|----|---------|
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| NO. | ITEM  | YES | NO | REMARKS |
|-----|---|-----|----|---------|
|     | <ul style="list-style-type: none"> <li>▪ LCD projector with screen – 1 set</li> <li>▪ Fast speed internet connection that can accommodate 20 users</li> <li>▪ Extension wires – minimum 8 sets</li> <li>▪ ASEAN Member State table flags and ASEAN table flag – 1 set</li> </ul> <p><b><u>Day 3 Meeting Room (30 pax), 18 November 2026, HOD Meeting:</u></b></p> <ul style="list-style-type: none"> <li>▪ Can accommodate 30 pax</li> <li>▪ U shaped table that can fit 30 meeting chairs</li> <li>▪ Conference Microphones – minimum 20 sets</li> <li>▪ Flat screen TV (at least 55”) in the middle of the meeting table – 6 sets</li> <li>▪ LCD projector with screen – 2 sets</li> <li>▪ Fast speed internet connection that can accommodate 30 users</li> <li>▪ Extension wires – minimum of 8 sets</li> <li>▪ ASEAN Member State table flags and ASEAN table flag – 1 set</li> </ul> <p><b><u>Day 4 &amp; 5 Meeting Room (120 pax), 19 and 20 November 2026 (Plenary meeting)</u></b></p> <ul style="list-style-type: none"> <li>▪ Can accommodate 120 pax</li> <li>▪ U shaped table that can fit 40 meeting chairs</li> <li>▪ Chairs with tables seated behind next to both sides of the meeting table – total 80 seats classroom setting</li> <li>▪ Conference Microphones 20 sets</li> <li>▪ Flat screen TV (at least 55”) in the middle of the meeting table – minimum of 10 sets</li> <li>▪ LCD projector with screen – 3 sets</li> <li>▪ Fast speed internet connection that can accommodate 120 users</li> <li>▪ Extension wires – minimum 15 sets</li> <li>▪ ASEAN Member State table flags and ASEAN table flag – 1 set</li> </ul> <p><b><u>Opening Ceremony cum Welcoming Dinner (200 pax), 18 November 2026 evening</u></b></p> <ul style="list-style-type: none"> <li>▪ Must be able to accommodate 200 pax</li> <li>▪ Round table with dome setting</li> <li>▪ 3 main tables with 1 silver service</li> <li>▪ Stage - can accommodate 50 pax</li> <li>▪ PA Sound system</li> <li>▪ 55” TV on stage</li> <li>▪ Step stool / Platform for group picture taking</li> <li>▪ Minimum 3 wireless microphones</li> <li>▪ Able to accommodate dry run on 17 November 2026 evening</li> </ul> |     |    |         |

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|-----|--|-----|----|---------|
| 1.3 | <p><b><u>Meeting Package</u></b><br/>           Inclusive of complimentary in meeting room water bottles replaced twice daily.</p> <p><b><u>Morning tea, lunch, afternoon tea:</u></b><br/>           Day 1 &amp; 2– 120 pax<br/>           Day 3 – 30 pax<br/>           Day 4 &amp; 5 – 120 pax</p> <p>Note: Lunch is to be served as seated on tables</p> |     |    |         |

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. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDAR MONTHS FROM THE TENDER CLOSING DATE.
4. When requested by you, we shall extend the validity of this offer.
5. 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