

SPECIFICATIONS

INVITATION TO TENDER THE PROVISION TO OPERATE AND MAINTAIN AUTOMATED RETAIL VENDING MACHINES WITH HEALTHIER FOOD AND DRINK CHOICES AT MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

Tenders are invited from interested parties to provide food and drink vending machines service at **Ministry of Health** Headquarters and Dewan Al-Afiah.

2. CONTRACT PERIOD

The contract will be for a period of **THREE (3) YEARS**.

3. SCOPE OF WORK

The Tenderer shall:

- 3.1 Supply, install and commission two (2) units of high quality, new and/or reconditioned machines that are able to provide a reliable vending service.

3.1.1 Locations of vending machine:

- Ministry of Health HQ, Ground Floor - one (1) unit
- Dewan Al-Afiah, Ministry of Health - one (1) unit

- 3.2 Stock the vending machines with a wide range of healthier food and beverage options;

- 3.2.1 At least 50% of all food products offered and displayed in the vending machine should have either a Healthier Choice Logo from Brunei, Malaysia, Singapore or other recognized healthier choice criteria. For food products without a logo, they should comply with MOH Brunei's Healthier Choice Logo nutrient criteria.

- 3.2.2 All beverages offered and displayed in the vending machine should have either a Healthier Choice Logo from Brunei, Malaysia, Singapore or other recognized healthier choice criteria. For beverages that do not have a Healthier Choice Logo, they must contain only ≤5g of sugar per 100ml.

- 3.2.3 **Must** meet the recommended portion sizes as listed in **ATTACHMENT**.

- 3.2.4 For freshly prepared meals, each meal must contain:

- At least one type of carbohydrate and;
- At least one type of vegetable and;
- At least one type of protein and;
- Must not be using processed foods such as sausages and salamis as filling.

- 3.2.5 Refer to **ATTACHMENT** for approved food and beverages list for the healthy vending machine at Ministry of Health.

- 3.2.6 A 'healthier choice logo' sticker/de-cal should be displayed on the vending machine and this can be obtained from Healthy Eating Strategy Team, Health Promotion Centre.

- 3.3 Manage the vending machines service continuously which includes but not limited to: -

- 3.3.1 Ensuring the food and drink in the vending machines are of the best quality and no product shall be for sale beyond its expiry date.
- 3.3.2 Ensuring the food and drink in the vending machines are continuously replenished
- 3.3.3 Responsible for keeping these units clean and ready for use at all time
- 3.4 Any civil work in relation to the installation of equipment including building modification will be responsible of the Tenderer. However, any proposal to building modifications must be submitted to the Procurement Division for permission before its implementation.
- 3.5 The Tenderer shall at its own costs and expenses reinstate the space allocated to its original state and condition (fair wear and tear excepted) on the expiry or sooner determination of the term hereby granted
- 3.6 The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of the vending machines and any related equipment/furniture including directional signage (if any)
- 3.7 The Tenderer shall comply with rules and regulations set by the Ministry of Health at all times
- 3.8 Food and drink charges must be **priced and displayed** properly in accordance with acceptable standard.
- 3.9 All food and drinks must be Halal and having recognized Halal logo displayed on the product.
- 3.10 The vending machine shall support both cash and card payment methods.
- 3.11 The vending machine shall accept cash payments and be capable of dispensing change.

4. SUBMISSION OF PROPOSAL

- 4.1 Tenderers are required to submit **a business proposal** (colored 2D) of the proposed location of the vending machines at the Ministry of Health Headquarters complete with the proposed enhancement of the appearance of the area allocated where the vending machines service to be offered.
- 4.2 The business proposal must include list of food and drinks to be stocked in the vending machines
- 4.3 Tenderers are also required to submit **price quote (MINIMUM BND50) per unit per month**
- 4.4 Any other business proposal may be included.

5. CODE OF CONDUCT

- 5.1 The space allocated for the vending machines shall not be used for other purposes.

6. SUPPLY AND OPERATION OF EQUIPMENT

- 6.1 The installation tasks to be performed shall include but not limited to:
 - 6.1.1 The connection of equipment to the electrical supply
 - 6.1.2 The alignment and testing of all equipment

- 6.1.3 The provision of an earthing system and lighting protection.
- 6.1.4 The supply, fabrication, painting and assembly of all miscellaneous material, minor components, supports and other such items as are indicated in the accompanying documentation, are clearly intended to be provided, or are obviously required for completion of the works herein specified.
- 6.2 The Tenderer shall be responsible for maintenance and replacements of electrical fittings and lightings within the premise using LED type lightings devices where appropriate.
- 6.3 The facilities shall provide electricity supply at designated areas for the use and operation of the vending machines

7. PAYMENT OF RENT/LEGAL FEES

- 8.1 The Tenderer shall pay the monthly rent in advance at the beginning of each month without deduction. Monthly rents shall be made in the form of cash or cheque payable to the **Government of His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam** and shall be submitted to the Payment Unit, Division of Finance, Department of Administration and Finance, Ministry of Health not later than first week of each month.
- 8.2 If at any time the rent or any part thereof (whether lawfully demanded or not) shall remain unpaid for **fourteen days** after becoming payable or if the tenderer shall at any-time fail or neglect to perform and observe any of the covenants and conditions and on his part to be performed and observed, the Government may terminate the contract with notice and without prejudice to any claim by remedy in respect of any antecedent breach of any covenant or condition.

ATTACHMENT

GUIDELINES

THE PROVISION TO OPERATE AND MAINTAIN AUTOMATED RETAIL VENDING MACHINES WITH HEALTHIER FOOD AND DRINK CHOICES AT MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

INTRODUCTION

Healthy vending is about making the healthy choice an easy choice for employees and visitors. The main goal is to increase healthy vending options for employees and visitors.

Use the following guidelines as a reference to decide on what should and should not be sold in the vending machine.

BASIC GUIDELINE FOR A HEALTHY VENDING MACHINE

1. At least 50% of all food and drinks offered and displayed in the vending machine should have either a Healthier Choice Logo from Brunei, Malaysia or Singapore.
2. Must meet the recommended portion sizes as listed in **APPENDIX**.
3. For freshly prepared meals, each meal must contain:
 - a. At least one type of carbohydrate and;
 - b. At least one type of vegetables and;
 - c. At least one type of protein and;
 - d. Must not use processed foods such as sausages and salamis as filling.
4. Refer to **APPENDIX** for approved food and beverages list for the healthy vending machines at Ministry of Health.
5. A '*Healthier Choice Logo*' sticker/decal should be displayed on the vending machines and this can be obtained from the Healthy Eating Strategy Team, Health Promotion Centre.

ATTACHMENT

GUIDELINES

THE PROVISION TO OPERATE AND MAINTAIN AUTOMATED RETAIL VENDING MACHINES WITH HEALTHIER FOOD AND DRINK CHOICES AT MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

INTRODUCTION

Healthy vending is about making the healthy choice an easy choice for employees and visitors. The main goal is to increase healthy vending options for employees and visitors.

Use the following guidelines as a reference to decide on what should and should not be sold in the vending machine.

BASIC GUIDELINE FOR A HEALTHY VENDING MACHINE

1. At least 50% of all food and drinks offered and displayed in the vending machine should have either a Healthier Choice Logo from Brunei, Malaysia or Singapore.
2. Must meet the recommended portion sizes as listed in Appendix.
3. For freshly prepared meals, each meal must contain:
 - a. At least one type of carbohydrate and;
 - b. At least one type of vegetables and;
 - c. At least one type of protein and;
 - d. Must not use processed foods such as sausages and salamis as filling.
4. Refer to Appendix for approved food and beverages list for the healthy vending machines at Ministry of Health.
5. A '*Healthier Choice Logo*' sticker/decal should be displayed on the vending machines and this can be obtained from the Healthy Eating Strategy Team, Health Promotion Centre.

APPENDIX

APPROVED FOOD AND BEVERGES LIST FOR THE HEALTHY VENDING MACHINE AT MINISTRY OF HEALTH

The approved list contains common food and beverages that are easily available to vendors and are currently being sold in Brunei market; simultaneously meeting out standards for nutrition.

NO.	NAME OF BEVERAGE PRODUCTS	PORTION SIZE
BOTTLED DRINKING WATER		
1	Rainfresh Mineral Water	There is no portion size restrictions on these drinks.
2	Schweppes Sparkling Water	
3	Suci Brand Water	
4	Ayer (Brunei Halal Brand) Water	
5	Purion Water	
6	Moya Water	
7	Blu9 Water	
8	Zona Water	
9	LCK Water	
10	Segar Oxygenated Water	
11	Air Rainwater	
PLAIN MILK AND MILK ALTERNATIVES		
12	Dutch Lady 100% Fresh Milk	All plain milk and its alternatives to be sold in the vending machine MUST: • Have either a Healthier Choice Logo from Malaysia or Singapore. • Be sold as a pack of UHT (200ml) or Sterilized (225ml) or no more than 250ml. • For a 100% fresh milk – to be sold no more than 500ml.
13	Dutch Lady Low Fat High Calcium Milk	
14	Dutch Lady Full Cream Milk	
15	Dutch Lady Chocolate Flavored Milk	
16	Dutch Lady Strawberry Flavored Milk	
17	Dutch Lady Kurma Flavored Milk	
18	Marigold 100% Fresh Milk	
19	Marigold Low Fat Milk	
20	Marigold Chocolate Flavoured Milk	
21	Marigold Strawberry Flavored Milk	
22	Vitasoy Original	
23	Vitasoy Chocolate Soy Drink	
24	Vitasoy Melon Soy Drink	
PLAIN/FLAVOURED TEAS		
25	Heaven & Earth Jasmine Green	All plain teas or flavored teas to be sold in the vending machines MUST: • Have either a Healthier Choice Logo from Brunei, Malaysia or Singapore. • Be sold as a can (320ml) or in a bottle of 380ml.
26	Heaven & Earth Iced Lemon Tea	
27	Heaven & Earth Iced Peach Green Tea	
28	Heaven & Earth Iced Lychee Green Tea	
29	Heaven & Earth Iced Mango Green Tea	
30	OYOSHI Green Tea Original	

NO.	NAME OF BEVERAGE PRODUCTS	PORTION SIZE
31	OYOSHI Green Tea Honey Lemon	
32	OYOSHI Green Tea Sakura Strawberry	
33	OYOSHI Green Tea Lychee	
34	O3 Green Tea Less Sugar	
35	O3 Lemon Tea Less Sugar	
	COFFEES	
36	Mr Brown Black Coffee	All coffee drinks to be sold in the vending machine MUST: • Bear either a Healthier Choice Logo from Malaysia or Singapore. • Be sold as a CAN of 240ml.
37	Mr Brown Iced Coffee	
38	Mr Brown Iced Coffee (No Sugar Added)	
39	Nescafe Original	
40	Nescafe Kopi-O	
41	Nescafe Kopi-Cham	
42	Sundrop Black Coffee	
43	Sundrop Milk Coffee	
44	Sundrop The Milk	
45	Wonda 2x Black Coffee	
	MALT DRINK	
46	Milo Original	All malt drinks to be sold in the vending machine MUST: • Bear either a Healthier Choice Logo from Malaysia or Singapore. • Be sold as a CAN of 240ml.
47	Milo Calcium Plus ActivGo	
	100% FRUIT JUICE	
48	Marigold 100% Fruit Juice Apple	All fruit juice drinks to be sold in the vending machine MUST: • Bear either a Healthier Choice Logo from Malaysia or Singapore. • Be sold as a pack of 200ml.
49	Marigold 100% Fruit Juice Orange	
50	Marigold 100% Fruit Juice Berries	
51	Marigold 100% Fruit Juice Tropical Fruits	
52	Marigold 100% Fruit Juice Carrot Mixed Fruits	
53	Marigold 100% Fruit Juice Cranberries	
	CARBONATED DRINKS	
54	100 Plus Zero Sugar	All carbonated drinks to be sold in the vending machine MUST: • Bear either a Healthier Choice Logo from Malaysia or Singapore. • Be sold as a CAN of 325ml.
55	100 Plus Reduced Sugar	
56	100 Plus Original	
57	100 Plus Berry	
58	100 Plus Blackcurrant	
59	100 Plus Lemon Lime	
60	Coca Cola Zero	
61	Coca Cola Light	
62	Coca Cola Original	
63	Pepsi Black	

NO.	NAME OF BEVERAGE PRODUCTS	PORTION SIZE
64	Sprite Zero Sugar Lemon-Lime	
65	Vida Zero Sparkling Flavored Drink (Salty Lychee)	
66	Vida Zero Sparkling Flavored Drink (Original Citrus)	
67	Vida Zero Sparkling Flavored Drink (Sakura)	
68	Vida Zero Sparkling Flavored Drink (Lemon)	
69	Vida Zero Sparkling Flavored Drink (Minty Lime)	
	OTHER DRINKS	
70	Fruit Tea Apple (Less Sugar)	All other drinks to be sold in the vending machine MUST: • Bear either a Healthier Choice Logo from Malaysia or Singapore. • Be sold as a CAN of no more than 330ml or a pack of 200ml
71	Fruit Tea Blackcurrant (Less Sugar)	
72	Origina Chocolate	
73	Origina Orange Vitamin C 1000mg	
74	Origina Vitamin C 200mg + Zinc Blueberry	
75	Origina Tamar Raisin Milk	
76	Ice Cool Young Coconut	

NO.	NAME OF SNACK PRODUCTS	PORTION SIZE
	DRIED FRUIT AND NUTS	
1	Camel Natural Roasted Almonds	All dried fruit and nuts products to be sold in the vending MUST: • Bear either a Healthier Choice Logo from Malaysia or Singapore. • Be sold in pack of no more than 50g.
2	Camel Natural Baked Macadamias	
3	Camel Natural Baked Pistachios	
4	Tong Garden Honey Peanut	
5	Tong Garden Honey Sunflower	
6	Tong Garden Party Snack	
7	Tong Garden Cashew Nuts Mixed Macadamias	
	BISCUITS AND SAVOURY CRACKERS	
8	Loacker 30% Less Sugar Chocolate Wafer 45g	All biscuits to be sold in the vending machines MUST: • Be sold in pack of no more than 50g AND; • Made of multigrain or wholemeal products AND/OR; • Prepared using healthier cooking methods such as baked or roasted AND/OR; • Bear either a Healthier Choice Logo from Malaysia or Singapore.
9	Loacker 30% Less Sugar Hazelnut Wafer 45g	
10	Loacker Multigrain Chocolate Wafer 45g	
11	Loacker Multigrain Hazelnut Wafer 45g	
12	Munchy's Oat Krunch Dark Chocolate 26g	
13	Munchy's Oat Krunch Strawberry & Blackberry 26g	
14	Jacob's Weetameal Crackers	
15	Jacob's Hi-Fibre Crackers	
16	Jacob's Baked Crisps Original 45g	
17	Jacob's Baked Crisps Sour Cream & Onion 45g	
18	Jacob's Baked Crisps Cheddar 45g	
19	Mitsuya Tasty Biscuit	
	POTATO CRISPS	

20	Win2 Potato Crisp BBQ Flavour	All crisps to be sold in the vending machines MUST: • Be sold in pack of no more than 50g AND; • Made of multigrain or wholemeal products AND/OR; • Prepared using healthier cooking methods such as baked or roasted.
21	Win2 Potato Crisp Sweet Potato Flavour	
22	Win2 Potato Crips Vegetable Flavour	
CHOCOLATES AND SWEETS		
23	Eclipse Sugarfree Mints	All chocolates and sweet to be sold in the vending machine MUST: • Be sold in pack of no more than 50g AND; • At its best can provide sugarfree, low sugar or dark chocolate as alternatives.
24	Kit Kat 4 Finger Bars Dark Chocolate 41.5g	
25	Cadbury Chocalate Bar 37g – all flavoured	

NO.	NAME OF CONVENIENCE MEAL PRODUCTS	PORTION SIZE
1	Ayam Brand Tuna Snack Pack: Deli Spread (85g)	All convenience meal products including savory buns to be sold in the vending machines MUST: Be sold in pack of no more than 150g
2	Ayam Brand Tuna Snack Pack: Light (85g)	
3	Buttermilk Bun	
4	Chicken Bun	
5	Cheddar Cheese Bun	
6	Peanut Bun	
7	Kaya Bun	
8	Chicken Sandwich	All freshly prepared sandwich/kebab/paninis to be sold in the vending machine MUST: - Be sold in pack of no more than 150g AND; - Contain at least one type of protein (chicken, beef, tuna, cheese) and; - No processed foods such as sausages, salamis are allowed as sandwich filling.
9	Tuna Sandwich	
10	Cheddar Cheese Sandwich	
11	Club Sandwich	
12	Chicken Pita/Kebab	
13	Beef Pita/Kebab	
14	Chicken Panini	
15	Tuna Panini	

**Note: Products bearing the Healthier Choice Logo are not limited only to the products listed above.*

Any products bearing a Healthier Choice Logo from Brunei, Malaysia and Singapore will be permitted to be sold in the vending machine. Please refer to the logos below:



Prepared by: Healthy Eating Strategy Team, Health Promotion Centre.
27th October 2022

TENDER FORMS

To:

INVITATION TO TENDER
THE PROVISION TO OPERATE AND MAINTAIN AUTOMATED RETAIL VENDING MACHINES
WITH HEALTHIER FOOD AND DRINK CHOICES AT MINISTRY OF HEALTH FOR A PERIOD OF
THREE (3) YEARS

TENDER OF (name of Supplier) : _____

Company/Business Registration No : _____

Tender Closing Date : _____

Business Proposal complete with the proposed enhancement of the appearance of the facility, services to be offered including the system/equipment to be used and the operation, maintenance and cleaning program for the Vending Machines (please attach picture of the vending machine being offered)

(To be attached with this tender form)

No.	Description	Rental Amount		
		Per Vending Machine /Month (B\$)	Total Monthly Rental Cost based on the Vending Machine(s) offered (B\$)	Total Contract (3 years) Rental Cost based on the Vending Machine(s) offered (B\$)
1	THE RENTAL COST FOR THE PROVISION TO OPERATE AND MAINTAIN AUTOMATED RETAIL VENDING MACHINES WITH HEALTHIER FOOD AND DRINK CHOICES AT MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS a) Ministry of Health Headquarters b) Dewan Al-Afiah			

PRICING LIST OF THE FOOD AND BEVERAGE THAT SHOULD BE SOLD:

A. FOOD			
LIST	PRICE ≤ \$2.00	LIST	PRICE ≤ \$2.00
1.			
2.			
3.			
4.			

OTHER FOOD

OTHER FOOD			
LIST	PRICE ≤ \$2.00	LIST	PRICE ≤ \$2.00
1.			
2.			
3.			
4.			

B. DRINK			
LIST	PRICE ≤ \$2.00	LIST	PRICE ≤ \$2.00
1.			
2.			
3.			
4.			

OTHER DRINK

OTHER DRINK			
LIST	PRICE ≤ \$2.00	LIST	PRICE ≤ \$2.00

1. We offer and undertake on your acceptance of our Tender to supply and deliver the above mentioned goods 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 Government and us.
4. OUR OFFER IS VALID FOR **TWELVE (12)** 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 _____, _____

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 is the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - ***Operating and Managing Vending Machines Services***
- 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.