

## **SPECIFICATIONS AND REQUIREMENTS**

**TENDER REFERENCE NO: \_\_\_\_\_**

### **INVITATION TO THE PROVISION OF VENUE AND MEETING PACKAGES (INCLUSIVE OF REFRESHMENTS) FOR REGIONAL PUBLIC HEALTH LABORATORY NETWORK ANNUAL PARTNERSHIP FORUM 2026 FOR THE DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH**

**CO-ORGANIZED BY  
DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH  
AND  
REGIONAL PUBLIC HEALTH LABORATORY NETWORK**

**DATE:  
21<sup>st</sup> – 24<sup>th</sup> September 2026**

#### **1. ROLES**

- 1.1 The Service Provider must be able to work collaboratively with the Ministry of Health and other stakeholders to achieve the desired outcomes.
- 1.2 Meeting venues and meeting packages shall be provided collectively in this quotation.
- 1.3 The provision of venue and meeting packages shall be provided directly by Service Provider. No third-party agent or event management company is allowed.

#### **2. SPECIFICATIONS**

##### **2.1 Venue & Room Requirements:**

- 2.1.1 Must have at least 1 meeting hall with stage that can accommodate 200 – 250 pax with tables in a classroom (seated) arrangement and a partitioned hall for refreshments
- 2.1.2 Must have at least 2 meeting rooms that can accommodate 50 pax with tables in a classroom (seated) arrangement
- 2.1.3 Must have at least 1 event hall (separate from hall stated in 2.1.1) that can accommodate 150 – 200 pax
- 2.1.4 Must have 1 dinner hall with stage that can accommodate 200 – 250 pax with round tables with dome setting
- 2.1.5 1 secretariat room in the same venue that can accommodate 15 pax
- 2.1.5 All of the meetings shall take place in the same venue
- 2.1.6 All meeting hall and rooms must be equipped with proper audio and visual equipment
- 2.1.7 Service Provider shall be able to resolve any unforeseen issues and provide assistance to resolve technical issues with audio-visual equipment while maintaining high standards of service and ensuring a positive experience for participants and working committee members
- 2.1.8 Service Provider shall allow and accommodate a day prior to actual event for preparation and dry run of events.
- 2.1.9 Service Provider shall accommodate required event hall, meeting rooms, dinner hall and secretariat room as laid out in Appendix A.
- 2.1.10 Requirements throughout the event are detailed by Day as follows:

## DAY ZERO (0)

- **VENUE 1 – MEETING**
- Time: 9:00am – 12.00pm
- No. of Pax: 30 pax
- Venue Setup: U-shape table in a suitable meeting room with standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers
- Refreshment: ONE (1) time Coffee break (in the morning), and Lunch. Menu to be advised on a later date but must be within the agreed and approved price.
  
- **VENUE 2 – WORKSHOP**
- Time: 9.00am – 4.00pm
- No. of Pax: 30 pax
- Venue Setup: Classroom or Cluster (round table of 6/7 pax per table) in a suitable meeting room with standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers
- Refreshment: TWO (2) times Coffee break (one in the morning and one in the afternoon), and Lunch. Menu to be advised on a later date but must be within the agreed and approved price.
  
- **VENUE 3 – POSTER EXHIBITION**
- Time: 9.00am – 4.00pm
- No. of Pax: Able to accommodate 100 pax or more at any time during Day One (1) to Three (3)
- Venue Setup: Empty hall with chairs. Service provider shall allow the setting up of poster exhibits at identified venue with free rental during Day Zero (0). Number and arrangement of chairs to be advised. This hall shall remain open for posters exhibition through Day One (1) to Day Three (3).

## DAY ONE (1)

- **SCIENTIFIC FORUM & OPENING CEREMONY**
- Time: 8:00am – 16:30pm
- No. of Pax: 250pax
- Venue Setup: Classroom style in a suitable hall that can accommodate capacity of 250pax, with stage and hall partitioning ability to accommodate refreshment area, availability of standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers
- Refreshment: TWO (2) times Coffee break (one in the morning and one in the afternoon), and Lunch. Menu to be advised on a later date but must be within the agreed and approved price.
- Additional Refreshment for VIP (GOH) and Guests – 30 pax, round table with dome setting and silver service, to be provided after Opening Ceremony. A private room shall be provided at no additional cost.
  
- **WELCOMING DINNER**
- Time: 19:00pm – 21:30pm
- No. of Pax: 220pax
- Venue Setup: Round tables with dome setting, Stage [A21][MSBHS2] to accommodate 30 pax complete with audio and visual equipment, with 3 wireless microphones
- Menu to be advised on a later date but must be within the agreed and approved price

## DAY TWO (2)

- **ANNUAL PARTNERSHIP FORUM**

- Time: 8:00am – 16:30pm

- No. of Pax: 220pax

- Venue Setup: 8.00am – 10.30am [AZ3]– Classroom style in a suitable hall that can accommodate capacity of 220pax, with stage and hall partitioning ability to accommodate refreshment area, availability of standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers

10.30am – 12.00pm – Classroom style in three (3) suitable hall or meeting rooms that can accommodate capacity of 50 pax per hall/room with [AZ4]standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers

1.30pm – 3.00pm – Classroom style in a suitable hall that can accommodate capacity of 220pax, with stage and hall partitioning ability to accommodate refreshment area, availability of standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers

3.00pm – 4.30pm – Classroom style in three (3) suitable hall or meeting rooms that can accommodate capacity of 50 pax per hall/room with [AZ5]standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers

- Refreshment: TWO (2) times Coffee break (one in the morning and one in the afternoon), and Lunch for 220 pax. Menu to be advised on a later date but must be within the agreed and approved price.

## DAY THREE (3)

- **ANNUAL PARTNERSHIP FORUM**

- Time: 8.00am – 12:00pm

- No. of Pax: 220pax

- Venue Setup: 8.00am – 12.00pm – Classroom style in a suitable hall that can accommodate capacity of 220pax, with stage and hall partitioning ability to accommodate refreshment area, availability of standard public addressing system with 2 microphones, 1 LCD projector and 1 flip chart with markers

- Refreshment: ONE (1) time Coffee break (in the morning), and Lunch. Menu to be advised on a later date but must be within the agreed and approved price.

## 2.2 TECHNICAL & AV

2.2.1 **Visual:** Use of the hotel's built-in **LED Wall** or high-lumen projectors.

2.2.2 **Audio:** Professional PA system, sufficient number of wireless mics at each venue, and dedicated sound technician.

2.2.3 **Internet:** Complimentary high-speed Wi-Fi for 220 participants.

2.2.4 **Signage:** Appropriate signage at the lobby and ballroom entrance[AZ6].

2.2.5 Service Provider shall provide technical assistance to resolve any issues with audio and visual equipment, and internet issues.

### **2.3 AGREEMENT TO EXTERNAL COLLABORATION**

- 2.3.1 Service Provider shall agree that this event will be jointly organized by the Ministry of Health and the Regional Public Health Laboratory Network.
- 2.3.2 Pursuant to 2.3.1, Service Provider shall agree to make claims of payment for items stated in Schedule 1 only. Service Provider shall make claims of the remaining payments to the Regional Public Health Laboratory Network Secretariat.

### **3. CONTRACT PRICE**

- 3.1 The Service Provider shall submit a breakdown of the contract price in the format set out in Schedule 1 in this Invitation to Tender.
- 3.2 The Service Provider shall submit the invoice after the event is completed. All claims, except those stated in 2.3.2, 4.3 and any other requirements not stated in this document, shall be addressed to:

***Director  
Department of Laboratory Services  
Ministry of Health  
Negara Brunei Darussalam  
Contact No.: 2242424 ext 6313***

### **4. BREAKDOWN OF PRICE**

- 4.1 Service provider shall complete the breakdown of price in Schedule 1.
- 4.2 Service provider shall quote price based on the required items and the required number of pax as stated in Schedule 1.
- 4.3 As stated in 2.3.2, any additional items required during and throughout the event, payments for any of these items shall be claimed directly to Regional Public Health Laboratory Network (RPHLN) Secretariat.

### **5. SUBMISSION OF OFFER**

- 5.1 The document and all other accompanying documents such as Copy of Business Registration and Miscellaneous Licence 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 Quotations must be addressed to:

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

## SCHEDULE 1

### TENDER FORM

To:

**TENDER REFERENCE NO:** .....

**INVITATION TO THE PROVISION OF VENUE AND MEETING PACKAGES (INCLUSIVE OF REFRESHMENTS) FOR REGIONAL PUBLIC HEALTH LABORATORY NETWORK ANNUAL PARTNERSHIP FORUM 2026 FOR THE DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH**

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

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

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

DAY & DATE	ITEM	UNIT PRICE (BND \$)	TOTAL PRICE (BND \$)
0 21 September 2026 Full day	Payment to be covered by RPHLN Secretariat	-	-
1 22 September 2026 Full day	<ul style="list-style-type: none"> <li>▪ Meeting Package – 170 pax*</li> <li>▪ Venue rental of Main Hall (if applicable)</li> <li>▪ Venue rental of Event Hall for Poster Exhibition</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Opening Ceremony – Refreshment for VIP and guests – 30 pax</li> <li>▪ Silver service for 3 round tables</li> </ul>		
	<ul style="list-style-type: none"> <li>▪ Welcoming Dinner – 170 pax* with dome setting round table of 10 pax</li> <li>▪ Venue rental of Dinner Hall (if applicable)</li> </ul>		
2 23 September 2026 Full day	<ul style="list-style-type: none"> <li>▪ Meeting Package – 170 pax*</li> <li>▪ Venue rental of Main Hall (if applicable)</li> <li>▪ Venue rental of Event Hall for Poster Exhibition</li> <li>▪ Venue rental for Workshop 1</li> <li>▪ Venue rental for Workshop 2</li> </ul>		
3 24 September 2026 Half day	<ul style="list-style-type: none"> <li>▪ Meeting Package – 170 pax*</li> <li>▪ Venue rental of Main Hall (if applicable)</li> <li>▪ Venue rental of Event Hall for Poster Exhibition</li> </ul>		
Day 0 – 3 21 – 24 September 2026	<ul style="list-style-type: none"> <li>▪ Rental for Secretariat Room</li> </ul>		
		<b>TOTAL PRICE (BND \$)</b>	

\* Estimated a total of 220 participants (250 pax during Opening Ceremony) to attend the meeting. The excess will be covered by RPHLN Secretariat. Service Provider shall quote the price of meeting packages for a total of 170 pax only.

APPENDIX A

REGIONAL PUBLIC HEALTH LABORATORY NETWORK ANNUAL PARTNERSHIP FORUM 2026

20 – 23 SEPTEMBER 2026

TENTATIVE PROGRAMME OF ACTIVITY

Time*	Day 0			Day 1	Day 2			Day 3
09:00 – 10:30	1 <sup>st</sup> Governing Board Inaugurating Meeting <i>Meeting Room 1 30 pax</i>	Wrap Up Workshop <i>Meeting Room 2 30 pax</i>	Set Up Posters for Poster Exhibition <i>Event Hall</i>	Scientific Forum Opening Ceremony <i>Main Hall 250 pax</i>	APF Plenary #1 <i>Main Hall 250 pax</i>			APF Wrap Up & Closing Ceremony <i>Main Hall 250 pax</i>
10:30 – 10:45	Coffee Break							
10:45 – 12:00	1 <sup>st</sup> Governing Board Inaugurating Meeting <i>Meeting Room 1 30 pax</i>	Wrap Up Workshop <i>Meeting Room 2 30 pax</i>	Set Up Posters for Poster Exhibition <i>Event Hall</i>	Scientific Forum Keynote Speech <i>Main Hall 250 pax</i>	APF Plenary #2 <i>Main Hall 250 pax</i>			APF Closed Meeting <i>Main Hall 50 pax</i>
					APF Workshop 1 <i>Meeting Room 1 50 pax</i>	APF Workshop 2 <i>Meeting Room 2 50 pax</i>	APF Workshop 3 <i>Main Hall 50 pax</i>	
12:00 – 13:30	Lunch							
13:30 – 15:00	-	Wrap Up Workshop <i>Meeting Room 2 30 pax</i>	Set Up Posters for Poster Exhibition <i>Event Hall</i>	Scientific Forum Highlights of RPHLN's Work <i>Main Hall 250 pax</i>	APF Plenary #3 <i>Main Hall 250 pax</i>			-
15:00 – 15:15	Coffee Break							
15:15 – 4:30	-	Wrap Up Workshop <i>Meeting Room 2 30 pax</i>	Set Up Posters for Poster Exhibition <i>Event Hall</i>	Scientific Forum RPHLN Street Marketplace Poster Session 1 <i>Main Hall 250 pax</i>	APF Workshop 4 <i>Meeting Room 1 50 pax</i>	APF Workshop 5 <i>Meeting Room 2 50 pax</i>	APF Workshop 6 <i>Main Hall 50 pax</i>	-
19:00 – 21:30	-	-	-	Farewell Dinner <i>Dinner Hall 250 pax</i>	-	-	-	-

\*Time is subject to change from day to day.