

**TENDER REFERENCE NO.: KK/99/2026/ESTETMOH(TC)**

**MINISTRY OF HEALTH  
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF MAINTENANCE SERVICES FOR FUME  
CUPBOARDS AT CLINICAL MOLECULAR DIAGNOSTICS  
LABORATORY FOR INFECTIOUS DISEASES (CMDLID)  
FOR A PERIOD OF THREE (3) 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)**

## TABLE OF CONTENTS

1	GENERAL
2	SCOPE OF WORK
3	REPORTING TIME
4	CONTRACT PRICE AND PAYMENT
5	DISPATCH OF ITEMS OF EQUIPMENT FOR OVERHAUL OR REPAIR
6	SPARE PARTS, CONSUMABLES etc
7	USED OF SITE
8	SUPERVISION AND PERSONNEL
9	INSURANCES
10	SECURITY
11	REPORTS
12	HEALTH AND SAFETY PRECAUTION AGAINST FIRE,NOISE CONTROL, etc
13	SCHEDULE I
14	SCHEDULE II
15	SCHEDULE III
16	SCHEDULE IV

## SECTION 2

### SPECIFICATIONS AND BILLS OF QUANTITIES

#### THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS AT CLINICAL MOLECULAR DIAGNOSTICS LABORATORY FOR INFECTIOUS DISEASES (CMDLID) FOR A PERIOD OF THREE (3) YEARS

#### 1 GENERAL

- 1.1. Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of comprehensive maintenance services (hereinafter referred to "Maintenance Services") for fume cupboard and its associated installation (hereinafter referred to as the "Equipment") at Clinical Molecular Diagnostics Laboratory for Infectious Diseases (CMDLID). The duration of the Maintenance Services is **for a period of three (3) years**
- 1.2. The Tenderer shall provide Maintenance Services for the System inclusive of all necessary spare parts and replacement parts to ensure that the System is kept in good working order and condition and functioning efficiently within the manufacturer's specification.
- 1.3. All prices to be quoted shall include labor, parts and transport charges.
- 1.4. The Tenderer shall also ensure that technical services shall be available twenty-four (24) hours a day for the convenience of the Government to provide assistance for any emergency service. In the event that any attended calls are made during the preventive maintenance period, there shall not be any charges for the replacement of parts.
- 1.5. To enable the proper evaluation of the Tender, Tenderers must complete the list of registered personnel with full details of their qualifications and experiences for Mechanical and Electrical engineering works as set out in Section 3 in the Invitation To Tender.

#### 2 SCOPE OF WORK

- The Tenderer shall provide Maintenance Services for the Equipment as listed out in **Schedule I - List of Equipment** inclusive of all necessary spare parts, replacement parts and materials and electrical supply accessories to keep the Equipment in good working condition and order.
- The Ministry of Health (hereinafter referred to as "the Ministry") reserves the right to amend the schedule of equipment, either by addition or deletion, as the equipment becomes liable for the maintenance under this tender, or is taken out of service.
- The Maintenance Services comprise of the following:-
  - i. Preventive Maintenance
  - ii. Corrective Maintenance

#### 2.1 Preventive Maintenance

- The Tenderer shall carry out schedule or routine Preventive maintenance as set out in **Schedule II – Preventive Maintenance Schedule**.
- Preventive maintenance shall be carried out during Government working hours: 7.45am - 12.15pm & 1.30pm - 4.30pm
- The Tenderer shall prepare and submit a quarterly work schedule detailing the dates covering the preventive maintenance and major overhaul **two (2) weeks** in advance for approval and implementation.
- Preventive maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the equipment.
- The Tenderer shall ensure that the downtime of the equipment is kept to a minimum. The maximum period for which any equipment to be continuously out-of-service shall be one (1) day - **a penalty of B\$100.00 per day** shall be imposed for exceeding the maximum period.
- The Tenderer is also required to submit monthly reports covering details of periodic inspection, servicing and repairs. The monthly report shall include, but not limited to, a log showing the time when fault notice was

received, nature of fault, time when rectification work was initiated, actual time taken for repair, materials and parts used.

## 2.2 Corrective Maintenance

- The Tenderer shall also perform corrective maintenance on the equipment.
- Corrective Maintenance shall be performed **AT ANY TIME** (inclusive of public holidays) upon notification by the Superintending officer or his representative.
- The Tenderer shall dispatch its service engineer to the site within Thirty (30) minutes upon notification by the Superintending Officer or his representative within the following:

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

- If the Tenderer, after receipt of written notice from the Superintending Officer requiring the Tenderer to complete any repair or replacement within **seven (7) days**, fails to comply with such instruction, a penalty of **B\$100.00 per day** or part thereof shall be imposed if the seven (7) days period is exceeded and that, it is in opinion of Superintending Officer, the equipment ought reasonably to have been put back to service

## 3 REPORTING TIME

- The Tenderer shall report and adhere to the work times:
  - i. Office Hours: **07.30 am to 04.30 pm**
  - ii. Fridays, Sundays & Public Holidays: **08.00 am to 02.00 pm**

## 4 CONTRACT PRICE AND PAYMENT

- The proposed contract sum shall be deemed to cover all costs involved in performing the Maintenance Services including all costs, charges and expenses for labour, spare parts, materials, consumables, tools, equipment, transport, documentation, insurance, taxes, duties, overheads and any other necessary items. This proposed Contract Sum shall remain fixed and firm for the three (3) years duration.
- The Tenderer shall submit the invoice of the previous month **on the first weeks of each month**. All claims shall be addressed to:

*Estate Maintenance Section  
Ground Floor,  
Jalan Sungai Basong, Tutong  
PMMPMHAMB Hospital, Ministry of Health  
Negara Brunei Darussalam  
Telephone no: 42606721/2/3/4/5 Ext 181/188*

- The Tenderer shall quote the cost of an annual service contract which shall consist of the Maintenance Services charges and the cost of parts replaced (if any), upon receipt of:
  - i. 1 Original invoice
  - ii. 1 Duplicate invoice
  - iii. Service call Slip, and
  - iv. A detailed Maintenance service Report

## 5 DISPATCH OF ITEMS OF EQUIPMENT FOR OVERHAUL OR REPAIR

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

- Smoke Tester
- Electronic Leak Detector
- Spanner

**6 SPARE PARTS, CONSUMABLES etc**

- The Tenderer shall supply all replacement parts, spare parts and consumables necessary for the proper operation, preventive maintenance and breakdown repairs of the equipment.
- The Tenderer shall ensure that these are genuine parts approved by the manufacturer/s, and here new parts or materials are to be used, approval from the Superintending officer shall be sought in advanced.
- Notwithstanding the above provisions, the Tenderer shall obtain spare parts required for the Maintenance Services in the quickest possible manner. There shall be a 30-day grace period for repairs which are delayed or outstanding due to unavailability of spare parts or awaiting for such parts, which a **penalty of B\$100.00 per day** or part thereof the grace period is exceeded shall be imposed. The Superintending officer shall give a written notice to the Tenderer of the expiry date of the said grace period and start of the penalty imposition. Such notice shall be given at least fourteen (14) days before expiry date of the grace period.
- Unused spare parts at the end of the two-year period shall remain the property of the Government. Any unused spare parts shall be handed over by the Tenderer before the final invoice is certified for payment.
- Consumable items as listed out in **Schedule IV – List of Consumable Items** shall be deemed to be included in the rates and prices for the Maintenance Services. No additional claims shall be entertained for these items.

**7 USED OF SITE**

- The Tenderer shall not use any of the sites for any purpose other than that of carrying out Maintenance Services stipulated in these Specifications.
- The Tenderer shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.

**8 SUPERVISION AND PERSONNEL**

- To ensure the proper execution of the Maintenance Services, the Tenderer shall provide and employ an adequate number qualified and competent personnel to perform the Maintenance Services as follows:

Engineer	1
Supervisor/Technician	1
Tradesman/Electrician	1

- The Tenderer shall ensure that such personnel are properly trained, registered with the Electrical Services Department, Ministry of Health Brunei Darussalam and employed by the Tenderer throughout the three-year period.
- The Tenderer is required to submit a list of names, addresses, qualifications, experiences and othe relevant information that the Superintending Officer may require , of all persons that shall be employed for the performance of the Maintenance Services in the format set out **Section 3 – Forms to be used**. Any amendments made to the list shall be submitted in writing within five (5) working days upon knowledge that any person has been added or deleted from the list during the period of the contract.
- The Superintending Officer reserves the right to remove , reject or replace any persons employed by the Tenderer, who in the opinion of the Superintending Officer is not competent to execute the Maintenance Serives, and shall direct the Tenderer to replace such person/s not later than seven (7) days.
- Failure to provide such repalcements shall result in a penalty on the Tendrer as stated below:

<b>Engineer</b>	<b>\$100.00 per day</b>
<b>Supervisor/Technician</b>	<b>\$ 75.00 per day</b>
<b>Tradesman/Electrician</b>	<b>\$ 50.00 per day</b>

- The Tenderer shall nominated supervisor/s for the purpose of administrative and on-site supervision. Such nominated persons may be called for interviews prior to the award of the Tender.

- The Tenderer shall ensure allocation of adequate number of personnel to perform the Maintenance Services as follows:

Location	Number Of Personnel
<b>Clinical Molecular Diagnostics Laboratory for Infectious Diseases (CMDLID)</b>	<b>2</b>

- The Tenderer shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- All personnel employed by the Tenderer shall be neatly and properly attired in uniforms.

## 9 INSURANCES

- The Tenderer shall warrant that he will maintain at his own expense, comprehensive general liability, errors and omissions, workers' compensation, public liability, property damage and automobile liability insurance. Upon request by the Government, the Tenderer shall furnish certificates showing that such insurance is in effect and will not be cancelled or changed in the absence of a prior 30-days' written notice to the Government.

## 10 SECURITY

- Where the Maintenance Services is to be carried out within a secure area, the Tenderer shall provide to the Superintending Officer full details of all his personnel and vehicles requiring access to the site, not less than seven (7) days before entry is required. Details shall include the following particulars:
  - Name
  - Address
  - Identity card number/passport number
  - Gender
  - Citizenship
  - Expire date of work pass (for foreign workers)
- Where security passes are issued to the Tenderer's personnel, the Tenderer is responsible for the proper use of the passes.
- The Tenderer shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee no longer being engaged to work at the secured area, or if the employee has left the Tenderer's employment.

## 11 REPORTS

- A record of the work done on each maintenance visit shall be noted in a maintenance log book by the Tenderer.
- The log book must show the following information:
  - document each incident of lift defect or malfunction;
  - date, time and duration of work performed on the lift/s; and
  - a description of the reason for the work done (whether preventive maintenance or corrective maintenance)
- Completion of the maintenance visit shall be confirmed in writing by the Senior mechanic/engineer.
- The log book must be available for inspection by the Superintending Officer at any time.
- Any verbal reports shall be made within 24 hours after the complaint is received by the Tenderer, stating the fault, work done and if any further work is required.
- The Tenderer shall also submit Maintenance Service Reports in a format acceptable to the Government and shall include the following information:
  - the equipment's reference number;
  - the job number;
  - the date the job was completed;
  - the date, time and total time the equipment is made unavailable to the Government;

- the name of Tenderer's technician/personnel responsible for carrying out the job; and
- the comments of the person requesting the Maintenance Service.

**12 HEALTH AND SAFETY PRECAUTION AGAINST FIRE, NOISE CONTROL, etc**

- The Tenderer shall provide all necessary measure to comply with all health and safety regulations and rules currently in place. The Tenderer shall also comply with all orders and instructions given to him from time to time by the Superintending Officer with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- The Tenderer shall take all reasonable and all instructions given to him by the Superintending Officer with regards to fire precautions and prevention.
- The Tenderer shall also ensure that all measures are taken to control noise levels produced during the Maintenance Services.
- The Tenderer shall ensure that all equipment is/are safe and operable prior to handing over to the Government.

**SCHEDULE I**

**LIST OF EQUIPMENT**

**BIOSAFETY CUPBOARDS**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>PLANT NO (SN NO)</b>	<b>LOCATION</b>	<b>MONTHLY (B\$)</b>	<b>YEARLY CERTIFICATION (B\$)</b>
1	BSC NUAIRE	S# 201268092920 BME 29651	Specimen Processing Area BSL3, CMDLID		
2	BSC NUAIRE	S# 201222092820 BME 29667	BSL3, CMDLID		
3	BSC NUAIRE	S# 200948091520 BME 29669	BSL3, CMDLID		
4	BSC NUAIRE	S# 201159092420 BME 29666	Assay 1 Suite BSL 2 CMDLID		
5	BSC NUAIRE	S# 200936091420 BME 29668	Genomic Extraction Room CMDLID		
6	CLASS II, TYPE B1 BIOLOGICAL SAFETY CABINET	S# 201221092820 BME 29665	Assay 1 Suite MGS CMDLID		
7	BIOBASE BIOSAFETY CABINENTRY I	S# NA4FAT2011284 BME 29663	Assay 2 Suite MGS CMDLID		
8	BIOBASE BIOSAFETY CABINENTRY II	S# NA4FAT2011285 BME 29664	Assay 3 Suite MGS CMDLID		
<b>TOTAL C/F TO SUMMARY</b>					

	<b>Monthly B\$</b>	<b>Yearly B\$</b>
<b>SUB TOTAL</b>	B\$ _____ x 11mths x 3Yrs	B\$ _____ x 3Yrs
<b>TOTAL C/F</b>	B\$	B\$
<b>PRELIMINARIES</b> Allow a sum for preliminaries as required to comply as required to comply with the specification and Conditions of Contract: Insurance for : Public Liability, Workmen Compensation and Fire		B\$
<b>GRAND TOTAL</b>	B\$	

## SCHEDULE II

### PREVENTIVE MAINTENANCE SCHEDULE

#### PREVENTIVE MAINTENANCE

To carry out maintenance services for fume cupboards which include all following works:

1. Measurement and Tests (Monthly)
  - a. Air Flow Measurement.
  - b. Noise Level Measurement.
  - c. Smoke Pattern Test.
  - d. UV Light Test.
  - e. Light Intensity Test.
  - f. Voltage Measurement.
  - g. Current Measurement.
2. General Service (Monthly)
  - a. Clean and Disinfection of Surfaces.
  - b. Check Motor Operation and Other Mechanical Parts.
  - c. Functional Test and Alarms.
  - d. Visual Inspection and Observation of Normal Operation.
3. Certification
  - a. To perform monthly General Services, Measurement and Test.
  - b. Test and calibrate the entire control and safety component.
  - c. Megger all fan motors.
  - d. Replace pre-filters (If applicable).
  - e. Testing and Commissioning in accordance with International Standard.

All testing equipment and instrument must be calibrated when performing testing and measurement.

Personnel performing general services, measurement and test must be trained and to provide training certificate to ensure that they are familiar and qualified in providing such works.

### CHECK LIST REPORT (SAMPLE)

Type							
Model		S/N					

**Face Velocity**

		Safety Cabinet – (Fail point is below 0.40 m/s)	Average Inflow (m/s)		
		(Fail point is below 0.30 m/s)	Average Inflow (m/s)		
		Laminar Flow Cabinet – (Fail point is below 0.40 m/s)	Average Inflow (m/s)		
		Fume Hood – (Fail point is below 0.50 m/s)	Average Inflow (m/s)		
				25% Sash Open	
				50% Sash Open	
				100% Sash Open	

Cabinet Noise Level (dBA)		Smoke Pattern Test	UV Light Test
Ambient Noise Level (dBA)		Pass	Pass
Corrected Noise Level (dBA) (Fail point is below 70 dBA)		Fail	Fail

Additional works to be done depending on the cabinet to be serviced.	YES	NO							
Clean and disinfects work area with 70% isopropyl alcohol.									
Perform visual inspection and observation for normal operation.									
Check roof fan motor for normal operation and inspect for wear and tear status.									
Perform functional test and alarm test.									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black;">Button/ Switch</td> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black;">Display</td> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black;">Alarms</td> <td style="width: 15%; border: 1px solid black;"></td> </tr> </table>		Button/ Switch		Display		Alarms			
	Button/ Switch		Display		Alarms				

Light Intensity Test (Fail point if below 480 lux)	Intensity <sub>NET</sub> (lux)	
Cabinet Lights On		
Ambient Lights		

Incoming Voltage Test (Local Voltage)			
Motor Running Current Test (Motor Plate (amps))			

**REMARKS**

Name and Signature (Lab Staff)	Name and Signature (Contractor Staff)
Name and Signature (Supervising Officer)	

1.	The maintenance schedules set out below shall serve as a guide for routine preventive maintenance services. The maintenance schedules as recommended by the equipments manufacturers and in the equipment manuals shall be adopted in addition to these schedules. The Contractor shall familiarise himself with recommended maintenance schedules.
2.	The frequencies of maintenance may be adjusted, by mutual agreement to suit the duty and conditions of operation of the equipments.
3.	The maintenance schedules set out below do not include instructions for every component part of each item of equipment, but the contractor is expected to carry out the usual maintenance process in accordance with normal trade practices and to meet specific requirements of the equipments manufacturer's recommendations.
4.	When follow-up work, after carrying out routine maintenance, is considered necessary which involves further repairs, the contractor shall notify the Superintending Officer of the extent of repairs before proceeding with the works.
5.	Certain terms used frequently in the maintenance schedules below are defined as follows :-
	<b>Examine :-</b> To make careful and critical security of an item carried out without dismantling by using the senses of sight, hearing, smell and touch to verify that the equipment is in working order.
	<b>Test :-</b> To operate the equipment and/or use appropriate testing instrument to ensure that the equipment is working order.
	<b>Check :-</b> To make a thorough inspection for damage, wear or deterioration, also to ascertain that the equipment is correctly adjusted to conform to the required standard.
	<b>NB.</b> In addition to establishing the normal function of equipment the "Examine" , Test and Check as define above must include verification of the satisfactory state of all safety aspects.
6.	<b>Fumigation Procedure.</b>
6.1	Remove any objects from the cabinet by wiping them with disinfectant and enclosing in plastics bag which is sealed for separate decontamination. Clean the work zone and sump of the cabinet, removing any encrusted matter. Allow surface to dry.
6.2	Unpack the kit and confirm that all components are in a satisfactory condition.
6.3	Fix the ATTEST indicator to the exhaust fan grill of the cabinet, and fix the smaller of the PVC seal over the exhaust opening. Remove the paper backing strip from the self-adhesive sealing tape a little at a time. Ensure that the seal is effective at all points. Excess seal material can be trimmed or folded into pleats.
6.4	Place the fumigant generating container in the centre of the cabinet work surface and pour in all the formation solution. Place the lid alongside the container, for later use in sealing the container in the end of the procedure.
6.5	Check that all ports and services, eg Gas taps are closed.
6.6	Fix the larger of the PVC seals over the work zone opening and seal effectively at all points.
6.7	Cut a 200-300mm slit in the work seal, sufficient to allow access to reach into the container.
6.8	Pour the Potassium Permanganate crystal into the container, and immediately seal the slit in the seal.
6.9	Place the "CAUTION" signs on the cabinet and outside the room so as to be clearly visible.
	<b>Note:</b> <ul style="list-style-type: none"> <li>▪ The chemical reaction will be quite rapid and heat will be produced to generate the formaldehyde gas which fumigates the cabinet. In initial stage, some pressurization will occur, and the seals will expand slightly.</li> <li>▪ Use of full-face respirator and suitable gloves is recommended where exposure to formaldehyde is possible</li> <li>▪ Allow the cabinet to be exposed to the fumigation for at least 12 hours.</li> </ul>

<b>7.</b>	<b>Post Fumigation Procedure</b>
7.1	<p>Purging/ neutralization of fumigant.</p> <p>At the end of the 12 hours period, the concentration of formaldehyde will have reduced to about 36ppm. The two most common and appropriate methods of purging the cabinet of the fumigant gas are discharge outside the building, or chemical quenching.</p> <p>The dilution method, involving the discharge of the fumigant directly into the room is not recommended. Where external discharge is possible, connect a length of “layflat” plastics tubing of approximately 200mm diameter to exhaust seal. This should be attached after fumigation, and prior to switching on the cabinet exhaust fan. The discharge end of the tubing should reach a window or other location where fumigant can be safely vented.</p> <p>Where external fumigant discharge is not possible, chemical quenching may be conducted. The recommended procedure is as follows :-</p> <p>*Obtain these materials.</p> <ul style="list-style-type: none"> <li>✓ A petri dish approx. 90mm diameter with lid.</li> <li>✓ An absorbent paper towel approx. A4 size, folded into four so as to form a long strip (this becomes a wick for evaporation of the ammonia solution).</li> <li>✓ The ammonia solution from the kit.</li> <li>✓ After fumigation, place the folded paper towel in the Petri dish inside the front of the cabinet. Do this by carefully lifting the work zone seal at the lower right hand corner by no more than 150mm. On class II cabinets, place the Petri dish on the front grille.</li> <li>✓ Pour the ammonia solution onto the towel in the Petri dish. Leave the empty ammonia container in the cabinet. Restore and seal.</li> <li>✓ Turn on the cabinet fans, and allow air to recirculate within the cabinet. Quenching is achieved as the ammonia evaporates from the paper wick, and the ammonia combines with both formaldehyde and preformaldehyde to produce hexamethylene a white odourless powder.</li> <li>✓ After 10 minutes, remove the exhaust opening seal and the work zone seal.</li> <li>✓ Retained the ATTEST indicator for later determination of the effectiveness of the procedure.</li> <li>✓ Fold the paper towel into Petri dish and fit the lid.</li> <li>✓ Immediately place the sealed Petri dish into a sink and cover with cold water. This will remove any excess vapour.</li> </ul>

<b>7.2</b>	<b>Testing Apparatus for Laminar Flow and Fume Cupboard</b>	
<b>No.</b>	<b>Apparatus</b>	<b>Application</b>
1.1	Aerosol generator (smoke generator)	HEPA filter integrity and air barrier testing
1.2	Aerosol Photometer	HEPA filter integrity and air barrier testing
1.3	Anemometer, rotating vane	Measuring air velocity
1.4	Sound pressure meter	Measuring sound level
1.5	UV radiometer	Measuring UV radiation intensity
1.6	Vibration meter	Measuring vibration at work surface

**Note: The above said apparatus must be available throughout the contract periods**

8	<b>The Disposal of HEPA Filters</b>
<b>No.</b>	<b>Things Needed</b>
1.1	Large Plastic Bag (Bio- Hazardous)
1.2	Waste container
1.3	Gloves
1.4	Pollen mask or respirator
	<b>Instructions:</b>
1.1	Wear protective clothing, gloves and pollen mask or respirator, since the used HEPA filter may be extremely dirty, dusty or even toxic.
1.2	Turn off and unplug the device in which the HEPA filter is installed.
1.3	Remove the filter housing and any-filters from the device.
1.4	Remove the HEPA filter by grasping the outside corners of the unit and placing it in large, sealable bag. Seal the bag closed.
1.5	Discard the bagged HEPA filter in an outdoor waste container or contaminated waste receptacle for incineration in an approved incinerator.

**SCHEDULE III**  
**SPAREPART LISTS**

<b>ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approval equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
<b>BIOSAFETY CABINETS</b>				
1.	Downflow Filter			
2.	Exhaust Filter			
3.	Pre-Filter			
4.	Light			
5.	Electronic Ballast			
6.	UV Light			
7.	UV Ballast			
8.	Blower Fan Motor			
9.	Capacitor for Fan Motor			
10.	Speed Controller			
11.	LCD			
12.	Membrane			
13.	Interface Board			
14.	SMPS			
15.	Decontamination			

## **SCHEDULE IV**

### **LIST OF CONSUMABLES ITEMS**

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

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

**SECTION 3**  
**FORMS TO BE USED**  
**CONTENTS**

SCHEDULE 1	:	TENDER FORM
SCHEDULE 2	:	INFORMATION SUMMARY
SCHEDULE 3	:	SUB-CONTRACTORS
SCHEDULE 4	:	COMPANY'S BACKGROUND
SCHEDULE 5	:	REFERENCES
SCHEDULE 6	:	LETTER OF DECLARATION
SCHEDULE 7	:	LIST OF PERSONNEL
SCHEDULE 8	:	COMPLIANCE FORM

**SCHEDULE 1 – TENDER FORM**

**TENDER REFERENCE NO.: KK/99/2026/ESTETMOH(TC)**

**THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS AT CLINICAL MOLECULAR DIAGNOSTICS LABORATORY FOR INFECTIOUS DISEASES (CMDLID) FOR A PERIOD OF THREE (3) YEARS**

1. I/we, the undersigned having examined and fully understood the tender Documents, inspected and checked the site, offer to carry out and execute the above works in accordance with all relevant Standards Specification and Codes of Practice for the sum of Brunei Dollars.  
  
Brunei Dollars \_\_\_\_\_  
  
\_\_\_\_\_ (B\$ \_\_\_\_\_) only.
2. If my/our tender is accepted, I/we undertake to complete the whole works within **3 Years** from the date of possession/commencement allowing for all possible cause of delay which can reasonably be foreseen and not merely representing the number of working days required.
3. I/we confirm that my/our tender has been calculated on a firm price basis and that I/we have taken into account all aspects, site conditions and other matter that may affect the works. I/we understand that I/we not be allowed any claims for payment may arise out of my/our misunderstanding, and/or misinterpretation and/or miscalculation of the works and/or site conditions.
4. I/We agree to the provision and conditions in **Appendix**.
5. I/we understand and agree that the Government has the option to accept part of my/our tender and I/we agree and confirm that in such case, there shall be no adjustment of my/our tender prices and/or rates.
6. Unless and until a formal agreement is prepared and executed, this tender offer together with your Letter of Acceptance thereof shall constitute a legal and binding contract between us.
7. 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.
8. Our offer is valid for **twelve (12)** calender months from the tender closing date.
9. When requested by you, we shall extend the validity of this offer.

Signature & Date

---

Name

---

In the capacity of

---

(Position in the Company)

---

(Tenderer Official Stamp)

On behalf of

---

(Name of Company).

Address

---

Telephone & Fax

---

MOD Registration No

---

(Copy of MOD Registration Certificate to be attached)

Tender Deposit No.

---

## **SCHEDULE 2 – INFORMATION SUMMARY**

2.1 Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) Company profile (including Contractor and sub-contractor(s), if any)
- (c) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
  - *Provision of maintenance services for Fume Cupboards*
- (d) Other information which is considered relevant

**SCHEDULE 3**

**SUB-CONTRACTORS**

- 3.1 Tenderers shall complete Table 3.1 with information about all the companies involved in the provision of the services and items specified in this tender. This shall include details about the Contractor and each sub-contractor involved, as well as their respective responsibilities.
- 3.2 Tenderers shall also indicate in Table 3.1 any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 3.1 - Responsibility Table

		Alliance Relationship between Contractor and Sub-Contractor(s)		
Company Name	Responsibility Description	Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-Contractor(s)				

**SCHEDULE 4**

**COMPANY'S BACKGROUND**

4.1 Each of the companies involved in this tender, including Contractor and subcontractor(s) (if any), shall provide information on the company's background, scope of operations, financial standing and certified copy of its Certificate of Incorporation or Certificate of Registration with the Ministry of Development.

Name of company : .....

Registration No : .....

Type Of Company : .....  
(Sdn.Bhd., Partnership, Sole proprietor, Joint Venture, Trading Co.)

Authrosied Capital (B\$.....)                      Paid-up Capital (B\$.....)

Banker for the Cmpany's business:.....

Table 4 – Shareholders Table

Directors/Shareholders/ Proprietor	Percentage Share	Brunei I/C Number	Immigration Status

Current workforce (No.of persons) in Brunei:	
a) Management :.....	b) Engineers :.....
c) Technicians:.....	d) Tradesman :.....
e) Trainee/Workman :.....	f) Others.....
TOTAL WORKFORCE : .....	No. of persons

We certify that the above information is correct.

## SCHEDULE 5

### REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 - References of previous customers

Customer Name and Address	Customer Type (Govt or Quasi Govt)*	Contact Person	Title	Contact Number, Fax Number and E-mail Address

**\*Note:** Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. A Quasi Government is defined as an organisation which (1) is managed and controlled by the Government; or (2) has at least 50% shares being held by the Government. Please leave the column blank if the customer is neither a Government or Quasi Government organisation.

- 5.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.
- 5.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.

**SCHEDULE 6**  
**DECLARATION**



**PENAKUAN INTEGRITI PENENDER**  
**TENDERER'S INTEGRITY DECLARATION**

**SCHEDULE 7**

**LIST OF PERSONNEL**

- 7.1 The Tenderer shall state the number of locally/overseas (Singapore, Malaysia, Philippines, etc.) based technical services personnel trained to maintain the equipment tendered by completing the table below.
- 7.2 The Tenderer shall also include telephone/mobile phone numbers which shall be used for reporting faults as specified in this Invitation To Tender, including mobile phone numbers for the Supervisor.
- 7.3 The Contractor shall submit resumes or CVs of each personnel listed below. Failure to do so will render the Tender as “non-compliant” and possible rejection by the Government.

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

**SCHEDULE 8**

**STATEMENT OF COMPLIANCE**

7.1 Tenderers shall indicate their compliance by providing a compliance table in Table 7 with clause by clause including sub-clause by sub-clause statement of compliance corresponding to all the sections of Section 2 – Specifications.

7.2 Proposal without the compliance table will be considered incomplete and will be disqualified.

Table 7 - Compliance Table

Section	Descriptions	Compliance <sup>1</sup>		Remarks <sup>2</sup>
		Yes	No	
1	Instruction To Tenderers			
2	Specification			
3	Form to be used			
4	Articles of Agreement			
	& Condition of Contract			

Note:

- <sup>1</sup> Please put a tick ( ✓ ) at “Yes” column if complied, and a tick ( ✓ ) at “No” column if not complied.
- <sup>2</sup> Where appropriate, Tenderer shall specify how the requirement will be met in the Remarks column