

TENDER REFERENCE NO.: KK/117/2026/HTD

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**CYBERSECURITY READINESS AND RISK ASSESSMENT
FOR BRU-HIMS AND BRUHEALTH, MINISTRY OF HEALTH**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON Tuesday, 16th June 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

GOVERNMENT REQUIREMENTS

TABLE OF CONTENTS

Section 2: Government Requirements

1	Introduction	3
1.1	Background	3
1.2	Products and Services Sought	3
2	Statement of Requirement	3
2.1	General Requirement.....	3
2.2	Hardware	Error! Bookmark not defined.
2.2.1	Hardware Procurement.....	Error! Bookmark not defined.
2.3	License	Error! Bookmark not defined.
3	Implementation and Related Services	6
3.1	General Requirements	6
3.2	Implementation Services	6
3.2.2	Project Management	6
3.2.3	Project Design.....	8
3.2.4	Delivery and Installation	8
3.2.6	Commissioning.....	9
3.2.7	Stabilization	Error! Bookmark not defined.
3.3	Training.....	9
3.4	Warranty	Error! Bookmark not defined.
3.5	Maintenance	Error! Bookmark not defined.
3.6	Support Services	Error! Bookmark not defined.
3.7	Labelling.....	11
4	Documentation and Deliverables	12
4.1	General Requirements	12
4.2	Hardware	Error! Bookmark not defined.
4.3	Implementation and Related Services	13
5	Acceptance Testing	14
5.1	User Acceptance Tests.....	14
6	Project Payment	14
6.1	General Requirements	14
6.2	Payment Claims	14
	Annex 2.1: Hardware Specifications	15
	Annex 2.2: List of sites	15
	Annex 2.3: Payment Milestones	16
	Annex 2.4: Progress Schedule	17
	Annex 2.5: Labelling Format	18

SECTION 2

GOVERNMENT REQUIREMENTS

1 INTRODUCTION

1.1 Background

- 1.1.1. In support of the digital transformation of Brunei Darussalam's healthcare system, the Ministry of Health is enhancing its information security governance to ensure a secure and resilient digital health ecosystem.
- 1.1.2. This project is to assess and enhance the cybersecurity posture of Ministry of Health's information systems namely Bru-HIMS and BruHealth in compliance with Cybersecurity Act and alignment with ISO/IEC 27001:2022 Information Security Management Standard ("ISMS").
- 1.1.3. With the increasing prevalence of cyber threats and the requirements of the Cybersecurity Act, implementing proactive information security measures is critical to ensuring the resilience of the Ministry of Health's core operational systems.
- 1.1.4. The project aims to identify the current level of cybersecurity, assess existing risks, and recommend appropriate improvement measures to strengthen information protection and ensure the continuity of the information system's services.

1.2 Products and Services Sought

- 1.2.1 Tenders are invited for "**CYBERSECURITY READINESS AND RISK ASSESSMENT FOR BRU-HIMS AND BRUHEALTH, MINISTRY OF HEALTH, NEGARA BRUNEI DARUSSALAM**" to meet the Government Requirements.
- 1.2.2 Tenderers are required to include in their proposals any integral components or features unintentionally not mentioned in this tender but deemed essential and critical to be included as part of the solution for successful implementation of the project.
- 1.2.3 Tenderer shall propose a recommended improvement process and verify that the recommended solution will support the intended business processes effectively and efficiently.
- 1.2.4 Tenderers are required to propose all items, and be wholly responsible for all products and services offered. The Government reserves the right to accept all or any part of the proposed items or services from the Tenderers.
- 1.2.5 The successful Tenderer (the Contractor) shall be the prime contractor for all products and services offered and is fully responsible for the overall project management and coordination to ensure the successful delivery and implementation of the project
- 1.2.6 The sites impacted by this project comprise of government and service provider sites as specified in **Annex 2.2: List of Sites**.

2 STATEMENT OF REQUIREMENT

2.1 General Requirement

- 2.1.1 The design, development, supply, delivery, implementation and commissioning of project known as "**CYBERSECURITY READINESS AND RISK ASSESSMENT FOR BRU-HIMS AND BRUHEALTH, MINISTRY OF HEALTH, NEGARA BRUNEI DARUSSALAM**"

2.1.2 Project Scope of Work Details

2.1.2.1 The selector contractor shall conduct the services for the following systems:

No.	System	Estimated system sizing
1	Bru-Health	136 hosts
2	Bru-HIMS	177 hosts

2.1.2.2 All tasks and activities shall be carried out by certified and experienced workers in association to the proposed solution.

2.2 **Code of Practice (COP) and ISO27001 Readiness Assessment**

2.2.1 Contractor shall conduct a comprehensive review of existing security practices against ISO/IEC 27001:2022 domains and Code of Practice (COP) including Cloud Security Policy Guidelines for Critical Information Infrastructure (CII) requirements.

2.2.2 The Contractor shall conduct ISMS Project Kick-off Meeting and Executive Awareness Training.

2.2.3 Contractor shall assist MOH to carry out risk assessment based on ISO27001 requirements and advise MOH on risk treatment plan.

2.2.4 Contractor shall assist MOH to compile Statement of Applicability (SoA) to define applicable/not-applicable ISO 27001 controls as well as related policies and procedures.

2.2.5 Contractor shall review existing policies and standards, and provide recommendations to align with ISO27001:2022 and CoP including Cloud Security Policy Guidelines for Critical Information Infrastructure (CII) requirements.

2.2.6 Contractor shall develop a gap analysis report, highlighting areas of improvement and non-compliance to ISO27001:2022 and CoP, and provide actionable recommendations prioritized by risk, complexity, and business criticality.

2.2.7 Contractor shall conduct workshops with relevant stakeholders to validate findings and recommendations.

2.3 **Cybersecurity Risk Assessment**

2.3.1 Apply industry methodologies such as STRIDE-LM and MITRE ATT&CK to perform threat modelling with reference from CSB Guideline to Cyber Threat Modelling for Risk Assessment.

2.3.2 The threat modelling shall be conducted using a Dataflow Diagram (DFD) which includes key components such as Entities, Processes, Trust Boundaries, Data Stores and Data Flows.

2.3.3 Contractor shall identify potential Tactic, Technique and Procedure (TTP) in the DFD and construct attack paths using identified threats.

2.3.4 Contractor shall conduct risk assessment to analyze and evaluate the likelihood and impact of a successful attack.

2.3.5 Contractor shall recommend mitigating measures for security risks identified, where the recommended treatment measures shall be practical and feasible for the operating environment.

2.3.6 Contractor shall produce a formal risk register which minimally documents the risk scenarios, existing measures, current risk treatment plan and residual risk.

2.4 **Criteria Requirements**

2.4.1 The Tenderers must meet the following minimum requirements:

2.4.1.1 Demonstrated experience in delivering ISO/IEC 27001 and Code of Practice for CII consultancy and readiness assessments;

2.4.1.2 Proven capability and track record in conducting cybersecurity risk assessments in compliance with regulatory requirements (e.g. Cybersecurity Code of Practice) for similar industry and environment;

2.4.1.3 The contractor shall provide all necessary personnel who are competent and have the adequate skills and required professional certifications;

2.4.1.4 Project Lead and members of the project team shall have at least 5 years of working experience respectively related to the scope of work;

2.4.1.5 Members of the team shall possess certifications for the following certification:

2.4.1.5.1 **ISO27001 and CoP Readiness Assessment**

2.4.1.5.1.1 Certified Information Systems Security Professional (CISSP)

2.4.1.5.1.2 Certified Information Security Manager (CISM)

2.4.1.5.1.3 ISO/IEC 27001 ISMS Lead Auditor/Implementer

2.4.1.5.2 **Cybersecurity Risk Assessment**

2.4.1.5.2.1 Certified Risk and Information Systems Control (CRISC)

2.4.1.5.3 **Development of Cybersecurity Policies and Standards**

2.4.1.5.3.1 Certified Information Systems Security Professional (CISSP)

2.4.1.5.3.2 Certified Information Security Manager (CISM)

2.4.1.5.3.3 ISO/IEC 27001 ISMS Lead Auditor/Implementer

2.4.1.6 All members of the team must maintain their relevant industry recognized accreditation or professional recognition to demonstrate assurance of their methodologies, reporting standards, data handling practices, and due diligence in the engagement of qualified personnel.

2.4.1.7 Project team with strong local presence, and familiarity with national regulatory requirements;

2.4.1.8 The project team shall include a project manager based in Brunei to coordinate project activities;

2.4.1.9 The Contractor shall possess industry certification such as ISO27001 to demonstrate competency in safeguarding MOH's data during project duration.

2.4.1.10 The Contractor must maintain independence in the performance of their duties. They must not have prior involvement in the design, development, or operation of the system being audited or tested and must submit declarations confirming the absence of conflicts of interest.

3 IMPLEMENTATION AND RELATED SERVICES

3.1 General Requirements

3.1.1 Implementation and related services refer to the services provided by the Contractor from the commencement of the implementation of the project, until successful completion of distribution to the end users including training, as below:

- 3.1.1.1 Implementation Services
- 3.1.1.2 Training
- 3.1.1.3 Warranty
- 3.1.1.4 Maintenance
- 3.1.1.5 Labelling

3.1.2 The Government shall furnish the Contractor with pertinent information, knowledge and assistance as the Contractor may reasonably and properly require enabling it to perform its obligations hereunder.

3.1.3 All the materials supplied to the Contractor by the Government for the purpose of this Contract shall remain the property of the Government and shall be returned in reasonable order after the completion of the Implementation and Related Services.

3.1.4 The Contractor shall comply with all reasonable instructions of the Government representative in so far as they are applicable to the Implementation and Related Services.

3.1.5 The Contractor shall assist the Government in the Post-Implementation Review, to be carried out within 1 year after the maintenance and support of the system, by providing the necessary information. Examples of information required are lessons learnt, actual vs. projected man-effort etc. The Contractor shall also assist the Government in the formulation of action plans to address the identified issues.

3.2 Implementation Services

3.2.1 Implementation Services consists of the following, with respect to the requirements set out in **Clause 2: Statement of Requirement**.

- 3.2.1.1 Project Management.
- 3.2.1.2 Project Design.
- 3.2.1.3 Delivery and Installation
- 3.2.1.4 Configuration and Testing
- 3.2.1.5 Commissioning.
- 3.2.1.6 Stabilization.

3.2.2 Project Management

3.2.2.1 The Contractor shall be fully responsible for the effective and efficient management of all project activities, resources, and stakeholders throughout the project lifecycle. This includes planning, executing, monitoring, controlling, and closing the project in accordance with industry best practices and the Government specified requirements.

3.2.2.2 Throughout the implementation phase, the Contractor shall be accountable for the following responsibilities:

- i. Designate a highly experienced and qualified Project Manager who will serve as the single point of contact for all project-related communications with the Government.
- ii. The Contractor shall submit a detailed Project Management Plan (PMP) for Government review and approval.
- iii. The Contractor shall establish a clear meeting cadence for all project phases meetings which are chaired by the Government's representatives; including but not limited to:
 - a. Weekly progress meetings with the Client.
 - b. Bi-weekly steering committee meetings (if required).
 - c. Internal team meetings.
 - d. The Contractor shall be responsible for preparing agendas, recording minutes, tracking action items, and distributing these in a timely manner.
- iv. Provide day-to-day planning, control and administration of the project.
- v. Advise the Government, on a timely basis, about any unavoidable deviation from plans and recommend appropriate corrective and preventive actions. All changes must be documented, assessed for impact, approved by relevant stakeholders, and communicated effectively.
- vi. The Contractor shall submit comprehensive project status reports to the Government.
- vii. The Contractor shall continuously monitor for new risks and issues, maintain a detailed risk and issue log, and actively work to mitigate risks and resolve issues in a timely manner, escalating to the Government as necessary.
- viii. Ensure the successful delivery of all related hardware and software to the listed locations within the specified schedule and budget.
- ix. Conduct on-site installation tests on the hardware and software before Government acceptance of delivery.
- x. Ensure that all bundled deliverables for hardware and software are accountable prior to Government acceptance of delivery.
- xi. Provide day-to-day liaison between other suppliers/sub-contractors and the project teams.
- xii. Keep the Government informed of all matters related to the project within the knowledge of the Contractor and shall answer all reasonable enquiries received from the Government representative.
- xiii. Exercise all reasonable skill, care and diligence in its conduct of the Implementation and Related Services, including the following;
 - a. All ordinances or regulations enforced in Brunei shall be followed.
 - b. Appropriate measures shall be taken to protect the installation location and the existing facilities from damage caused by installation works.
 - c. All necessary measures shall be taken to prevent interruption to the Government's operations.
- xiv. Inform the government of any change or replacement of key Contractor staff during the project delivery.
- xv. Provision for sufficient resources to carry out the Implementation Services, Support Services and Training requirements, including:
 - a. Provide one full-time Project Manager stationed in Brunei for the duration of the Implementation Period.
 - b. Provide one full-time Accounts Manager stationed in Brunei for the duration of the Support Services Period.
- xvi. Upon completion of project deliverables, the Contractor shall conduct a formal project closure process, including knowledge transfer to the Government team, archiving of project documentation, and conducting a post-project review or lessons learned session.

3.2.2.3 The Contractor shall provide documentation and deliverables as part of their project management requirements. For a detailed overview of the deliverables associated with project management requirements, please refer to **Clause 4.3: Table 1 - Deliverables for Implementation and Related Services**.

3.2.2.4 The Contractor shall be responsible for coordinating with their Sub-Contractor(s) for the provision of all services supplied by the Tenderer and their Sub-Contractor(s). Should there be any problems that affect the proper implementation of the project, the Contractor shall act as a single coordinator to work with their Sub-Contractor(s) so as to identify causes of such problems and resolve them.

3.2.2.5 The Contractor is required to oversee itself and their Sub-Contractor(s) to complete their tasks according to schedule.

3.2.3 **Project Design**

3.2.3.1 The Contractor shall be responsible for the comprehensive design of all project components and deliverables, ensuring adherence to the Government requirements, industry best practices, and applicable standards.

3.2.3.2 The Contractor shall:

- i. Develop a detailed Project Design Document.
- ii. Adhere to Client Standards and Guidelines.
- iii. Conduct Design Reviews.
- iv. Ensure Scalability, Maintainability, and Performance.
- v. Provide Design Deliverables.
- vi. Manage Design Documentation
- vii. Propose Innovative Solutions.

3.2.3.3 The Government retains the right to review and approve all major design milestones and deliverables. No development or implementation shall commence on any component until its corresponding design has received explicit written approval from the Government.

3.2.3.4 The Contractor shall address any design review comments or requested modifications promptly to avoid project delays.

3.2.3.5 The Contractor shall provide documentation and deliverables as part of their regular project reporting and software releases. For a detailed overview of the deliverables associated with project design requirements, please refer to **Clause 4.3: Table 1 - Deliverables for Implementation and Related Services**.

3.2.4 **Delivery and Installation**

3.2.4.1 The Contractor shall be responsible for delivering the services detailed below, in accordance with the requirements specified in Clause 2 – Statement of Requirements

3.2.4.1.2 The supply of the solution to the listed locations **Annex 2.2 List Of Sites;**

3.2.4.1.2 The delivery of the solution in accordance to the Implementation Plan;

3.2.5 Configuration and Testing

3.2.5.1 The Contractor shall be responsible for performing configuration and testing services, as detailed below, in accordance with the requirements set forth in Clause 2 – Statement of Requirements:

3.2.6 Commissioning

3.2.6.1 The Contractor shall be fully responsible for the comprehensive planning, execution, and verification of all system commissioning activities.

3.2.6.2 The Contractor must ensure the seamless transition of the new system(s) into live operational use, validate their performance, functionality, and stability in the production environment, and formally hand over the fully commissioned system to the government.

3.2.6.3 The Contractor must ensure the successful operational readiness and full functionality of the new system in the production environment following deployment and data migration.

3.3 Training

3.3.1 General Requirements

3.3.1.1 The Contractor shall also be able to provide in-person training (local or overseas) for two (2) pax of Healthcare Technology Department Staff on Certified Information System Manager (CISM) including:

3.3.1.1.1 Professional certification course covering information security governance risk management, incident management, and security programme development;

3.3.1.1.2 Inclusive of training materials, exam voucher, and membership fee.

3.3.1.2 The Contractor shall also be able to provide onsite training for the minimum of ten (10) pax of Healthcare Technology Department Staff on all modules of the solution.

3.3.1.3 All trainers provided by the Contractor shall possess demonstrably relevant experience in delivering software training, a strong understanding of the system functionalities, and excellent communication skills. Trainer resumes and certifications shall be submitted for Government review.

3.3.1.4 The medium of instruction and training document shall be in English. The Contractor shall supply each trainee with a complete set of up-to-date training documents and materials and trainee shall be allowed to keep the training materials.

3.3.1.5 For every course conducted by the Contractor, a complete set of up-to-date instruction guides (in hard and soft-copies) shall be made available to the Government. The Government shall have the right to use these training materials to conduct in-house courses for its personnel.

3.3.1.6 Training modes shall be specified, e.g., classroom presentation, hands-on computer assisted training, etc.

3.3.1.7 The mode of training for officers and staffs shall include computer hands-on training. For all training that requires interaction with computer, one computer shall be assigned to each trainee at a time (i.e. not shared computer).

- 3.3.1.8 Any changes on the training modes from the Contractor shall be informed to the Government of Brunei Darussalam representatives and the Government must be agreed with the new proposed training modes.
- 3.3.1.9 All training materials developed by the Contractor shall become the property of the Government of Brunei Darussalam. Master copies of training materials shall be provided to allow for reproduction, as deemed appropriate and necessary.
- 3.3.2 Training Plan and Development Documents
- 3.3.2.1 The Contractor shall prepare a Training Plan document, which shall indicate a program of courses to facilitate training for the end users. The Contractor shall work closely with the Government of Brunei Darussalam representative during the project to finalize the training arrangements, and submit the Training Plan document for approval by the Government of Brunei Darussalam representative. The Training Plan submission shall include, but not be limited to the following information for each course:
- i. Training objectives.
 - ii. Sequence of learning activities.
 - iii. Outline/ curriculum of the course.
 - iv. Types of training: e.g. end-user operation training.
 - v. Category of trainee – managerial, key user, end user, etc.
 - vi. Training mode, e.g. classroom presentation, hands-on computer assisted training, etc.
 - vii. Refreshments during the training sessions.
 - viii. Training venue.
 - ix. Resources required, such as equipment, workshop accommodation, storage, etc.
 - x. Program showing the training hours for each training course, including classroom training, together with a breakdown of the hours necessary for each main subject.
 - xi. Proposed schedule/duration.
 - xii. No. of participants for each class.
 - xiii. Post course assessment method, if applicable.
- 3.3.2.2 The Contractor shall revise the Training Plan in accordance with the updated training requirements from the Government of Brunei Darussalam representatives during the Implementation phase of the project. The Contractor shall submit the revised Training Plan to the Government of Brunei Darussalam representative for consideration and agreement.
- 3.3.2.3 Any changes on the training schedule from the Contractor shall be informed to the Government of Brunei Darussalam representatives and the Contractor shall provide the new schedule four (4) weeks before the proposed training date.
- 3.3.2.4 The Contractor shall develop different types of training facilities to support each course in the training programmed, such as:
- i. Trainer’s guide, which shall include course agenda, course objectives, procedures for managing training sessions, resources and facilities required, guidelines for preparing training, detailed lesson plans including outlined presentations and discussion guides, training aids and job aids, computer-based learning facilities, and detailed instructions for managing any on-the-job training.
 - ii. Training materials, including manuals, handouts, computer-based training software packages, self-study packages, etc.
 - iii. Training materials shall closely integrate with actual workflow and operation in the Government of Brunei Darussalam’ business environment to provide a user-friendly and practical guide to the users.
 - iv. Training presentation slides, or other appropriate delivery aids.
 - v. Training data, designed for the purpose of computer hands-on training.

vi. Training evaluation mechanism, including associated forms and scorecards.

3.3.3 Training Delivery

3.3.3.1 The Contractor shall set up the Training Environment for all training sessions, including the preparation, loading and re-loading of training data.

3.3.3.2 At the request of the Government of Brunei Darussalam Representative, the Contractor shall deliver End-User training at Government of Brunei Darussalam premises. The Contractor shall closely coordinate with the Government of Brunei Darussalam Representative in making the detailed arrangements, and shall render all necessary support in setting up the Training Environment(s), including the training System, training data, required facilities, etc.

3.3.3.3 If due to unavoidable circumstances where onsite training is not possible, a similar training shall be conducted online upon the consideration and agreement of the Government of Brunei Darussalam representative.

3.3.3.4 The Contractor shall provide a full and detailed training plan. This shall include the courses to be conducted, course contents, the cost per person, the class size, the time table, contents, trainee pre-requisites, venue and duration of each course and the resume of the instructors. The training provided shall include training on the developed web portals and all software modules which are used for this project.

3.3.3.5 The Contractor shall provide the User and Administrator Training to Project Team members for the developed web portals and for all modules on the software used.

3.3.3.6 The Contractor shall provide up to date knowledge transfer to Project Team members as a result of upgrades which includes preparation of material document (including brochures and/or video tutorials).

3.3.4 Feedback and Evaluation

3.3.4.1 In the event where the feedback gathered on any training conducted by the Contractor is less than 80% with above average rating, the Government has the right to request for a re-training at no additional cost to the Government. The feedback form shall be provided by the Government.

3.4 Labelling

3.4.1 The Contractor shall ensure all delivered products, components, and packaging are clearly and indelibly labelled with the following information: [Supplier Company Name; Company Contact Number; Date of Delivery; Serial Number of Item]. The Contractor shall adhere to the labelling format and content specified in **Annex 2.5: Labelling Format** of this ITT.

3.4.2 The Contractor shall permanently affix unique asset identification labels to all assets delivered under this contract. These labels shall include a scannable barcode and human-readable text comprising the asset tag number provided by the Government refer to **Annex 2.5: Labelling Format** for details on item supplied to the Government.

3.4.3 The Contractor shall ensure labels are durable and resistant to wear and tear over the expected lifespan of the asset.

3.4.4 The Contractor shall ensure all software media and associated documentation are clearly labelled with the software name, version number, license key (if applicable), and date of release.

- 3.4.5 The Contractor shall provide labels in [Specify languages, e.g., English and Malay] and ensure they are prominent, durable, and resistant to environmental factors relevant to the product's use.

4 DOCUMENTATION AND DELIVERABLES

4.1 General Requirements

- 4.1.1 The Contractor shall produce all relevant deliverables for the purpose of ensuring a successful delivery of the proposed hardware, software and related services.
- 4.1.2 The Contractor shall ensure that all deliverables strictly adhere to the specified requirements outlined below:
- 4.1.2.1 All deliverables and documentation shall be professionally prepared, logically structured, concise, accurate, unambiguous, and complete.
- 4.1.2.2 Information must be presented clearly and comprehensibly, targeting the intended audience (e.g., technical staff, business users, management). Diagrams, flowcharts, and visual aids shall be used effectively to enhance understanding.
- 4.1.2.3 All documentation shall be internally consistent and consistent with the system's actual functionality, design, and other related project documents.
- 4.1.2.4 The Contractor shall submit all deliverables within the timelines specified in **Clause 4.3: Table 1 - Deliverables for Implementation and Related Services**.
- 4.1.2.5 All documentation and deliverables shall be prepared and submitted in English unless explicitly specified otherwise.
- 4.1.3 All documentation shall be prepared with a view towards facilitating effective knowledge transfer to the Government technical, operational, and business teams, enabling them to independently operate, maintain, and support the system in the long term.
- 4.1.4 Technical documentation (e.g., architecture, detailed design, deployment guides, run books) must be sufficient for competent Government IT personnel to understand, troubleshoot, and maintain the system without excessive reliance on The Contractor.
- 4.1.5 The Contractor shall specify and mutually agree with the Government on the target acceptance dates for each documentation item, as outlined in the Detailed Project Workplan. Any changes to the agreed schedule must be formally communicated in writing and approved by the Government prior to implementation.
- 4.1.6 The Contractor shall ensure that all deliverables are formally handed over to the Government (or designated Government representative). This includes providing a minimum of two (2) printed copies and one (1) soft copy of each required deliverable in a Microsoft Office-compatible format, stored on a portable pen-drive.
- 4.1.7 The Contractor shall ensure that all drafted documentation is prepared in advance of the agreed target acceptance date, allowing a minimum review period of two (2) weeks for the Government's representative to assess the documentation and request any necessary revisions.
- 4.1.8 The Contractor shall address all Government comments and requested revisions promptly, and re-submit the revised deliverable within one (1) week unless a longer period is mutually agreed for significant revisions.

- 4.1.9 Each deliverable shall undergo formal acceptance by the Government, confirming that it satisfies all defined requirements and meets the established quality standards.
- 4.1.10 Upon formal acceptance by the Government, all deliverables, including source code, documentation, and configuration files, shall become the sole property of the Government.
- 4.1.11 The Contractor grants the Government a perpetual, irrevocable, non-exclusive, worldwide, royalty-free license to use, modify, reproduce, and distribute all deliverables for the Government internal business purposes.

4.2 Implementation and Related Services

4.2.1 The Contractor shall provide comprehensive documentation that enables the Government to fully understand, manage, and execute the deployment of the system, and to seamlessly transition into operational support, maintenance, and user training. This category of documentation is vital for the Government long-term self-sufficiency and the sustained success of the system.

4.2.2 The required deliverables under Implementation and Related Services are as follows:

Table 1 - Deliverables for Implementation and Related Services

Implementation and Related Services	Documentation and Deliverables	Submission Timeline
Contract Signing	Contract	1 day
Project Management	Detail Project Management Plan	Week 1
	Initial Risk Assessment & Mitigation Plan	Week 2
	Project Progress Report	Monthly
Code of Practice (COP) and ISO27001 Readiness Assessment	Executive Awareness Training	Week 1
	Risk Assessment Report including Risk Treatment Plan	Week 2
	Statement of Applicability	Week 2
	Preliminary Readiness Assessment and Recommendation Report	Week 4
	Final Readiness Assessment Report including compliance roadmap	Week 6
	Management presentation	1 day
Cybersecurity Risk Assessment	Preliminary Report	Week 4
	Final Report and Risk Register including Risk Treatment Plan	Week 6
	Management presentation	1 day
Training	Training Plan	Prior To Training Sessions
	Training Materials	Prior To Training Sessions
	Training Completion Report	Within 1 week post-training
Project Closure	Project Closure Report	Month 6

5 ACCEPTANCE TESTING

5.1 User Acceptance Tests

- 5.1.1 The Contractor shall conduct User Acceptance Testing (UAT) to ensure that the delivered system meets the agreed-upon specifications and functional requirements.
- 5.1.2 Prior to conducting acceptance test, the Contractor together with the Government representative shall complete the on-site acceptance of the hardware delivered before the Delivery Order is signed by the Government representative.
- 5.1.3 The Contractor shall propose "Acceptance Tests" and the testing approaches in **Section 3: Tender Schedules, Schedule 14: Acceptance Tests** to test and ensure that:
- 5.1.4 The user acceptance test approach must be approved by the Government Representative, at least one (1) month prior to the carrying out of the acceptance tests. If in the reasonable opinion of the Government representative such specification does not provide sufficient details to test all the functions and facilities, the Contractor shall make the amendments as requested by the Government representative.
- 5.1.5 The Contractor shall prepare the User Acceptance Test Certificate and two (2) copies of a Test Report as soon as possible after the completion of each test. Government representative shall countersign the Test Report and Acceptance Certificate to indicate his agreement.

6 PROJECT PAYMENT

6.1 General Requirements

- 6.1.1 Payment milestones are given in **Annex 2.3: Payment Milestones**.
- 6.1.2 The implementation progress schedule is given in **Annex 2.4: Progress Schedule**.
- 6.1.3 Payment to the Contractor will be made locally and in **Brunei Dollars**.

6.2 Payment Claims

- 6.2.1 Payment claim for Detailed Project Workplan by the Contractor to the Government shall be accompanied by the Contractor's invoice and the Detailed Project Workplan.
- 6.2.2 All payment claims for delivery of hardware and software by the Contractor to the Government shall be accompanied by the Contractor invoice, Acceptance Certificate and delivery order, describing, as appropriate, the goods delivered and related services performed.
- 6.2.3 All payment claims for installation and user acceptance tests by the Contractor to the Government should be accompanied by the Contractor invoice, Acceptance Certificate and Test Reports.
- 6.2.4 All payment claims for the support services shall be made monthly with the attachment of Contractor invoice and service reports.
- 6.2.5 Payment claim for the Maintenance shall be made quarterly with the attachment of Contractor Invoice and Service Reports.

ANNEX 2.1: HARDWARE SPECIFICATIONS (NOT APPLICABLE)

ANNEX 2.2: LIST OF SITES

No.	Site Name	Address
1	Healthcare Technology Department, Ministry of Health	Ministry of Health Commonwealth Drive, Bandar Seri Begawan Brunei Darussalam, BB3910, Negara Brunei Darussalam
2	RIPAS Hospital	Jalan Putera Al-Muhtadee Billah, Bandar Seri Begawan BA1712, Negara Brunei Darussalam
3	EGNC Data Centre	Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Bandar Seri Begawan, Negara Brunei Darussalam
4	UNN Tungku	Jalan Universiti, Kampong Tungku, Gadong A BE2119, Negara Brunei Darussalam
5	UNN Sumbiling	Jln Istana Darussalam, Bandar Seri Begawan BS8511, Negara Brunei Darussalam

ANNEX 2.3: PAYMENT MILESTONES

No.	Project Stage	Deliverables	Timeframe	Percentage Payment	Cumulative Percentage Payment	Cumulative Payment Amount
1	Contract Signing	Contract	1 day	0%	0%	
2	Project Management	<ol style="list-style-type: none"> 1 Detailed Project Workplan 2 Initial Risk Assessment & Mitigation Plan 3 Project Progress Report 	1 month	15%	15%	
3	Code of Practice (COP) and ISO27001 Readiness Assessment	<ol style="list-style-type: none"> 1 Executive Awareness Training 2 Risk Assessment Report including Risk Treatment Plan 3 Statement of Applicability 4 Preliminary Readiness Assessment and Recommendation Report 5 Final Readiness Assessment Report including compliance roadmap 6 Management presentation 	2 months	30%	45%	
4	Cybersecurity Risk Assessment	<ol style="list-style-type: none"> 1 Preliminary Report 2 Final Report and Risk Register including Risk Treatment Plan 3 Management presentation 	2 months	30%	75%	
5	Training	<ol style="list-style-type: none"> 1 Training Plan 2 Training Materials 3 Service Operating Procedures (SOP) 4 Training Completion Report 	1 month	20%	95%	
6	Project Closure	Project Closure Report	1 day	5%	100%	

ANNEX 2.4: PROGRESS SCHEDULE

Figure 1 – Implementation Progress Schedule

Stage	Major Activities / Tasks	Duration		Date		Percentage Payment	Cumulative Percentage Payment
		Start	End	Start	End		
1	Contract Signing	Day 1	Day 1	tbc	tbc	0%	0%
2	Project Management	Month 1	Month 1	tbc	tbc	15%	15%
3	Code of Practice (COP) and ISO27001 Readiness Assessment	Month 2	Month 3	tbc	tbc	30%	45%
4	Cybersecurity Risk Assessment	Month 4	Month 5	tbc	tbc	30%	75%
5	Training	Month 6	Month 6	tbc	tbc	20%	95%
6	Project Closure	Month 6	Month 6	tbc	tbc	5%	100%

ANNEX 2.5: LABELLING FORMAT

Labelling Format

Asset Tag ID:

Supplier Company Name:

Company Contact Number:

Date of Delivery:

Serial Number of Item:

Reference treasury number of this tender **KK/117/2026/HTD** followed by the (item number) - number of item/total number of item.

Example for Asset Tag as follow:

Item number 1 Access Device, should be labelled as:

KK/117/2026/HTD (1) – 1/100

Item number 2 is LCD Monitor, Keyboard and Mouse, should be labelled as:

KK/117/2026/HTD (2) – 1/100

SECTION 3

TENDER SCHEDULES

TABLE OF CONTENTS

SECTION 3: TENDER SCHEDULES

COMPOSITION OF TENDER.....	3
SCHEDULE 1 – INFORMATION SUMMARY	4
SCHEDULE 2 – SUB-CONTRACTS.....	4
SCHEDULE 3 – COMPANY’S BACKGROUND	5
SCHEDULE 4 – COMPANY’S TRACK RECORD.....	5
SCHEDULE 5 – CONTRACTOR’S EMPLOYEES AND THEIR DUTIES	9
SCHEDULE 6 – SOFTWARE.....	11
SCHEDULE 7 – HARDWARE.....	12
SCHEDULE 8 – PERFORMANCE CRITERIA	13
SCHEDULE 9 – TECHNICAL SOLUTION	13
SCHEDULE 10 – PROPOSED APPROACH AND METHODOLOGY	13
SCHEDULE 11 – IMPLEMENTATION PLAN	14
SCHEDULE 12 – IMPLEMENTATION AND RELATED SERVICES.....	14
SCHEDULE 13 – INSTALLATION TESTS.....	15
SCHEDULE 14 – ACCEPTANCE TESTS.....	15
SCHEDULE 15 – DOCUMENTATION AND DELIVERABLES.....	15
SCHEDULE 16 – TRAINING PLAN	16
SCHEDULE 17 – STATEMENT OF COMPLIANCE	17
SCHEDULE 18 – PRICE SUMMARY	18
SCHEDULE 19 – PAYMENT SCHEDULE.....	18
SCHEDULE 20 – DECLARATION FORM	18
ANNEX 3.1 – TENDER FORM (TECHNICAL PROPOSAL)	20
ANNEX 3.2 – TENDER FORM (PRICING PROPOSAL).....	21

COMPOSITION OF TENDER

The composition of the Technical Proposal and Pricing Proposal shall be as follows:

Tender Schedules	Technical Proposal	Pricing Proposal
Schedule 1	All except Table 1.1, 1.2, 1.3, 1.4	
Schedule 2	All	
Schedule 3	All	
Schedule 4	All	
Schedule 5	All	
Schedule 6	All except Table 6.1(a)	Table 6.1(a)
Schedule 7	All except Table 7.1(a)	Table 7.1(a)
Schedule 8	All	
Schedule 9	All	
Schedule 10	All	
Schedule 11	All	
Schedule 12	All except Table 12.2	Table 12.2
Schedule 13	All	
Schedule 14	All	
Schedule 15	All	
Schedule 16	All	
Schedule 17	All	
Schedule 18		All
Schedule 19		All
Schedule 20	All	
Tender Form	Annex 3.1	Annex 3.2

SECTION 3 TENDER SCHEDULES

SCHEDULE 1 – INFORMATION SUMMARY

- 1.1 Tenderers shall provide in this Schedule the following information:
- a. Management summary.
 - b. List of all the companies (including Contractor and Sub- Contractor (s), if any) involved in the provision of the services and items specified in this tender, and the responsibility of each company.
 - c. Company profile – Name, Address, Phone Number, Facsimile Number, e-Mail Address, Website (if any), etc.
 - d. Copies of Company’s Certificate of Incorporation or Firm’s Certificate of Registration (as registered in One Common Portal – Corporate Registry System), as applicable, and a receipt of the document fee.
 - e. Copies of Company’s Certificate of *Pematuhan Akta Cukai* - Ministry of Finance and Economy (MOFE).
 - f. Copies of Compliance of *Akta Amanah Pekerja dan Perintah Pencen Caruman Tambahan 2009*, - Tabung Amanah Pekerja (TAP), stating the details of Employer account number and the list of employees registered with TAP.
 - g. Years of experience (as of the Tender Closing Date) and skills of the Contractor and Sub-Contractor(s) in:
 - i. Implementing IT projects;
 - ii. Providing Maintenance and Support Services.
 - h. Description of the salient features and flexibility of the Hardware Facilities and Software proposed, including wireless connectivity.
 - i. Status and support policy of each major product.
 - j. Other information which is considered relevant.

SCHEDULE 2 – SUB-CONTRACTS

- 2.1 Tenderers shall complete Table 2.1 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.
- 2.2 Tenderers shall also indicate in Table 2.1 any alliance relationship established with each Sub-Contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 2.1 Responsibility Table

Company Name	Responsibility Description	Alliance Relationship between Contractor and Sub- Contractor(s)		
		Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
Sub-Contractor(s)				

SCHEDULE 3 – COMPANY’S BACKGROUND

3.1 Each of the companies involved in this tender, including Contractor and Sub- Contractor(s) (if any), shall provide its company profile including company strengths, organisation structure and management background.

SCHEDULE 4 – COMPANY’S TRACK RECORD

4.1 Company Contribution

4.1.1 Tenderers shall complete Table 4.1, with information about the contribution percentages of different companies (which can be the Contractor, Sub- Contractor(s), or other manufacturer(s)) in the provision of the following project services or items:

- a. Implementation and Related Services
Tenderers shall list the company(ies) responsible for the provision of Implementation and Related Services. Contribution percentage of each company shall be provided based on the relevant number of man days, service price or cost, over total man days, service price or cost for Implementation and Related Services.
- b. Hardware
Tenderers shall list the manufacturer (s) of all the proposed/required hardware item(s). Contribution percentage of each manufacturer/developer shall be provided based on the relevant hardware price/cost over total hardware price/cost.
- c. Software
Tenderers shall list the manufacturer (s) of all the proposed/required software item(s). Contribution percentage of each manufacturer/developer shall be provided based on the relevant software price/cost over total software price/cost.
- d. Maintenance and Support Services
Tenderers shall list the company(ies) responsible for the provision of Maintenance and Support Services. Contribution percentage of each company shall be provided based on the relevant number of man days, service price or cost, over total man days, service price or cost for Maintenance and Support Services.

4.1.2 The sum of contribution percentages across different companies on a particular project service or item must give a total of 100%.

Table 4.1 Contribution of Companies (in %)

4.2 Project Management Experiences

No.	Company Name	Relevant Project Services or Items			
		Hardware	Software	Implementation and Related Services	Please add relevant services as required
	<u>Contractor</u>				
	<u>Sub- Contractors</u>				
	<u>Other Companies/ Manufacturers (if not Contractor and Sub- Contractors)</u>				
	Total:	100%	100%	100%	100%

4.2.1 Tenderers shall complete Table 4.2, with details of all the IT projects and related services that the Contractor was responsible for.

Table 4.2 Project Management Experiences

Name and Address of Customer	Name and Version of Main Application, Brief Description	Location where & when system was implemented

4.3 Project Partnership Experiences

4.3.1 Tenderers shall complete Table 4.3, with details of all the IT projects in the past years, or indicate with "No partnership" under column "Name & Address of Customer" if this is not applicable:-

- a. The Contractor has partnered with any of the proposed Sub- Contractor(s) in this tender, in providing any of the following project services or items for the listed projects:
 - i. Implementation and Related Services
 - ii. Hardware
 - iii. Software
 - iv. Maintenance and Support Services
 - v. Other Services (if any please specify) :-
The types of partnership shall include:
 - Partnership between the Contractor and Sub-Contractor within the same project in providing **different** services or items as listed above.
 - Partnership between the Contractor and Sub- Contractor within the same project in providing the **same** services or item as listed above.
- b. The Contractor itself was responsible for any two or more project services or items mentioned above for the listed projects, although without partnership with the proposed Sub- Contractor(s) in this tender.

4.3.2 Tenderers shall indicate the roles of the Contractor and Sub- Contractor(s) for the listed projects in Table 4.3, by providing the companies' reference numbers as specified in Table 4.1.

4.3.3 Tenderers shall enter 'N/A' (not applicable) for the project service(s) or item(s) in the listed project(s), that were responsible by parties other than the Contractor or Sub- Contractor(s) in this tender.

Table 4.3 Project Partnership Experiences

Name & Address of Customer	Project Description	Project Completion Date	Names of Companies Responsible for					Please add relevant experiences here
			Hardware	Software	Implementation and Related Services	Maintenance and Support Services		

4.4 Company Track Records

4.4.1 Tenderers shall provide a list of relevant track records in the tables as listed below, for the companies that are named in Table 4.1.

Table 4.4 Implementation and Related Services

Table 4.5 Hardware

Table 4.6 Software

Table 4.7 Maintenance & Support Services

4.4.2 Tenderers shall complete Tables 4.4 to 4.7 with track records as follows:

- a. The track records must be for with similar functions to the system being tendered.
- b. The company must have performed a similar role as in this tender for the listed projects.
- c. The company shall provide three (3) reference sites for each company under a particular project service or item.

4.4.3 Tenderers shall assign a project reference number to the track records provided. The same project reference number must be used if the same project is referred to by different companies, or under different project services or items.

4.4.4 General guidelines for completing Tables 4.4 to 4.7:

Column Heading	Descriptions
Customer Type	Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. Please put a 'Y' under the appropriate category and leave blank if the customer is neither a Government nor a Quasi Government. A Quasi Government is defined as an organisation which (1) is managed and controlled by Government; or (2) has at least 50% shares being held by Government.
Project Scale	Tenderers shall indicate the scale of the project: Table 4.4 – in terms of total contract value (the contract value of the overall project), and total number of man days. Table 4.5 – in terms of contract value of the implementation project, and the total implementation man days. Table 4.7 – in terms of total/ annual contract value of the service, and the number of users supported.
Reference Site	Please mark a 'Y' for the projects/ track records that can be used as reference sites. Tenderers shall provide at least three (3) reference sites for each company under a particular project service or item.
Project Reference Number	Please assign a project reference number for each project/ track record. Tenderers shall note that the same project reference number must be used if the same project is referred to by different companies, or under different project services or items.
Reference Sites Contact Details	Tenderers shall provide contact details for every project/track record that is indicated as a reference site.

Table 4.4 Company Track Records (Implementation & Related Services)

Company Name		Customer Type		Name and Version of Main Application, Brief Description	Location Where System was implemented	Project Scale	Project Timeframe		Reference Site	Reference Site Contact Details			
Name of Customer	Govt.	Quasi Govt.	Start Date				Completion Date	Project Reference Number		Contact Person	Title	Contract No, Fax No & Email Address	

Table 4.5 Company Track Records (Hardware) - NOT APPLICABLE

Company Name		Customer Type		Name and Version of Main Application, Brief Description	Location Where System was implemented	Project Scale	Project Timeframe		Reference Site	Reference Site Contact Details			
Name of Customer	Govt.	Quasi Govt.	Start Date				Completion Date	Project Reference Number		Contact Person	Title	Contract No, Fax No & Email Address	

Table 4.6 Company Track Records (Software) – NOT APPLICABLE

Company Name		Customer Type		Name and Version of Main Application, Brief Description	Location Where System was implemented	Project Scale	Project Timeframe		Reference Site	Reference Site Contact Details			
Name of Customer	Govt.	Quasi Govt.	Start Date				Completion Date	Project Reference Number		Contact Person	Title	Contract No, Fax No & Email Address	

Table 4.7 Company Track Records (Maintenance & Support Services)

Company Name		Customer Type		Name and Version of Main Application, Brief Description	Location Where System was implemented	Project Scale	Project Timeframe		Reference Site	Reference Site Contact Details			
Name of Customer	Govt.	Quasi Govt.	Start Date				Completion Date	Project Reference Number		Contact Person	Title	Contract No, Fax No & Email Address	

4.5 Reference Site Contact Details (Table 4.4 to Table 4.7)

- 4.5.1 Tenderers shall provide contact details for every project/track record that is indicated as a reference site.
- 4.5.2 The Government shall treat all the information submitted under this schedule in strict confidence.
- 4.5.3 The Government reserves the right to contact the reference sites for tender assessment purposes.

4.5.4 Tenderers may also be requested to make arrangements for the Government’s representative to visit the reference sites. If such site visits are required to be conducted overseas, Tenderers shall render all assistance in arranging the site visits but the Government shall bear the costs of transportation, subsistence and accommodation for the Government’s representative for such visits.

SCHEDULE 5 – CONTRACTOR’S EMPLOYEES AND THEIR DUTIES

5.1 Project Team Structure

5.1.1 Tenderers shall provide a clear organisation chart to show the Project Implementation Team structure including the escalation procedures. Descriptions shall be provided to show how the Implementation Team address the functional and technical requirements and how to discharge the Implementation and Related Services stated in **Section 2: Government Requirements**.

5.2 Project Role and Staffing Arrangement

5.2.1 Tenderers shall provide, in **Table 5.1**, the following information in respect of each of their **key** project staff designated:-

- a. Name;
- b. Company to which the project staff belongs and Job Title;
- c. Proposed role in this project including wages;
- d. Terms of Service;
- e. Language (Spoken); and
- f. Deployment of staff for this project, including information about estimated effort and estimated schedule of work.

Table 5.1 Project Role and Staffing Arrangement

Name	Company	Job Title	Language (Spoken)	IC / Passport No.	Proposed Project Role			Terms of Service		Schedule of Work	
					Team / Sub-Team	Staff Category	Wages	Full-time/Part-time	On-site / Local off-site / Overseas	Start Date	End Date

5.2.2 Tenderers shall state the total and percentage of local and foreign employees.

5.2.3 Tenderers shall propose and present arrangements on the provision of staff and/ or Sub-Contractor establishment.

5.3 Previous Experience of Project Staff

5.3.1 Tenderers shall provide in **Table 5.2** the following information in respect of the previous experience of each of their key project staff designated for the project:

- a. Name;
- b. Academic qualification;
- c. Years of post-qualification IT experience;
- d. Number of relevant project experience; and
- e. Years of experience in relevant subject areas.

5.3.2 Tenderers shall attach with this Schedule the Curriculum Vitae of each proposed staff for the Project Team. Tenderers are required to cross-reference to the Curriculum Vitae when completing Tables 5.2 to 5.5.

Table 5.2 Project Staff Profile

Name	Academic Qualification	Number of Relevant Project Experience in recent 10 Years			Years of Experience in		
		No. of Years of Post-Qualification IT Experience ¹	No.	Xref ²	Project Management	Implementation and Related Services	Maintenance and Support Services

Note: 1) For Technology Specialist, this should be "Number of Years of Post-Qualification Functional Experience with Given Technology" (for HW/SW Procurement, not applicable unless it involves high end or complex Hardware)
2) Xref – Cross-reference to the experience provided in Curriculum Vitae

5.3.3 Tenderers shall submit a list of IT procurement projects in Table 5.3 that the proposed Project Manager(s) of this tender has engaged in with a similar role (as of the Tender Closing Date). Tenderers shall provide cross-references to the experiences in Curriculum Vitae.

Please indicate whether the proposed Overall Implementation Methodology, as specified in **Schedule 10 – "Proposed Approach And Methodology"**, was adopted in the projects by putting a 'Y' under column "Used Proposed Overall Impl. Methodology" where appropriate.

Table 5.3 List of projects that the proposed Project Manager(s) has engaged in

Name(s) of Proposed Project Manager(s)	Name and Address of Client	Brief Project Description (e.g. name and nature of application)	Scale of Project			Period of Time Engaged in the Project	Used Proposed Overall Impl. Methodology	Xref
			No. of Users	Total Project Man days	No. of Team Members at Peak			

5.3.4 Tenderers shall submit a list of IT projects in **Table 5.4** that the proposed Technical Supervisor(s) of this tender has engaged in with a similar role (as of the Tender Closing Date). Tenderers shall provide cross-references to the experiences in Curriculum Vitae.

Please indicate whether the proposed Overall Implementation Methodology, as specified in **Schedule 10 – "Proposed Approach and Methodology"**, was adopted in the projects by putting a 'Y' under column "Used Proposed Overall Implementation Methodology" where appropriate.

Table 5.4 List of projects that the proposed Technical Supervisor(s) has engaged in

Name(s) of Proposed Technical Supervisor (s)	Name and Address of Client	Brief Project Description (e.g. name and nature of application)	Scale of Project			Period of Time Engaged in the Project	Used Proposed Overall Impl. Methodology	Xref
			No. of Users	Total Project Man days	No. of Team Members at Peak			

5.3.5 Tenderers shall submit a list of system implementation projects in **Table 5.5** that the proposed Team Leader(s) of this tender has engaged in with a similar role (as of the Tender Closing Date). Tenderers shall provide cross-references to the experiences in Curriculum Vitae.

Please indicate whether the proposed Overall Implementation Methodology, as specified in **Schedule 10 – "Proposed Approach And Methodology"**, was adopted in the projects by putting a 'Y' under column "Used Proposed Overall Implementation Methodology" where appropriate.

Table 5.5 List of projects that the proposed Team Leader(s) has engaged in

Name(s) of Proposed Team Leader(s)	Name and Address of Client	Brief Project Description (e.g. name and nature of application)	Scale of Project			Period of Time Engaged in the Project	Used Proposed Overall Impl. Methodology	Xref
			No. of Users	Total Project Man days	No. of Team Members at Peak			

5.4 Qualifications of Trainers Responsible for the Training Courses

5.4.1 Tenderers shall submit in **Table 5.6** the qualifications of the proposed trainers (with attached curriculum vitae) in conducting the training as specified in **Section 2: Government Requirement, Clause 3.3: Training**.

Table 5.6 Qualification of the Trainers

Name	Company	Course Title	Academic Qualification	Number of Years of			Others (Please specify)
				Post-qualification experience	Experience in training	Experience in system training	

SCHEDULE 6 – SOFTWARE

6.1 Software

- 6.1.1 Tenderers shall propose in this part all software items as specified in **Section 2: Government Requirements, Clause 2.3: Software:**
- a. Licensed to the Ministry of Health (MOH)
 - b. Supplied and installed by the Contractor
 - c. Details of the proposed software items, including product description, version number shall be provided.
 - d. Tenderers shall attach to Table 6.1(a) a sample of each license agreement available for the software items specified in Section 2.
- 6.1.2 Tenderers shall propose in this part all relevant software items that will be utilised by the Contractor at Contractor's own cost in performing the functions and services, in accordance with the requirements specified in the **Section 2: Government Requirements**.
- 6.1.3 Tenderers shall complete **Table 6.1(a)** and **Table 6.1 (b)** with all the software items, that will be supplied by the Contractor and licensed to the Government, in performing the functions specified in **Section 2: Government Requirements** (including all the essential functions and desirable functions that the Contractor is committed to offer)
- 6.1.4 Tenderers shall complete **Table 6.1 (b)** with the same contents (other than cost-related information) **as Table 6.1(a)**, ensuring the two tables correspond with each other.
- 6.1.5 Where applicable, Tenderers shall:
- a. Enter 'N/C' (i.e no charge)
 - b. Charge annual license/subscription fees (where applicable) and annual support/maintenance charges.

Table 6.1 (a) Software

Item No	Product/Version No	Description	Manufacturer	Qty	One-time cost (e.g. Purchase License)	Year 1		Year 2		Year 3		Year 4		Year 5		Total
						License Fee	Support Charge	License Fee	Support Charge	License Fee	Support Charge	License Fee	Support Charge	License Fee	Support Charge	
Sub-total:																
Total:																

Table 6.1 (b) Software

Item No	Product/Version No	Description	Manufacturer	Quantity	Description of Made-in-Brunei Component

SCHEDULE 7 – HARDWARE (NOT APPLICABLE)

7.1 Hardware

7.1.1 The tenderer shall list in **Table 7.1 (a)** and **Table 7.1 (b)** all hardware items required in **Section 2: Government Requirements**.

7.1.2 Tenderers shall complete **Table 7.1 (b)** with same contents (other than cost-related information) as **Table 7.1 (a)**, ensuring the two tables correspond with each other.

Table 7.1 (a) Hardware

Item No	Manufacturer	Model / Part No	Software ¹ Reference to Table 6.2	Description ²	Location	Qty	Year 1			Year 2		Year 3		Year 4		Year 5		Total	
							Purchase Price	Maintenance Charge	Support Charge	Maintenance Charge	Support	Maintenance Charge	Support	Maintenance Charge	Support	Maintenance Charge	Support		
Sub-total:																			
Total:																			

Table 7.1 (b) Hardware

Item No	Manufacturer	Model / Part No	Software ¹ Reference to Table 6.1 (b)	Description ²	Location	Qty	Description of Made-in-Brunei Component

Note:

(1) Tenderers shall list all relevant software items to be installed on the proposed hardware items in **Schedule 6 – “Software”**

(2) Tenderers shall indicate which Contractor’s locations (e.g. primary data centre, disaster recovery data centre etc) the hardware items to be placed if applicable

SCHEDULE 8 – PERFORMANCE CRITERIA

- 8.1 Tenderers shall include all recommended configurations for each resource for the delivery of Government requirement. The resource should include both Contractor provided and Government provided resources.

SCHEDULE 9 – TECHNICAL SOLUTION

- 9.1 Tenderers shall provide a technical solution describing the proposed specifications of the hardware and software as listed in **Section 2: Government Requirements**.

SCHEDULE 10 – PROPOSED APPROACH AND METHODOLOGY

- 10.1 Tenderers shall give a description on the proposed approach, methodology or any associated tools adopted for implementation and control of this project including the following services:

- a. Overall implementation (Paragraph 10.2)
- b. Project management (Paragraph 10.3)
- c. Maintenance and Support Services (Paragraph 10.4)

10.2 Overall Implementation

Tenderers shall provide detailed information on the overall methodology and approach to be adopted in implementation and related services as specified in this tender. This should include:

- a. where appropriate, the name of the methodology shall be indicated. Tenderers shall also provide background descriptions of the methodology, including the source of the methodology (e.g. is the methodology defined by an international organisation and is well adopted in the industry, or is it a knowledge asset of the Contractor or any Sub-Contractor), year of first introduction and adoption, etc;
- b. the approach, steps and procedures to ensure the integration of different services; and
- c. an explanation on the linkage between this proposed methodology and the Implementation Plan.

10.3 Project Management

Tenderers shall describe the detailed methodology and approach to be adopted in this project for project management. This should include:

- a. where appropriate, the name of the methodology shall be indicated. Tenderers shall also provide background descriptions of the methodology, including the source of the methodology (e.g. is the methodology defined by an international organisation and is well adopted in the industry, or is it a knowledge asset of the Contractor or any Sub- Contractor), year of first introduction and adoption, extent of use of the methodology on management system projects in other government or quasi government, etc;
- b. the approach in controlling the project implementation processes;
- c. the approach in project planning, resource estimation and management;
- d. the reporting and escalation procedures, including the responsibilities involved;
- e. the methodology in delivering project products in good quality and performance; and
- f. all associated procedures for the proper management of project issues, project risks, etc.

10.4 Maintenance and Support Services

Tenderers shall describe the detailed methodology and approach for performing maintenance and support services, including:

- a. the steps, procedures and deliverables associated to maintenance and support services;
- b. the approach for support services planning, resource estimation and management;
- c. the reporting and escalation procedures, including the responsibilities involved;
- d. the approach and methodology in ensuring quality of the maintenance and support services; and
- e. all associated procedures for the proper maintenance and support services of software/hardware related issues, risks etc.

SCHEDULE 11 – IMPLEMENTATION PLAN

11.1 Tenderers shall show the proposed the implementation plan in **Table 11.1**. Tenderers shall propose the appropriate activities and deliverables with reference to **Section 2: Government Requirements** and shall include any other recommended activities and deliverables in the table. Tenderers shall provide detailed breakdown on each implementation service and activity.

Table 11.1 Implementation Plan

Major Activities / Tasks	Tentative Timeframe (Date)		Estimated Effort (Man days)			Measurement Metrics	Deliverables
	Start	End	Contractor	Govt.	Others (Pls. Specify)		
	Total:						

Note: (i) 1 Manday = 8 hours; 1 Man-month = 22.5 Mandays.

SCHEDULE 12 – IMPLEMENTATION AND RELATED SERVICES

12.1 Implementation and Related Services to be provided by the Contractor

The Contractor shall provide the following Implementation and Related Services, with details stipulated in **Section 2: Government Requirements, Clause 3 Implementation and Related Services**.

12.2 Implementation and Related Services Charges

12.1.1 Tenderers shall fill in **Table 12.1** for the above-said Implementation and Related Services of this with information about detailed implementation tasks and Man days breakdown by Staff Categories.

12.2.2 Tenderers shall include, in **Table 12.1** the effort in the testing and implementation.

12.2.3 Tenderers shall ensure that the Implementation and Related Services, as well as the effort specified in this Schedule correspond with the tasks and effort provided in **Schedule 11 Implementation Plan**.

12.2.4 Tenderers shall enter 'N/C' (i.e. no charge) where applicable.

Table 12.1 Implementation and Related Services to be provided by the Contractor during Implementation

Item No.	Description of Implementation and Related Services	Estimated Effort (Man days)			Total Man days
		Project Manager	Technical Supervisor	Others (Pls. Specify)	
1	Code of Practice (COP) and ISO27001 Readiness Assessment				
2	Cybersecurity Risk Assessment				
	Total:				

For example: PM – Project Manager; TS – Technical Supervisor

12.2.5 Tenderers shall fill in **Table 12.2** to provide the daily rates for any additional services required for Implementation and Related Services as identified in **Schedule 11 Implementation Plan**.

Table 12.2 Staff Daily Rate

Staff Category	Daily Rate
Project Manager	
Technical Supervisor	
Technical Support	
Trainer	

SCHEDULE 13 – INSTALLATION TESTS

- 13.1 Tenderers shall state in this Schedule the Installation Tests (as specified in **Section 2: Government Requirements**).
- 13.2 Tenderers shall propose the test approach and the test tools (if any) for conducting the Installation Tests.

SCHEDULE 14 – ACCEPTANCE TESTS

- 14.1 Tenderers shall state in this Schedule the Acceptance Tests (as specified in **Section 2: Government Requirements, Clause 5 Acceptance Testing**) to be performed.
- 14.2 Tenderers shall propose the test approach and the test tools (if any) for conducting the Acceptance Tests.

SCHEDULE 15 – DOCUMENTATION AND DELIVERABLES

15.1 General

Tenderers shall propose a complete list of documentation that will be provided, including all the documents specified in **Section 2: Government Requirements, Clause 4 – Documentation and Deliverables**.

15.2 Software

The Contractor shall produce all necessary documentation for all Software as proposed in **Schedule 6 Software**.

Table 15.1 Software Documentation

Ref. No.	Description (include the version/release no.)	Deliverable (D)/ Ref Material (R)	No. of Copies	
			Softcopy (Pls specify medium)	Hardcopy

15.3 Hardware

The Contractor shall produce all necessary documentation for all Hardware as specified in **Schedule 7 Hardware** during implementation.

Table 15.2 Hardware Documentation

Ref. No.	Description	Deliverable (D)/ Ref Material (R)	No. of Copies	
			Softcopy (Pls specify medium)	Hardcopy

15.4 Implementation and Related Services

The Contractor shall deliver all relevant materials and documentation for the provision of Implementation and Related Services (as specified in **Section 2: Government Requirements, Clause 3 Implementation and Related Services** as Project Deliverables. These must include, the key deliverables specified in **Section 2: Government Requirements, Clause 4 Documentation and Deliverables**.

Table 15.3 Implementation and Related Services Documentation

Ref. No.	Description	No. of Copies	
		Softcopy (Pls specify medium)	Hardcopy
1	Project Management		
1.1	Detail Project Management Plan		
1.2	Initial Risk Assessment & Mitigation Plan		
1.3	Project Progress Report		

Ref. No.	Description	No. of Copies	
		Softcopy (Pls specify medium)	Hardcopy
2	Code of Practice (COP) and ISO27001 Readiness Assessment		
2.1	Executive Awareness Training		
2.2	Risk Assessment Report including Risk Treatment Plan		
2.3	Statement of Applicability		
2.4	Preliminary Readiness Assessment and Recommendation Report		
2.5	Final Readiness Assessment Report including compliance roadmap		
2.6	Management presentation		
3	Cybersecurity Risk Assessment		
3.1	Preliminary Report		
3.2	Final Report and Risk Register including Risk Treatment Plan		
3.3	Management presentation		
4	Training		
4.1	Training Plan		
4.2	Training Materials		
4.3	Training Completion Report		
5	Project Closure Report		

15.5 Maintenance & Support Services (NOT APPLICABLE)

The Contractor shall deliver all relevant materials and documentation for the provision of Services (as specified in **Section 2: Government Requirements, Clause 3.10: Warranty, Clause 3.11: Maintenance and Clause 3.12: Support Services**) as Project Deliverables. These must include, the key deliverables specified in **Section 2: Government Requirements, Clause 4 Documentation and Deliverables**.

Table 15.4 Maintenance & Support Services Documentation

Ref. No.	Description	No. of Copies	
		Softcopy (Pls specify medium)	Hardcopy

SCHEDULE 16 – TRAINING PLAN

16.1 Training Plan and Approach

Tenderers shall describe the training plan and approach, as specified in **Section 2: Government Requirements, Clause 3.9: Training**. These shall include the following:

- a. Overall training methodology and approach, for example, training recommendations so that end-user training can be effectively rolled out within the planned timeframe.
- b. Detailed approach of the course, for example:
 - i. Types of learning modes (e.g. classroom, hands-on assisted training)
 - ii. Types of delivery aids (e.g. presentation slides)
 - iii. Types of course materials
 - iv. Course Contents
 - v. Size per class

16.2 Training Resources

Tenderers shall describe in this Schedule their training resources and facilities.

16.3 Training Courses to be provided by Contractor

16.3.1 Tenderers shall propose in this Schedule the course to be provided and conducted by the Tenderer, as specified in **Section 2: Government Requirements, Clause 3.9: Training**.

16.3.2 The proposed training schedule shall be in line with the detailed implementation plan provided in **Schedule 11 Implementation Plan**.

16.3.3 Tenderers shall complete Table 16.1 using the following guidelines:

Column Heading	Descriptions
Course Title	The title of the course, which shall be clear and self-explanatory for the Department of Healthcare Technology, Ministry of Health understanding. Where necessary, brief descriptions shall be included.
Course Contents	The topics/sub-topic to be covered during the course
Format	Classroom and hands on (please specify).
Number of Sessions per Course	The number of sessions that trainees need to attend in order to complete the course.
Total Duration (Hours) per Course	Total number of hours that trainees need to attend in order to complete the course.
Proposed Number of Classes	More than one class shall be proposed for a particular course if the number of trainees is large and considered not manageable in one class.
Category of Trainee	Project team member, end user, others (please specify).
Size per Class	Number of trainees per class.
Scheduled Date(s) for each Class	The proposed date(s) for trainees to attend the sessions.
Venue	Venue to be provided by the Contractor, or third-party training centre, unless otherwise required by Government. Please provide details if the venue is to be provided by Contractor or by third-party training centre.

Table 16.1 Training Plan and Details

Course Title	Course Contents	Format	Number of Sessions per Course	Total Duration (Hours) per Course	Proposed Number of Classes	Category of Trainee	Size per Class	Scheduled Date(s) for each Class	Venue

SCHEDULE 17 – STATEMENT OF COMPLIANCE

- 17.1 Tenderers shall indicate their compliance by providing a compliance table in Table 17.1, with clause-by-clause including sub-clause by sub-clause statement of compliance corresponding to all Sections of :
- i. Section 2 – Government Requirements including the Annexes except Clause 1.1 Background;
- 17.2 Proposal without the compliance table specified in **Table 17.1** will be considered incomplete and shall be disqualified.

Table 17.1 Statement of Compliance

Section	Sub-section No.	Compliance ¹ Yes or No	Tenderer Proposal Reference ²	Remarks ³
2	2.1.2.1			
	2.1.2.2			
	2.2.1			
	2.2.2			
	2.2.3			
	2.2.4			
	2.2.5			
	2.2.6			
	2.2.7			
	2.3.1			
	2.3.2			
	2.3.3			
	2.3.4			
	2.3.5			
	2.3.6			
	2.4.1.1			
	2.4.1.2			
	2.4.1.3			
	2.4.1.4			
	2.4.1.5			
	2.4.1.6			
	2.4.1.7			
	2.4.1.8			

Section	Sub-section No.	Compliance ¹ Yes or No	Tenderer Proposal Reference ²	Remarks ³
	2.4.1.9			
	2.4.1.10			
	3.3.1.1			
	3.3.1.2			
	3.3.1.3			
	4.2.2			

Note:

1. Please put "Yes" if complied, "No" if not complied.
2. Tenderers shall indicate the reference in their proposal where Tenderers stated "Yes" that comply with the Government requirement.
3. Where appropriate, Tenderers shall specify how the requirement will be met in the remarks column.

SCHEDULE 18 – PRICE SUMMARY

18.1 Tenderers shall provide a summary of the aggregate price for the non-recurrent cost, annual recurrent cost and other price information in **Table 18.1**. Tenderers shall ensure the accuracy and consistency with the items proposed in this tender. This Schedule must be completed in full and the price shall be consistent with the prices listed in the following Schedules and Annex 3.2. In case of discrepancy, this written Schedule document shall prevail.

The charges in **Table 18.1** are for the purpose of total price assessment for this project.

18.2 Items listed in **Table 18.1** are guidelines to Tenderers and may not be exhaustive. Tenderers shall ensure the completeness and accuracy of the information provided for a total price assessment. Tenderers shall also include in this schedule the non-recurrent and quarterly recurrent cost of other items.

18.3 Tenderers shall:

- a. Enter 'N/C' (i.e. no charge) where applicable.

Table 18.1 Total Charges for Implementation Phase

Descriptions	Total (BND)	Schedule Reference
Implementation and Related Services		Schedule 12
Code of Practice (COP) and ISO27001 Readiness Assessment		
Cybersecurity Risk Assessment		
Total		

SCHEDULE 19 – PAYMENT SCHEDULE

19.1 Payments shall be made in accordance with the milestones specified in **Section 2: Government Requirements, Annex 2.3: Payment Milestones**.

19.2 Tenderers shall propose a detailed payment breakdown in accordance with the milestones specified in **Section 2: Government Requirements, Annex 2.3: Payment Milestones** such that it is consistent with the implementation plan proposed in **Schedule 11, Table 11.1**.

SCHEDULE 20 – DECLARATION FORM

20.1 Tenderers are required to make a declaration in the form of the Tenderer's Declaration (attached overleaf). The purpose of the declaration is to prevent incidences of collusion among potential tenderers to this Invitation To Tender.

Schedule 20 – PENAKUAN PENENDER / TENDERER'S DECLARATION



PENAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION

ANNEX 3.1: TENDER FORM (TECHNICAL PROPOSAL)

(FOR SUBMISSION IN TECHNICAL PROPOSAL ENVELOPE)

Date : _____

**TO: THE CHAIRMAN
MINI TENDER BOARD
MINISTRY OF HEALTH
COMMONWEALTH DRIVE
JLN MENTERI BESAR
BANDAR SERI BEGAWAN BB 3910
BRUNEI DARUSSALAM**

Sir,

Having examined the documents comprised in the Invitation To Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for **CYBERSECURITY READINESS AND RISK ASSESSMENT FOR BRU-HIMS AND BRUHEALTH, MINISTRY OF HEALTH** in conformity with the said Requirements and Schedules in the sum stated and sealed in a separate envelope marked "**Pricing Proposal**".

We agree to abide by this Tender for a period of **TWELVE (12) months** from the deadline for submission of tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We shall execute a formal agreement in the appropriate form set out in the Tender Document together with such further terms and conditions, if any, agreed upon between the Government and us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ days of _____ 20 _____

Signature

(In the Capacity of)

Duly Authorised to sign Tender for and on behalf of

Witness _____

Address _____

Signature _____

ANNEX 3.2: TENDER FORM (PRICING PROPOSAL)
(FOR SUBMISSION IN PRICING PROPOSAL ENVELOPE)

Date : _____

**TO: THE CHAIRMAN
MINI TENDER BOARD
MINISTRY OF HEALTH
COMMONWEALTH DRIVE
JLN MENTERI BESAR
BANDAR SERI BEGAWAN BB 3910
BRUNEI DARUSSALAM**

Sir,

Having examined the documents comprised in the Invitation To Tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for **CYBERSECURITY READINESS AND RISK ASSESSMENT FOR BRU-HIMS AND BRUHEALTH, MINISTRY OF HEALTH** in conformity with the said Requirements and Schedules for the sum of

(Total amount in words and figures)

We agree to abide by this Tender for a period of **TWELVE (12) months** from the deadline for submission of tender and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We shall execute a formal agreement in the appropriate form set out in the Tender Document together with such further terms and conditions, if any, agreed upon between the Government and us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ days of _____ 20 _____

Signature

(In the Capacity of)

Duly Authorised to sign Tender for and on behalf of

Witness _____

Address _____

Signature _____