

TENDER REFERENCE NO.: KK/136/2026/DSS

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**TO SUPPLY. DELIVER, TEST AND COMMISSION TWO (2)
UNITS OF MICROBALANCE FOR ILLICIT DRUGS
LABORATORY AND TOXICOLOGY LABORATORY,
DEPARTMENT OF SCIENTIFIC SERVICES, MINISTRY OF
HEALTH**

TENDER FEES : \$30.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 28th July 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 AND REQUIREMENTS

TENDER REFERENCE NO.: KK/136/2026/DSS

INVITATION TO TENDER
TO SUPPLY, DELIVER, INSTALL, TEST AND COMMISSION TWO (2) UNITS OF
MICROBALANCE FOR ILLICIT DRUGS LABORATORY & TOXICOLOGY LABORATORY,
DEPARTMENT OF SCIENTIFIC SERVICES, MINISTRY OF HEALTH

NAME OF ITEM	MICROBALANCE
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NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS
1	<u>GENERAL</u> Tenderer is to supply the following TWO (2) Units of Microbalance, each comprising of: a. Installation and On-site Calibration. b. Data acquisition hardware and software with license (if needed).
1.1	All the technical specification listed below answered by tenderer should be proven with hard copy of brochures, application or technical notes to be submitted together for tender evaluation.
1.2	Installation will be one (1) unit for Illicit Drugs laboratory and one (1) unit for Toxicology laboratory.
2.0	<u>MicroBalance Specifications</u>
2.1	The balance shall have a maximum capacity of 10.1g
2.2	Readability of 0.001 mg or better.
2.3	Nominal repeatability of 0.0008 mg or better.
2.4	5% Load repeatability of 0.0006 mg or better.
2.5	Linearity deviation of 0.004 mg or better.
2.6	Minimum sampling weight at 5% load, K=2, U=1% is 0.082 mg or better.
2.7	USP minimum sample weight at 5% load, K=2, U=0.10% is 0.82 mg or better.
2.8	Settling time of < 8s or better.
2.9	It shall be able to determine the weight of solid, powder and liquid samples.
2.10	The balance must come with "Minimum Weight" warning function.
2.11	Balance must come with compatible software and hardware for connectivity between an existing workstation to the balance as well as to record all weighing data. Otherwise Vendor to provide any necessary connectivity and licenses to existing laboratory software.
3.0	<u>CALIBRATION</u>

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS
3.1	Vendor to provide on-site calibration by an ISO 17025:2017 accredited calibration laboratory and to include calibration reports including USP 41 certificate on the microbalance based on Calibration Measurement Capability (CMC) below: ▪ For the weighing range of up to 10 g, the CMC must be equal to or lower than 0.033 mg. ▪ To be calibrated by E2 standard weights <i>Vendor to indicate the name of the calibration laboratory and to attach the current schedule of the relevant scope of calibration.</i>
3.2	Calibration work must include at minimum the following parameters: Linearity, Repeatability and Eccentricity.
3.3	Calibration of the balance for Repeatability parameter must be using standard weights which can produce the lowest minimum weight of the microbalance.
3.4	The calibration certificate on the microbalance must be reported according to ISO/IEC 17025:2017, complying to Clause 7.8.4 - Specific requirements for calibration certificates and 7.8.2 - Common requirements for reports (test, calibration or sampling). <i>Please provide a sample of the calibration certificate as proof.</i>
4.0	<u>DATA MANAGEMENT AND ACQUISITION SYSTEM</u>
4.1	Vendor to supply Illicit drug laboratory one (1) additional LabX license (if required) to connect the offered microbalance to laboratory existing LabX software.
4.2	Vendor to supply Toxicology laboratory the following:
	a. One (1) unit of balance software compatible to the offered microbalance. Software must be able to collect data automatically, handle results efficiently and generate report easily.
	b. One (1) unit of laptop with specifications complying to the microbalance manufacturer's recommendations.
	c. Genuine latest Microsoft Office Software which should include Word, Excel and Powerpoint.
	d. One (1) unit of black and white Laserjet printer with additional 3 unit of toner cartridges.
5.0	<u>PERIPHERALS</u>
5.1	The vendor to supply Illicit Drug laboratory seven (7) units of vibration damping platform suitable for 1 unit of microbalance offered and 6 units of analytical balances currently available. <i>Vendor to provide the picture/ catalogue of the vibration damper during the site visit.</i>
5.2	The vendor to supply Toxicology laboratory one (1) unit of anti-vibrational table with complete necessary works involving installations.
6.0	<u>SITE PREPARATION & ELECTRICAL REQUIREMENTS</u>
6.1	It is MANDATORY for the tenderer to do site visit prior to tender submission to discuss site requirements. A site visit form will be provided during the visit as evidence. Non-attendance will be considered as non-compliance.
6.2	The site preparation details should be listed in the quotation / document submitted.
6.3	TWO (2) units of uninterrupted power supply (UPS) with suitable power supply rating (specified during site visit) must also be provided and connected to the instrument system and workstation. All necessary works involving installation of UPS must be included and to take into account any additional electrical supply including wiring, outlets and isolators, fabrication and/or modification of work bench and any other deemed necessary to ensure successful and safe installation and operation of the system should be included.

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS
6.4	Must be able to utilise mains power supply of 220 - 240 V AC, 50 - 60 Hz. Otherwise, tenderer to include the necessary arrangements to ensure appropriate power supply required by the equipment.
7.0	<u>TRAINING</u> Training shall be included as follows:
7.1	On-site operation training for ALL staff members expected to handle the equipment. Please ensure that adequate time is allocated such that training will take place in small groups to minimize disruption to laboratory work.
7.2	The successful tenderer also shall provide one (1) separate on-site application training given by expert(s) from an ISO 17025 accredited institute of NOT LESS THAN THREE (3) TRAINING DAYS for staff members. The training modules should include but not limited to:
	a. Role of measurement and calibration
	b. Good Weighing Practice of analytical and micro balances
	c. Calibration of weighing balances based on ANAB requirement clause 6.5.1.3
	d. User checks of weighing balances
	e. Troubleshooting of instrument data
	f. Interpretation and evaluation of calibration certificate
	g. User maintenance
7.3	All expenses for bringing in the trainer(s) shall be borne by the vendor; such as training fees, air ticket, daily allowance, accommodation, transport to and from the airport and place of training.
7.4	Certificate of competence is to be issued to all trainees after completion of training.
7.5	The successful tenderer needs to ensure the key users are updated on the current or relevant information related to the system used. To provide: a. One (1) pack of off-site professional development in analysis of drugs in seized materials for TWO (2) key users and b. One (1) pack of off-site professional development in analysis of drugs in biological specimens for TWO (2) key users. All expenses for attending the professional development training shall be borne by the vendor; full registration, air ticket, daily allowance, accommodation, transport to and from the airport and place of training.
8.0	<u>WARRANTY</u>
8.1	A minimum of one (1) year warranty for manufacturer's defect on the hardware, software and all cost of repairs and/or replacements should be included
8.2	After-sales services must be provided for the product after one (1) year
8.3	One-off preventive maintenance for each microbalance unit supplied to be carried out just before or soon after the one-year warranty period. Scope of work to follow manufacturer's manual / recommendation specific for the equipment offered, which include:

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS
	▪ Supply, delivery and installation of preventive maintenance kits and/or consumables ▪ Software update (to obtain prior authorization from user and BME) ▪ Inspection ▪ cleaning ▪ alignment ▪ calibration ▪ any other related preventive maintenance works required
9.0	<u>DELIVERY</u> Items offered MUST be delivered within _____ from date of approval. (Vendor to indicate the delivery period.)
10.0	<u>PRICE VALIDITY</u> Price validity MUST NOT BE LESS THAN twelve (12) months.

NO.	GENERAL SPECIFICATIONS*
A	Total Price: B\$
B	Delivery Period:
C	Model & Brand:
D	Country of Origin:
E	Where marketed:
F	Year of Manufacture:
G	Warranty:
H	Power Requirement:
I	Battery Back-up:
J	International Safety Standard:
K	Technical Support:
L	Equipment Whole Life Support:
M	Dimensions (WxHxD) cm:
N	User Manuals:
O	Service Manuals:
P	Spare-parts & Consumables Listing:
Q	Technical Training On-Site:
R	Site Requirements:

*To all participating companies, please fill in the table above along with your other documents during submission of tender.

Bahagian/Unit/Makmal:	ILLCIT DRUGS LABORATORY		
Bil. Rujukan Bahagian/Unit/Makmal:	ILD/PROC/B250K/2601		
Pegawai dirujuk:	Nama:	Pg Hjh Amal Maswati binti Pg Hj Jaludin	
	E-mail:	amal.jaludin @ moh.gov.bn	
	Tel. No.:	2384213	Fax No.: 2381946

SECTION 3

TENDER FORM

To:

TENDER REFERENCE NO.: KK/136/2026/DSS

INVITATION TO TENDER

**TO SUPPLY, DELIVER, INSTALL, TEST AND COMMISSION TWO (2) UNITS OF MICROBALANCE FOR ILLICIT DRUGS LABORATORY &
TOXICOLOGY LABORATORY, DEPARTMENT OF SCIENTIFIC SERVICES, MINISTRY OF HEALTH**

TENDER OF (name of tenderer) : _____

Company/Business Registration No. : _____

Tender Closing Date : _____

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	VENDOR'S OFFER			
		COMPLY (Please tick ☒) (Provide evidence for compliance(s))		ITEM DESCRIPTIONS AND SPECIFICATIONS	PRICE (\$)
		YES	NO		
1	<u>GENERAL</u> Tenderer is to supply the following TWO (2) Units of Microbalance, each comprising of: a. Installation and On-site Calibration. Data acquisition hardware and software with license (if needed).				
1.1	All the technical specification listed below answered by tenderer should be proven with hard copy of brochures, application or technical notes to be submitted together for tender evaluation.				
1.2	Installation will be one (1) unit for Illicit Drugs laboratory and one (1) unit for Toxicology laboratory.				
2.0	<u>MicroBalance Specifications</u>				

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	VENDOR'S OFFER			
		COMPLY (Please tick ✓) (Provide evidence for compliance(s))		ITEM DESCRIPTIONS AND SPECIFICATIONS	PRICE (\$)
		YES	NO		
2.1	The balance shall have a maximum capacity of 10.1g				
2.2	Readability of 0.001 mg or better.				
2.3	Nominal repeatability of 0.0008 mg or better.				
2.4	5% Load repeatability of 0.0006 mg or better.				
2.5	Linearity deviation of 0.004 mg or better.				
2.6	Minimum sampling weight at 5% load, K=2, U=1% is 0.082 mg or better.				
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2.8	Settling time of < 8s or better.				
2.9	It shall be able to determine the weight of solid, powder and liquid samples.				
2.10	The balance must come with "Minimum Weight" warning function.				
2.11	Balance must come with compatible software and hardware for connectivity between an existing workstation to the balance as well as to record all weighing data. Otherwise Vendor to provide any necessary connectivity and licenses to existing laboratory software.				
3.0	<u>CALIBRATION</u>				

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	VENDOR'S OFFER			
		COMPLY (Please tick ✓) (Provide evidence for compliance(s))		ITEM DESCRIPTIONS AND SPECIFICATIONS	PRICE (\$)
		YES	NO		
3.1	Vendor to provide on-site calibration by an ISO 17025:2017 accredited calibration laboratory and to include calibration reports including USP 41 certificate on the microbalance based on Calibration Measurement Capability (CMC) below: - For the weighing range of up to 10 g, the CMC must be equal to or lower than 0.033 mg. - To be calibrated by E2 standard weights <i>Vendor to indicate the name of the calibration laboratory and to attach the current schedule of the relevant scope of calibration.</i>				
3.2	Calibration work must include at minimum the following parameters: Linearity, Repeatability and Eccentricity.				
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4.0	<u>DATA MANAGEMENT AND ACQUISITION SYSTEM</u>				
4.1	Vendor to supply Illicit drug laboratory one (1) additional LabX license (if required) to connect the offered microbalance to laboratory existing LabX software.				
4.2	Vendor to supply Toxicology laboratory the following:				
	One (1) unit of balance software compatible to the offered microbalance. Software must be able to collect data automatically, handle results efficiently and generate report easily.				
	One (1) unit of laptop with specifications complying to the microbalance manufacturer's recommendations.				

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	VENDOR'S OFFER			
		COMPLY (Please tick ✓) (Provide evidence for compliance(s))		ITEM DESCRIPTIONS AND SPECIFICATIONS	PRICE (\$)
		YES	NO		
	Genuine latest Microsoft Office Software which should include Word, Excel and Powerpoint.				
	One (1) unit of black and white Laserjet printer with additional 3 unit of toner cartridges.				
5.0	<u>PERIPHERALS</u>				
5.1	The vendor to supply Illicit Drug laboratory seven (7) units of vibration damping platform suitable for 1 unit of microbalance offered and 6 units of analytical balances currently available. <i>Vendor to provide the picture/ catalogue of the vibration damper during the site visit.</i>				
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6.0	<u>SITE PREPARATION & ELECTRICAL REQUIREMENTS</u>				
6.1	It is MANDATORY for the tenderer to do site visit prior to tender submission to discuss site requirements. A site visit form will be provided during the visit as evidence. Non-attendance will be considered as non-compliance.				
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6.4	Must be able to utilise mains power supply of 220 - 240 V AC, 50 - 60 Hz. Otherwise, tenderer to include the necessary arrangements to ensure appropriate power supply				

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	VENDOR'S OFFER			
		COMPLY (Please tick ✓) (Provide evidence for compliance(s))		ITEM DESCRIPTIONS AND SPECIFICATIONS	PRICE (\$)
		YES	NO		
	required by the equipment.				
7.0	TRAINING Training shall be included as follows:				
7.1	<u>On-site operation training</u> for ALL staff members expected to handle the equipment. Please ensure that adequate time is allocated such that training will take place in small groups to minimize disruption to laboratory work.				
7.2	The successful tenderer also shall provide one (1) <u>separate on-site application training</u> given by expert(s) from an ISO 17025 accredited institute of NOT LESS THAN THREE (3) TRAINING DAYS for staff members. The training modules should include but not limited to:-				
	Role of measurement and calibration				
	Good Weighing Practice of analytical and micro balances				
	Calibration of weighing balances based on ANAB requirement clause 6.5.1.3				
	User checks of weighing balances				
	Troubleshooting of instrument data				
	Interpretation and evaluation of calibration certificate				
	User maintenance				

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	VENDOR'S OFFER			
		COMPLY (Please tick ✓) (Provide evidence for compliance(s))		ITEM DESCRIPTIONS AND SPECIFICATIONS	PRICE (\$)
		YES	NO		
7.3	All expenses for bringing in the trainer(s) shall be borne by the vendor; such as training fees, air ticket, daily allowance, accommodation, transport to and from the airport and place of training.				
7.4	Certificate of competence is to be issued to all trainees after completion of training.				
7.5	The successful tenderer needs to ensure the key users are updated on the current or relevant information related to the system used. To provide: a. One (1) pack of off-site professional development in analysis of drugs in seized materials for TWO (2) key users and b. One (1) pack of off-site professional development in analysis of drugs in biological specimens for TWO (2) key users. All expenses for attending the professional development training shall be borne by the vendor; full registration, air ticket, daily allowance, accommodation, transport to and from the airport and place of training.				
8.0	<u>WARRANTY</u>				
8.1	A minimum of one (1) year warranty for manufacturer's defect on the hardware, software and all cost of repairs and/or replacements should be included				
8.2	After-sales services must be provided for the product after one (1) year				
8.3	One-off preventive maintenance for each microbalance unit supplied to be carried out just before or soon after the one-year warranty period. Scope of work to follow manufacturer's manual / recommendation specific for the equipment offered, which include: ▪ Supply, delivery and installation of preventive maintenance kits and/or consumables ▪ Software update (to obtain prior authorization from user and BME) ▪ Inspection				

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	VENDOR'S OFFER			
		COMPLY (Please tick ✓) (Provide evidence for compliance(s))		ITEM DESCRIPTIONS AND SPECIFICATIONS	PRICE (\$)
		YES	NO		
	▪ cleaning ▪ alignment ▪ calibration any other related preventive maintenance works required				
9.0	<u>DELIVERY</u> Items offered MUST be delivered within _____ from date of approval. (Vendor to indicate the delivery period.)				
10.0	<u>PRICE VALIDITY</u> Price validity MUST NOT BE LESS THAN twelve (12) months.				
TOTAL PRICE (\$)					

NO.	GENERAL SPECIFICATIONS*	VENDOR'S OFFER
A	Total Price: B\$	
B	Delivery Period:	
C	Model & Brand:	
D	Country of Origin:	
E	Where marketed:	
F	Year of Manufacture:	
G	Warranty:	
H	Power Requirement:	
I	Battery Back-up:	
J	International Safety Standard:	
K	Technical Support:	
L	Equipment Whole Life Support:	
M	Dimensions (WxHxD) cm:	
N	User Manuals:	
O	Service Manuals:	
P	Spare-parts & Consumables Listing:	
Q	Technical Training On-Site:	
R	Site Requirements:	

*To all participating companies, please fill in the table above along with your other documents during submission of tender.

1. We offer and undertake on your acceptance of our Tender to provide the above mentioned services in accordance with your Invitation To Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation To Tender. We have not qualified or changed any of the provisions of your Invitation To Tender.
3. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDAR MONTHS FROM THE TENDER CLOSING DATE.
4. When requested by you, we shall extend the validity of this offer.
5. 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