

TENDER REFERENCE NO.: KK/83/2026/JPK(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**CLINICAL/BIOHAZARD WASTE COLLECTION,
TRANSPORTATION AND INCINERATION SERVICES FOR
HEALTH CENTRE AND CLINIC AT BELAIT DISTRICT,
DEPARTMENT OF HEALTH SERVICES FOR A PERIOD OF
THREE (3) YEARS**

TENDER FEES : \$10.00

RECEIPT NO. :

CLOSING DATE : ON Tuesday, 02nd 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

SPECIFICATIONS

TENDER REFERENCE NO: KK/83/2026/JPK(TC)

INVITATION TO TENDER

CLINICAL / BIOHAZARD WASTE COLLECTION, TRANSPORTATION, AND INCINERATION, SERVICES FOR HEALTH CENTRE AND CLINIC AT KUALA BELAIT DISTRICT, DEPARTMENT OF HEALTH SERVICES 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 collection, transportation and incinerate services (hereinafter referred to as "Disposal Services") for clinical wastes at the following sites (hereinafter referred to as "Health Centre"):
 - 1.1.1. **Sungai Liang Health Centre – two (2) times a week**
 - 1.1.2. **Seria Health Centre - two (2) times a week**
 - 1.1.3. **Labi Health Centre - once (1) a month**
 - 1.1.4. **Belait Health Office - two (2) times a week**
 - 1.1.5. **Belait Tuberculosis Coordination Unit - once (1) a week**
- 1.2. The duration of the Disposal Services is for **THREE (3) years**.
- 1.3. Tenderer who wishes to participate in this Tender shall be already approved or permitted by and/or still in the process of waiting such approval or permission from the Department of Environment, Park and Recreation to conduct incineration activities. This shall also apply in obtaining a valid Builder's License possessing suitable class and category for the nature of this work from the Authority for Building Control and Construction Industry (ABCi), Ministry of Development.
- 1.4. Tenderer **MUST** also have his incinerator installed, established, set up, commissioned and ready to provide incineration services during the Tender award stage.

2. SCOPE OF WORK

- 2.1. The Contractor shall provide Disposal Services which shall include collection of clinical waste at the Health Centre, transportation of said waste away from collection point, incinerate and finally treatment and disposal of the waste at an approved facility.
- 2.2. The offsite transportation, including logistic staff, vehicles requirements, labelling of the transport vehicle and transport documentation, shall be in accordance with the requirements stipulated in the Ministry of Health's Guidelines on Healthcare Waste Management (version October 2019).
- 2.3. The Site shall be a facility that has been approved by the Department of Environment, Parks and Recreation. The treatment and disposal methods shall be one or more of the recommended treatment and disposal options listed in the Ministry of Health's Guidelines on Healthcare Waste Management (version October 2019).
- 2.4. Contractor shall, at all times and at his own due diligence, adhere to the relevant guidelines, directives and regulations issued by the relevant government agencies and/or authorities, including among others, Ministry of Health, Department of Environment, Parks and Recreation and Safety, Health and Environment National Authority (SHENA).
- 2.5. The process of collecting, transporting and incineration shall fall under the jurisdiction of Ministry of Health whereas Toxicity Characteristic Leaching Procedure (TCLP) and disposal to approved facility shall fall under the jurisdiction of Department of Environment, Park and Recreation.

2.6. The designated collection point (hereinafter referred to as "Collection Point") for the Clinical Waste are as follows:

2.6.1. Sungai Liang Health Centre

During the Contract period, the collection point may be changed whenever required/ directed by the Ministry and no additional charges shall be claimed by the Contractor.

2.7. The Contractor shall ensure his workers are trained for the proper handling of Clinical Waste and adhere to enforced protocols/procedures to prevent infection.

2.8. The Contractor shall weigh the Clinical Waste collected prior to incineration. All original receipt or documentation produced during the weighing shall be attached with the progress payment claim.

2.9. The Contractor must ensure his incinerator and all other equipment are well maintained and kept in good condition for the efficient incineration of Clinical Waste. This shall also include ensuring the emissions from the incineration standards meet the requirements set by Department of Environment, Park and Recreation.

2.10. The Contractor shall ensure Toxicity Characteristic Leaching Procedure (TCLP) test are conducted periodically to certify that the ashes/solid product from the incinerator meet the standards set by Department of Environment, Park and Recreation prior to disposing at approved facility.

2.11. A copy of the Toxicity Characteristic Leaching Procedure (TCLP) test result shall be submitted together during every payment claim as evidence of incineration.

2.12. The Contractor shall also attach a copy of consignment note after disposal of solid waste / ashes at approved facility.

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

3.1. The Contractor shall at his/her its own expense, supply its personnel and sub-contractor's personnel, required in connection with the safe performance of the work, with adequate protective personal clothing and other protective equipment which shall be maintained in good condition or replaced and shall be worn on relevant occasions as indicated by notices, instructions and good practice.

3.2. The O.I.C. have the right to stop the work or does not allow entry to the Health Centre if the PPE worn by the workers assigned is deemed unsatisfactory.

3.3. The PPE stated below is **MANDATORY** for the Contractor's workers to wear / equip during the collection of clinical waste:

3.1.1. Helmets, with or without visors - depending on the activity

3.1.2. Face masks

3.1.3. Eye protectors (safety goggles)

3.1.4. Overalls (coveralls)

3.1.5. Industrial aprons (length until shin)

3.1.6. Leg protectors and/ or industrial boots

3.1.7. Disposable gloves or heavy duty/ cut resistance gloves (for waste workers)

3.4. The PPE shall be cleaned by washing each time after collection. Disposable PPE shall not be reused.

3.5. A penalty shall be imposed on the Contractor if the PPE worn / equipped are not adequate.

4. TRANSPORT

- 4.1. Any vehicle used to transport healthcare waste should fulfill several design criteria:
- 4.1.1. The body of the vehicle should be of a suitable size commensurate with the design of the vehicle.
 - 4.1.2. There should be a bulkhead between the driver's cabin and the vehicle body, which is designed to retain the load if the vehicle is involved in a collision.
 - 4.1.3. There should be a suitable system for securing the load during transport.
 - 4.1.4. Empty plastic bags, suitable protective clothing, cleaning equipment, tools and disinfectant, special kits for dealing with liquid spillages, should be carried in a separate compartment in the vehicle.
 - 4.1.5. The internal finish of the vehicle should allow it to be steam-cleaned and internal angles should be rounded to eliminate sharp edges to permit more thorough cleaning and prevent damage to waste containers.
 - 4.1.6. The vehicle should be marked with the name and address of the waste carrier.
 - 4.1.7. An international hazard sign should be displayed on the vehicle and containers, as well as an emergency telephone number.
- 4.2. Vehicles or containers used for transporting healthcare waste should not be used for transporting any other materials. Vehicles should be kept locked at all times, except when loading and unloading, and kept properly maintained.
- 4.3. Contractor shall ensure clinical waste collected are secured, placed in container/bin/others suitable during collection and concealed from public during transport from Health Centre to Site.
- 4.4. Vehicles and transporting containers used for the transportation of waste should be cleaned and disinfected daily after use. Mechanical cleaning, combined with soaps and detergents, which act as solubility promoting agents, can be used. Cleaning and disinfection have to be carried out in a standardized manner or by automated means that will guarantee an adequate level of cleanliness.

5. EQUIPMENT

- 5.1. The Contractor shall supply and maintain waste receptacles at the Collection Points as follows:

5.1.1. **Two (2) unit Yellow Biohazard Bins with wheels roll-top lid – 240 liters**

CAPACITY	: 240 liters
GENERAL SPECIFICATION	<ul style="list-style-type: none"> • Lid <ul style="list-style-type: none"> ✓ Two handles for easy opening ✓ Pedal for easy opening of the bin • Bins <ul style="list-style-type: none"> ✓ Heavy duty, puncture proof, leak proof and top lid • Wheels <ul style="list-style-type: none"> ✓ Heavy duty, independent, auto-dirigible with metal rim and solid rubber casing for silent rolling of the bin ✓ Bear simple foot brake on the two front wheels for easy immobilization of the bin ✓ Rotation locking system of the two rear wheels (route guides) for direction control and for easy handling of the bin during the transfer

6. DISPOSAL SERVICE

- 6.1. The Contractor shall be made aware that the average monthly clinical waste produced are 300 Kg for the Health Centre (shall varies from time to time).
- 6.2. The Contractor is required to collect and clear the clinical waste from the Health Centre following the schedule **stated in Clause 1.1** including off day or public holiday at no extra charges.
- 6.3. The Contractor shall be responsible in ensuring the clinical waste at Collection Point are fully **cleared / emptied** every collection.
- 6.4. The O.I.C. may instruct at any time to collect additional clinical waste as an adhoc request whenever necessary at no additional charges.
- 6.5. The Contractor shall submit **Monthly Report** on the collected waste.

7. LIQUIDATED ASCERTAINED DAMAGES (LAD)

- 7.1. If the Contractor failed to collect/clear the Clinical Waste as per scheduled without informing the O.I.C or without justified reasons, the Contractor shall be subjected to a penalty or liquidated ascertained damages (LAD) which shall at as be chargeable at the following rate which shall be deducted from the amount payable to the Contractor.

$$X = \frac{A \times 15\%}{B}$$

X – Liquidated Ascertained Damages (per day)
A – Contract Sum
B – Contract Duration (days)

8. CONTRACT PRICE AND PAYMENTS

- 8.1. The proposed Contract Sum shall be deemed to cover all costs involved in performing the Disposal Services including all costs, charges and expenses for labour, 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 contract duration.
- 8.2. The Contractor shall submit the invoice of the previous month on the first week of the following month. All claims shall be addressed to:

Chief Executive Officer
Department of Health Service
Ministry of Health
Negara Brunei Darussalam

- 8.3. All progress payment claim shall consist of the following:
 - 7.3.1. Service report consisting of the weight of clinical waste collected per collection.
 - 7.3.2. Original weighing receipt/documentation.
 - 7.3.3. TCLP test results (if available).
 - 7.3.4. Original consignment notes to approved landfill facilities.

9. USE OF SITE

- 9.1. The Contractor shall keep all collection point of clinical waste disposal clean and tidy at all times.
- 9.2. Any damages to the Health Centre's assets found on site shall be reported to the Officer In Charge (O.I.C.) and if the damages occurred is due to negligence during the contract period, it shall be reinstated by the Contractor at no extra cost.

- 9.3. Any job done which are not within the contract scope and done without O.I.C's approval shall not be claimed and will not be entertained due to negligence of Contractor.

10. SUPERVISION AND PERSONNEL

- 10.1. The Contractor shall provide and employ qualified and competent workers to perform the Disposal Services.
- 10.2. The Contractor shall ensure that such personnel are properly trained, possess suitable work pass endorsed by the relevant Department or Authority, Brunei Darussalam and employed by the Contractor throughout the contract period.

11. INSURANCES

- 11.1. The Contractor shall warrant that he will maintain at his own expense insurances such as workers' compensation for the duration of this Contract.
- 11.2. If the Contractor by default have been insured by the required insurance, he shall clarify whether the coverage is inclusive of this Contract and shall furnish certificates/documents showing that such insurance is in effect and sufficient.
- 11.3. In the event where the Contractor do not possess such insurance, his quoted price shall be deemed to have included the cost or obtaining such insurance and shall without failure submitted to the O.I.C. for verification during the tender award stage.

12. SECURITY

- 12.1. Where the Maintenance Services is to be carried out within a secure area, the Contractor shall provide to the O.I.C 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: -
- 11.1.1. Name
 - 11.1.2. Address
 - 11.1.3. Identity card number / passport number
 - 11.1.4. Gender
 - 11.1.5. Citizenship
 - 11.1.6. Expiry date of work pass (for foreign workers)
- 12.2. Where security passes are issued to the Contractor's personnel, the Contractor is responsible for the proper use of the passes.
- 12.3. The Contractor shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee not being engaged to work at the secured area, or if the employee has left the Contractor's employment.

13. REPORTS

- 13.1. A record of the Disposal Services shall be logged which shall contain:
- 12.2.1. Name of workers who are collecting the clinical waste
 - 12.2.2. Plate license of the vehicle used
 - 12.2.3. Date and time of collection
- 13.2. The log book must be available for inspection by the O.I.C at any time.
- 13.3. Before sending hazardous healthcare wastes offsite, transport documentation (commonly called a 'consignment note' or 'waste tracking note') should be prepared and carried by the driver. The consignment notes for a vehicle carrying hazardous healthcare waste should include the following information in case of accidents or official inspection:

- 13.3.1. Waste classification
 - 13.3.2. Waste sources
 - 13.3.3. Pick-up date management of wastes from healthcare activities
 - 13.3.4. Destination
 - 13.3.5. Driver name
 - 13.3.6. Number of containers or volume
 - 13.3.7. Receipt of load received from responsible person at pick-up areas
- 13.4. This information allows quick and effective counter measures to be taken in the event of an accident or incident. Weight of wastes is useful for commercial treatment and disposal operators who bill healthcare facilities for their waste services.
- 13.5. The Contractor shall take **before and after picture** with time stamp features enabled to indicate starting and end time of the collection.
- 13.6. The Contractor shall always inform the O.I.C. or his representative whenever his worker has arrived at Health/ Medical Clinics to collect the Clinical Waste.

14. HEALTH AND SAFETY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, etc

- 14.1. The Contractor shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The Contractor shall also comply with all orders and instructions given to him from time to time by the O.I.C with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- 14.2. The Contractor shall take all reasonable precautions to prevent loss or damage by fire, comply with existing fire regulations and all instructions given to him by the O.I.C with regards to fire precautions and prevention.
- 14.3. The Contractor shall also ensure that all measures are taken to control noise levels produced during the Disposal Services.

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SCHEDULE 1 – TENDER FORM

To:

TENDER REFERENCE NO: KK/83/2026/JPK(TC)

**INVITATION TO TENDER
CLINICAL / BIOHAZARD WASTE COLLECTION, TRANSPORTATION, AND INCINERATION,
SERVICES FOR HEALTH CENTRE AND CLINIC AT KUALA BELAIT DISTRICT, DEPARTMENT
OF HEALTH SERVICES FOR A PERIOD OF THREE (3) YEARS**

TENDER OF (*name of tenderer*): _____

Company/Business Registration No.: _____

Tender Closing Date: _____

ITEM NO.	DESCRIPTION	QUANTITY / FRQUENCY	SCHEDULE	AVERAGE WEIGHT (KG) (per collection)	RATE (per collection)	AMOUNT
i.	Sungai Liang Health Centre	2	Weekly	60 kg		
ii.	Seria Health Centre	2	Weekly	60 kg		
iii.	Labi Health Centre	1	Monthly	5 kg		
iv.	Belait Health Office	2	Weekly	10 kg		
v.	Belait Tuberculosis Coordination Unit	1	Weekly	5 kg		
	Total Contract Amount Per Week (i+ii+iii+iv+v)					
	Total Contract Amount per Month (x4)					
	Total Annual Contract Amount (A)					

SCOPE OF WORK	PRICE
A. Collection from collection points and Delivery to Incinerator Site	\$ / Year
B. Incineration of Clinical / Biohazard Waste Disposal	\$ / Kg
	\$ / Month
	\$ / Year
TOTAL ANNUAL CONTRACT FOR BOTH SERVICES (A+ B)	\$ / Year
GRAND TOTAL	\$ / 3 years

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

2026

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:
 - *Disposal services of Clinical Waste*
- d. Other information which is considered relevant

SCHEDULE 3 - SUB-CONTRACTS

- 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

Company Name	Responsibility Description	Alliance Relationship between Contractor and Sub-contractor(s)		
		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 sub-contractor(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 (as the case may be).

SCHEDULE 5

REFERENCES

5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services 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.