

TENDER REFERENCE NO.: KK/98/2026/JPK(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF SECURITY SERVICES FOR
PENGKALAN BATU HEALTH CENTRE, DEPARTMENT OF
HEALTH SERVICES, MINISTRY OF HEALTH FOR A
PERIOD OF TWO (2) YEARS**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON Tuesday, 09th 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

THE PROVISION OF SECURITY SERVICES FOR PENGKALAN BATU HEALTH CENTRE, DEPARTMENT OF HEALTH SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF TWO (2) YEARS

1. GENERAL

- 1.1. The Ministry of Health (hereinafter referred to as 'MOH') in its continuous effort to improve and enhance the safety and security in the handling of Government assets as well as its staff and the public from any threats and risks such as theft, fire, sabotage and invasions intends to procure security services in the hope to give assurance that such threats and risks can be avoided.
- 1.2. Tenderers are sought from suitably qualified security service companies who wish to be considered for the provision of security services (hereinafter 'the Services') at Pengkalan Batu Health Centre, Department of Health Services, Ministry of Health (hereinafter referred to as "the Site").
- 1.3. The duration of the Services is for **TWO (2) YEARS**.
- 1.4. Tenderers shall observe and consider the Scope of Work in this **Section 2 "Specifications"** of this Tender document before submitting the offer to tender.

2. SCOPE OF WORK

The successful Tenderer (hereinafter referred to as 'the Vendor') shall observe and consider the following:

2.1. SUPPLY OF SECURITY GUARD(S)

- 2.1.1. The Vendor shall be responsible for providing Security Services for the premises as set out in **Schedule A**.
- 2.1.2. The Vendor shall be responsible for providing Security Services during working hours as set out in **Schedule B**.

2.1.3. Number of Security Guards:

The Vendor shall provide an adequate number of Security Guards as follows:

- | |
|--|
| a) During Operational hours: <ul style="list-style-type: none">○ Two (2) guards per shift |
| b) During Non-operational hours and public holidays: <ul style="list-style-type: none">○ Two (2) guards per shift |

2.1.3.1. Security guards shall be present at all times during the above shifts.

2.1.3.2. Security services shall operate without reduction in staffing levels during public holidays, unless otherwise directed in writing by Department of Health Services, Ministry of Health (hereinafter "DHS MOH").

2.1.3.3. Any changes from the prescribed working hours shall be reported immediately to DHS MOH.

2.1.4. The Vendor warrants that all security guards assigned or tasked to carry out the Services are properly trained and adequately equipped to perform the Services.

2.1.5. Appointment of Vendor Supervisor:

In addition to the number of security guards, the Vendor shall, at no extra charge to DHS MOH, appoint a Vendor Supervisor whose responsibilities shall include:

2.1.5.1. Monitoring and reviewing the performance of the security guard(s);

2.1.5.2. Identifying recurring problems and recommending replacements of security guard(s) when necessary; and

2.1.5.3. Liaising with the Superintending Officer with regards to the performance of the Services by the Vendor.

2.1.6. Personnel Replacement:

DHS MOH, at any time, require the Vendor to replace the Vendor Supervisor and/or any security guard(s) assigned to perform the Services if DHS MOH reasonably considers that:

2.1.6.1. The performance of such individual is unacceptable; and/or

2.1.6.2. The person's attitude is incompatible with the proper and successful performance of the Services or with maintaining good personnel relations within MOH's organization.

2.1.6.3. Upon receipt of written notice from DHS MOH, the Vendor shall:

2.1.6.3.1. Provide immediate replacement or such shorter period as may be reasonably specified in the notice;

2.1.6.3.2. Ensure continuity of services during the transition, with no disruption to DHS MOH's operations;

2.1.6.3.3. Bear all costs associated with the replacement, including recruitment, training, and onboarding of the substitute personnel; and

2.1.6.3.4. Provide written confirmation to DHS MOH of the replacement and the effective date.

2.1.7. Equipment and Attire:

The Vendor shall ensure that the Vendor Supervisor and all security guards:

2.1.7.1. Are equipped with the appropriate communication devices (e.g., walkie-talkies) to ensure accessibility by the Superintending Officer;

2.1.7.2. Are neatly and properly attired in uniforms; and

2.1.7.3. Comply with all statutory requirements applicable to their employment.

2.2. PROVISION OF SECURITY SERVICES

The Vendor shall carry out the Services in accordance with the specifications, requirements and methodology set out in the Vendor's Services Specification in **Section 2** of Contract.

3. WORKING HOURS

- 3.1. Continuous Coverage:
The Vendor shall provide the Services on a 24-hour daily basis, including Friday, Sundays and public holidays, for all premises of the Site.
- 3.2. Compliance with MOH Schedule:
The Vendor shall ensure all the personnel comply with the working days and hours set out by DHS MOH.
- 3.3. Presence and Monitoring:
The Vendor shall ensure that personnel are present at, and actively monitored within, their designated work areas during the prescribed working hours.
- 3.4. Temporary Replacement:
The Vendor shall take immediate steps to provide temporary replacement or relief personnel to maintain the full strength required, ensuring uninterrupted service delivery to the satisfaction of DHS MOH.
- 3.5. Duty Rosters:
Any updates or changes on duty rosters of deploying the security guards shall be submitted to DHS MOH.
- 3.6. Adjustment Rights of DHS MOH:
Within prescribed notice time and without incurring additional cost, DHS MOH reserves the right to:
- 3.6.1. Increase or reduce the number of hours or timing of requirements at any location;
- 3.6.2. To rotate or deploy security guards to any location within the service area as may be required.

4. SECURITY GUARD

- 4.1. Submission of Guard List:
The Vendor shall submit the complete name list of all security guards to the DHS MOH prior to commencement of service.
- 4.2. Replacement of Guards:
The Vendor shall ensure **IMMEDIATE** replacement of any security guard who is unable to perform duties due to illness, personal emergency, or approved leave.

4.3. Communication Skills:

All security guards must be able to communicate effectively with staff, patients, and the general public.

4.4. Conduct and Professionalism:

Security guards shall remain professional, courteous, friendly, tactful, and helpful at all times, while being firm in executing their duties.

4.5. Employment Eligibility:

The Vendor shall employ Brunei Citizen or Permanent Citizen only as the security guards and their supervisors.

4.6. Criminal Record Clearance:

The Vendor shall be responsible for ensuring that all security guards engaged under this contract are free from any criminal record or legal offences that may hinder their ability to perform assigned tasks. This obligation shall apply **throughout the entire duration of the services.**

4.7. Background Screening and Medical Fitness:

The Vendor shall ensure that all appointed security guards have undergone background screening and are medically certified fit to perform their duties.

4.7.1. Disqualifying offences include, but are not limited to:

- a) Violent crimes (e.g. assault, battery, etc)
- b) Sexual offences (e.g. harassment, abuse, etc)
- c) Drug-related offences (e.g. trafficking, possession with intent to distribute, etc)
- d) Property crimes (e.g. theft, burglary, vandalism, etc)
- e) Fraud and corruption (e.g. bribery, embezzlement, forgery, etc)
- f) Public order offences (e.g. rioting, unlawful assembly, possession of weapons, etc)
- g) Any offence under national security.

5. INSPECTIONS

The Vendor's Supervisor shall carry out joint inspection or meeting with the DHS, MOH on an agreed schedule if required. Records of inspection or meeting to be submitted immediately to the DHS MOH.

6. GENERAL DUTY & RESPONSIBILITY OF THE SECURITY GUARDS

- 6.1. Protection of Premises and Assets:
Ensure the physical integrity and safety of the Site's premises, assets, and facilities.
- 6.2. Protection Against Threats:
Safeguard Site's properties, employees, and the public against acts of harassment, threat, vandalism, theft, or sabotage.
- 6.3. Building Monitoring:
Monitor and inspect buildings regularly as per the agreed schedule, in accordance with the list of buildings provided by DHS MOH.
- 6.4. Pharmaceutical Cold Chain Monitoring:
Monitor the electrical supply for pharmaceutical fridges and immediately report any power outage to DHS MOH to prevent cold chain disruption (also known as '*break in cold chain*').
- 6.5. Utility Disruption Reporting:
To report any water supply and power supply disruption and to the DHS MOH.
- 6.6. CCTV Monitoring:
Ensure all CCTV are functioning properly and the view is clear or free from obstructions (if applicable).
- 6.7. Patrol Duties:
Patrol public areas, car parks, and other designated zones before, during, and after operational hours.
- 6.8. Intrusion Prevention:
Detect and prevent signs of intrusion; ensure all doors, windows, gates, and rooftop access points are secured **DAILY** after operational hours.
- 6.9. Restricted Area Security:
Remain vigilant against trespassing in restricted areas; ensure all security lights are operational.
- 6.10. Law Enforcement Reporting:
Report directly to Police any suspicious activities occurring within or near the Site perimeter, especially after operational hours.
- 6.11. Traffic and Emergency Flow Control:
 - 6.11.1. Direct traffic flow by ensuring all emergency entrances or exits are not obstructed and are operational, if required; and

6.11.2. Control pedestrian and vehicular traffic at entrances during Emergency procedures, by ensuring all emergency entrances or exits are not obstructed and are operational, if required.

6.12. Public Interaction:

Provide courteous information services to the public and maintain order in public areas.

6.13. Access Control:

Lock and unlock doors/gates as required.

6.14. Assistance to Patients and Staff:

6.14.1. Assist patients with disabilities or movement difficulties by offering wheelchair or walker if required; and

6.14.2. Support staff in handling violent or unruly patients, residents, or clients.

6.15. Ad-Hoc Duties:

Perform additional duties as directed by DHS MOH.

6.16. Incident Reporting:

Submit written reports to DHS MOH for all incidents, which shall include, but not be limited to, the following:

- a) **Security breaches** (e.g., fence damage, broken gates, forced locks, or compromised access points);
- b) **Unauthorized entries or attempted intrusions** (including bypassing security systems, or suspicious loitering);
- c) **Fire, electrical, or safety hazards** (to be rectified immediately where possible, corrective actions documented);
- d) **Tampering, malfunctions, or defects** in fire suppression equipment, alarms, or emergency systems; and
- e) **Evidence of crime** (e.g., theft, vandalism, assault, or possession of contraband), which shall be reported immediately to Law Enforcement and DHS MOH;
- f) **Other incidents** deemed significant by DHS MOH, including accidents, medical emergencies, or threats to staff and public safety.

6.17. Safety Committee Support:

Assist the Health Centre's Safety Committee in promoting a culture of safety and compliance, including:

- a) Safety Committee
- b) Emergency Management (Clinical & Non-Clinical)
- c) Fire Safety
- d) Hazardous Materials and Waste Management
- e) Disaster Preparedness
- f) Workplace Violence Prevention

7. ACCESS CONTROL

7.1. Visitor and Contractor Registration:

- 7.1.1. The Security Guard shall ensure that all visitors and contract workers report to the Security Check Point before being granted access to the premises;
- 7.1.2. The Security Guard shall issue visitor's and contractor's access card and record their particulars in the Visitors/Contractor Register; and
- 7.1.3. The register shall be maintained accurately and made available for inspection by DHS MOH upon request.

7.2. Parking Area Control:

- 7.2.1. Parking areas, including the Site's compound, shall be controlled and regularly monitored by security guards; and
- 7.2.2. Security guards shall ensure that no individuals without valid reason are permitted to park within the Site compound at any time.

7.3. Unidentified Vehicle:

Any unidentified vehicle parked within the Site compound for **more than twelve (12) hours** shall be reported to the Police and DHS MOH.

7.4. Suspicious Vehicles:

Security guards shall record and report all suspicious vehicles parked in close proximity to the Site premises.

7.5. After-Hours Access:

Any individuals requiring access after operational hours, on weekends, or on public holidays must register at the security post before entry is permitted.

8. LOST AND FOUND

8.1. Registration of Items:

- 8.1.1. Every lost and found item, including cash or monies, discovered within the Site premises, whether valuable or non-valuable, shall be registered in the Lost & Found Register;
- 8.1.2. The security guard shall ensure immediate notification to DHS MOH upon discovery;
- 8.1.3. The register shall be maintained accurately, with item description, date/time of discovery, location, and the name of the security guard who recorded it. (Where applicable, details of items transferred to the Police shall also be documented in the register).

8.2. Handling of Valuables:

8.2.1. Any unidentified and unclaimed valuable items remaining in the Site premises for more than twenty-four (24) hours shall be reported to the Police and DHS MOH.

8.2.2. Valuable items include, but are not limited to:

- a) Monetary / Financial instruments (cash, credit/debit cards, etc);
- b) Keys / access cards (building / car keys, security passes, etc);
- c) Jewelry (precious metals, rings, necklaces, etc);
- d) Electronic devices (mobile phones, tablets, etc);
- e) Identification documents (medical records, IDs, licenses, etc);
- f) Medical devices (hearing aids, insulin pumps, etc);
- g) Any other items deemed valuable by DHS MOH.

9. TRAFFIC CONTROL AND CROWD MANAGEMENT

9.1. **External Control**

9.1.1. Road Safety:

Ensure road safety is consistently maintained within the Site perimeter.

9.1.2. Parking Order:

Ensure parking areas remain orderly and free from obstacles that may endanger lives or property.

9.1.3. Accident Investigation

Investigate traffic accidents occurring within the Site perimeter and report findings to DHS MOH.

9.1.4. Area Cordon:

Cordon off parking areas or designated spaces when required by DHS MOH.

9.1.5. Event Supervision

Supervise parking areas during major events (e.g., official visits, conventions, conferences) to ensure safety and order.

9.2. **Internal Control**

9.2.1. Foot Traffic Flow:

Monitor and regulate pedestrian movement within corridors, waiting areas, and entrances to prevent congestion and ensure smooth flow.

9.2.2. Obstruction Removal:

Identify and remove (or report) any obstructed items, equipment, or furniture that may impede safe movement of staff, patients, or visitors.

- 9.2.3. Queue Management:
Assist in organizing queues at registration counters, pharmacies, and clinics to maintain order and minimize disputes.
- 9.2.4. Emergency Evacuation Support:
Direct and control crowd movement during emergency procedures, ensuring all emergency exits remain unobstructed and accessible.
- 9.2.5. Vulnerable Persons Assistance:
Provide support to patients with disabilities, elderly individuals, or those requiring mobility assistance in crowded areas.
- 9.2.6. Incident Reporting:
Record and report any crowd-related incidents (e.g., disorderly conduct, stampede risks, obstruction of emergency routes) to DHS MOH immediately.
- 9.2.7. Event Crowd Control:
Manage internal crowd flow during special events (e.g., official visits, conventions, conferences), ensuring compliance with safety regulations and preventing overcrowding in restricted areas.

10. REGULATION, LICENSES AND PERMITS

- 10.1. Licensing Requirement:
The Vendor must be registered and licensed with the Security Guard Agency Licensing Division (*Bahagian Perlesenan Agensi Pengawal Keselamatan*), Royal Brunei Police Force, Negara Brunei Darussalam.
- 10.2. Regulatory Compliance:
The Vendor is responsible for obtaining and maintaining all necessary licenses, permits, and approvals, and must consistently comply with all legal and regulatory requirements related to the provision of the Services.
- 10.3. Employment Law Compliance:
The Vendor must comply with the employment laws and regulations of Negara Brunei Darussalam, including but not limited to:
 - 10.3.1. Employment Order, 2009
 - 10.3.2. Employment Agencies Order, 2004
 - 10.3.3. Workplace, Safety and Health Order, 2009
 - 10.3.4. Employment Information Act, 1974
 - 10.3.5. Employment Minimum Wage Order, 2025

10.4. Changes in Law:

In the event of any change in legal or regulatory requirements during the contract period, the Vendor must promptly take all necessary actions, at its own expense, to ensure compliance.

10.5. Industry Standards:

10.5.1. The Vendor must follow best practices as suggested or recommended by relevant industry bodies.

10.5.2. The quality of services provided must meet or exceed standards generally recognized as acceptable in the security services industry.

10.6. Ministry Compliance:

The Vendor must comply with the rules and regulations set by DHS MOH.

11. WAGES AND WELFARE

11.1. Wage and Welfare Responsibility:

The successful Tenderer shall be fully responsible for the payment of wages, provision of insurance (including workmen's compensation and medical insurance), medical care, and welfare of all workers engaged under this contract. These obligations must be fulfilled in accordance with the requirements stated in **Clause 10.3** (Employment Law Compliance).

11.2. Minimum Basic Salary:

The Tenderer shall provide each employee with a **minimum basic salary of B\$500.00 per month excluding *Skim Persaraan Kebangsaan (SPK)* and other allowances.**

11.3. Insurance Requirement

11.3.1. The Tenderer must, at its own expense, obtain and maintain insurance coverage approved in writing by the Ministry of Health.

11.3.2. Policies must be endorsed to indemnify both the Tenderer and the DHS MOH and its facilities against liability from claims made by employees under the **Workmen's Compensation Act (Cap. 74, Laws of Brunei).**

12. VENDOR'S WARRANTIES

The Vendor warrants and undertakes to the DHS MOH that:

12.1. Capacity to Perform:

The Vendor is able to perform the Services and has no understanding, agreement, or arrangement with any third party that restricts its ability to perform the Services or properly exercise its obligations to MOH;

12.2. Skills and Expertise:

The Vendor possesses the required skills, qualifications, and expertise to deliver the Services in accordance with the specified terms;

12.3. Timeliness and Professionalism:

The Services shall be provided in a timely, professional, and diligent manner, consistent with the Vendor's Services Specification in **Section 2** of the Contract;

12.4. Industry Standards:

The Services shall meet commonly accepted standards for similar services in the security industry and shall be delivered with appropriate skill, care, and diligence.

13. GOVERNMENT RESPONSIBILITIES

DHS MOH warrants and undertakes to ensure the safety and health of the Vendor's security guards assigned or tasked to carry out the Services at the Site, including:

13.1. Safe Working Environment:

DHS MOH shall provide and maintain a working environment that is safe and without risk to health, consistent with the Workplace Safety and Health Order, 2009;

13.2. Sanitary Conveniences:

DHS MOH shall provide, maintain, and keep clean sufficient and suitable sanitary conveniences for the Vendor's security guards at the Site.

13.3. Emergency Preparedness:

DHS MOH shall ensure that Vendor's security guards are:

- 13.3.1. Included in site-wide emergency preparedness and evacuation drills;
- 13.3.2. Provided access to first aid facilities at the Site;
- 13.3.3. Briefed on emergency procedures, including fire safety, disaster response, and evacuation routes; and
- 13.3.4. Supported with clear communication channels during emergencies to coordinate with DHS MOH staff and other stakeholders.

14. DAMAGE AND INJURIES TO PERSONS AND PROPERTY

The Vendor shall:

14.1. Indemnity for Personal Injury or Death:

Indemnify and ensure that DHS MOH are fully protected upon request against all costs, claims, demands, expenses, and liabilities of any kind arising from any claims of personal injury or death caused by the negligent acts or omissions of the Vendor, its employees, agents, or subcontractors in relation to the Vendor's duties and responsibilities.

14.2. Responsibility for Property Damage:

Take responsibility for, restore, and satisfactorily repair any injury or damage to DHS MOH's property or rights, or provide appropriate compensation for such injury or damage, if it arises from or is related to the Vendor's performance of its duties and obligations. Repairs or compensation must be carried out promptly and to the satisfaction of DHS MOH.

15. CONTRACT PRICE

DHS MOH must not bear any Tenderer's business operational costs (such as Personnel Costs, Rent and Utilities, Supplies and Materials, Insurance, etc.) associated with the delivery of the Services. There shall be no additional financial obligations or unforeseen expenses placed on DHS MOH throughout the contract term outside of force majeure factor.

15.1. Price Breakdown:

The Vendor shall submit a breakdown of the contract price in the format set out in **Section 3** in this Tender Document.

15.2. Adjustment of Contract:

DHS MOH reserves the right to reduce or extend the contract in accordance with the rates set out in the Contract Price, subject to written notice and agreement.

15.3. Verification of Payment Claims

Payment claims shall be verified against Satisfactory Notes issued by the DHS MOH officer-in-charge in the monthly report. Claims not supported by such verification shall not be payable.

15.4. Submission of Invoices

The Vendor shall submit the invoice for the previous month on the first week of each month. All claims shall be addressed to:

**Chief Executive Officer
Department of Health Services
Ministry of Health
Commonwealth Drive, Jalan Menteri Besar
Bandar Seri Begawan BB3910
Negara Brunei Darussalam**

15.5. The Vendor shall submit the monthly summary report along with the invoice, as specified in **Schedule C**.

16. SUBMISSION OF OFFER

The document including the Tender Form in Section 3 and all other accompanying documents such as Copy of Business Registration and Miscellaneous License are to be put in an envelope, sealed and must be submitted in **TWO (2) copies** made up of **one (1) original** and **one (1) duplicate**.

All sets shall be bound and clearly labelled as **ORIGINAL** and **DUPLICATE**. Respectively, all tenders must be addressed to: -

**The Chairman,
Mini Tender Board
Ministry of Health
Commonwealth Drive, Jalan Menteri Besar
Bandar Seri Begawan BB3910
Negara Brunei Darussalam**

SCHEDULES

SCHEDULE A: SURVEILLANCE AREAS

SCHEDULE B: WORKING HOURS

SCHEDULE C: MONTHLY SUMMARY REPORT

SCHEDULE A

SURVEILLANCE AREAS

The patrol area consists of the following: -

1. Inside & Outside The Health Centre Building

This area includes:

- Consultation Rooms
- Administration Office
- All corridors
- All pathways
- Generator room area
- Clinical waste room
- Domestic waste
- Substation room
- Water tank area
- Chiller room
- Loading & unloading area
- Waiting areas
- Prayer Room
- Emergency stairs / exit
- Toilets (public, staff and disabled)
- Ablution Room
- Pantry

2. Compound / Surrounding Area

This area includes:

- Car parks
- Main gate (entrance and exit)
- Fencing
- Rooftops
- M&E areas
 - Generator room
 - Chiller plants
 - Electrical rooms
 - Etc

SCHEDULE B
WORKING HOURS

PENKALAN BATU HEALTH CENTRE, DEPARTMENT OF HEALTH SERVICES, MINISTRY OF HEALTH		
Day	Morning/Afternoon Shift:	Afternoon/Night Shift:
Monday to Sunday	6.00 am to 6.00 pm	6.00 pm to 6.00 am
Public Holiday	As per above shifts	As per above shifts

Note:

Security services shall be provided continuously, including weekends and public holidays, in accordance with the shift schedule above.

SCHEDULE C

MONTHLY SUMMARY REPORT

COMPANY'S LOGO

DATE : _____
REFERENCE NUMBER : _____

EXECUTIVE SUMMARY REPORT

EXAMPLE: EXECUTIVE SUMMARY REPORT FOR MUARA HEALTH CENTRE FOR
THE MONTH OF JANUARY 2025

1. HIGHLIGHTED INCIDENT / FINDINGS

- ✓ Date and time of the incident
- ✓ Location
- ✓ Brief Description of the incident
- ✓ Persons involved
- ✓ Response actions taken
- ✓ Picture attachment (if applicable)
- ✓ Supplement report (if applicable)

3. CREDIT NOTE(S)

- ✓ Reason for credit note(s)
- ✓ Credit amount (\$)
- ✓ Invoice Number

2. RESOURCE STATUS (EQUIPMENT, MANPOWER, ETC)

- ✓ Attendance report
- ✓ Manpower replacement details
- ✓ Shift Adjustment
- ✓ Others

REPORT CHECKED & VERIFIED BY:

[COMPANY'S REPRESENTATIVE & STAMP]

VERIFIED BY:

[HEALTH CENTRE'S REPRESENTATIVE & STAMP]

SECTION 3
FORMS TO BE USED

CONTENTS

SCHEDULE 1 – TENDER FORM	1
SCHEDULE 2 – INFORMATION SUMMARY	4
SCHEDULE 3 – SUB-CONTRACTS	5
SCHEDULE 4 – COMPANY BACKGROUND	6
SCHEDULE 5 – REFERENCES	7
SCHEDULE 6 – LETTER OF DECLARATION	8

SCHEDULE 1

TENDER FORM

To:

TENDER REF.: KK/98/2026/JPK(TC)

**INVITATION TO TENDER
THE PROVISION OF SECURITY SERVICES FOR PENGKALAN BATU HEALTH CENTRE, DEPARTMENT OF HEALTH SERVICES, MINISTRY OF
HEALTH FOR A PERIOD OF TWO (2) YEARS**

TENDER OF (*name of Supplier*) : _____

Company/Business Registration No : _____

Tender Closing Date : _____

ITEM	PREMISE	MONTHLY RATE (B\$)
Supply of Security Guards and Provision of Security Services	▪ Building of Pengkalan Batu Health Centre, Department of Health Services	Pengkalan Batu Health Centre – \$
TOTAL FOR TWO (2) YEARS (B\$)		

USER REQUIREMENTS	PRICE BREAKDOWN
Security Guards Wage including National Retirement Scheme (SPK)	
Security Guard's Uniform	
Equipment / Facilities provided	
Training & Management of Security Guards	

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 is the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - ***Provision of Security Services for Government Buildings and/or Health Facilities.***
- (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 of 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 and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 - References of previous customers

Customers 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 purpose.