

TENDER REF. NO.: KK/163/2026/DSS(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**TO SUPPLY AND DELIVER ANNUAL CALIBRATION
SERVICES FOR WEIGHING BALANCES FOR FORENSIC
SCIENCE DIVISION, DEPARTMENT OF SCIENTIFIC
SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF
THREE (3) YEARS**

TENDER FEE : \$10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 04th AUGUST 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/163/2026/DSS(TC)

INVITATION TO TENDER

TO SUPPLY AND DELIVER ANNUAL FULL CALIBRATION SERVICES FOR WEIGHING BALANCES FOR FORENSIC SCIENCE DIVISION, DEPARTMENT OF SCIENTIFIC SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	CATALOGUE NUMBER (IF ANY)	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)
1	To supply and provide annual full calibration service for a period of three (3) years for eight (8) weighing balances (item no 1.1 – 1.8) and must comply to the below requirements: - ▪ Package must include provision to annually calibrate each balance at user's request. ▪ This calibration service must not be used in collaboration with other external work requested on the balance such as pending repair works. ▪ Calibration of the balance for Repeatability parameter must be using standard weights which can produce the lowest minimum weight of the balance. ▪ Calibration work must comply with EURAMET cg-18 and compliance to latest ISO, USP, GLP, GMP, NIST Handbook 44 and OIML Standards. ▪ Vendor to provide on-site calibration by an ISO 17025:2017 accredited calibration laboratory and to include calibration reports including USP 41 certificate based on their laboratory's lowest Calibration Measurement Capability (CMC). Vendor to indicate the name of the calibration laboratory and to attach the current schedule of the relevant scope of calibration. ▪ ISO 17025 Calibration certificate must be provided for each calibration work conducted on each balance in English.	N/A	One (1) full calibration service	One (1) full calibration service / year
1.1	METTLER TOLEDO MT5 (S/N: 111 8252 169)			
1.2	METTLER TOLEDO XP 204 (S/N: B043 079 942)			
1.3	METTLER TOLEDO XP 204 (S/N: 112 912 1796)			
1.4	METTLER TOLEDO XPR 3003S (S/N: B841 585 913)			
1.5	METTLER TOLEDO XPR 10002S (S/N: B841 585 915)			

NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	CATALOGUE NUMBER (IF ANY)	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)
1.6	METTLER TOLEDO XPE 206DR (S/N: B841 566 835)			
1.7	METTLER TOLEDO XPE 206DR (S/N: B841 566 836)			
1.8	PRECISA PB220A (S/N: 910 0265)			

All reagent test kits supplied throughout this tender shall have a minimum expiry date of six **(6) months on delivery**. Should the reagent be urgently needed, provision of a reagent test kit or consumable with expiry date of less than six (6) months should be first agreed by the User of the particular laboratory before delivery is made.

NO.	SPECIFICATIONS AND REQUIREMENTS
2	Delivery Period Upon the Issuance of PO NOT MORE THAN <u>1 month</u>
3	Price Validity NOT LESS THAN <u>3 years</u>

Bahagian/Unit/ <u>Makmal</u> :	Quality and Compliance Section		
Bil. Rujukan Bahagian/Unit/ <u>Makmal</u> :	O2K/QC/2026/005		
Pegawai dirujuk :	Nama :	Fahimahtul Aqiilah Hj Murni	
	E-mail :	fahimahtul.murni@moh.gov.bn	
	Tel. No. :	2382424 ext. 6044	Fax No.: 2381946
UNTUK KEGUNAAN BAHAGIAN PENTADBIRAN SAHAJA			
No. Rujukan PROCUREMENT:	DSS/AQ/PROC/B250K/2026-2027/029 (QC)		
Tarikh Menghantar Iklan :			

SECTION 3

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SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO.: KK/163/2026/DSS(TC)

INVITATION TO TENDER

**TO SUPPLY AND DELIVER ANNUAL FULL CALIBRATION SERVICES FOR WEIGHING BALANCES FOR FORENSIC SCIENCE DIVISION,
DEPARTMENT OF SCIENTIFIC SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

TENDER OF *(name of tenderer)* _____

Company/Business Registration No _____

Tender Closing Date _____

	USER'S REQUIREMENTS				VENDOR'S OFFER				
NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	CATALOGUE NUMBER (IF ANY)	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)	ITEM OFFERED	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)	PRICE PER UNIT (\$)	TOTAL (\$) (PER YEAR)
1	To supply and provide annual full calibration service for a period of three (3) years for eight (8) weighing balances (item no 1.1 – 1.8) and must comply to the below requirements: - - Package must include provision to annually calibrate each balance at user's request. - This calibration service <u>must not</u> be used in collaboration with other external work requested on	N/A	One (1) full calibration service	One (1) full calibration service / year					

	USER'S REQUIREMENTS				VENDOR'S OFFER				
NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	CATALOGUE NUMBER (IF ANY)	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)	ITEM OFFERED	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)	PRICE PER UNIT (\$)	TOTAL (\$) (PER YEAR)
	the balance such as pending repair works. - Calibration of the balance for <u>Repeatability parameter must be</u> using standard weights which can produce the lowest minimum weight of the balance. - Calibration work must comply with EURAMET cg-18 and compliance to latest ISO, USP, GLP, GMP, NIST Handbook 44 and OIML Standards. - Vendor to provide on-site calibration by an ISO 17025:2017 accredited calibration laboratory and to include calibration reports including USP 41 certificate based on their laboratory's lowest Calibration Measurement Capability (CMC). Vendor to indicate the name of the calibration laboratory and to attach the current schedule of the relevant scope of calibration. - ISO 17025 Calibration certificate must be provided for each calibration work conducted on each balance in English.								
1.1	METTLER TOLEDO MT5 (S/N: 111 8252 169)								

	USER'S REQUIREMENTS				VENDOR'S OFFER				
NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	CATALOGUE NUMBER (IF ANY)	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)	ITEM OFFERED	PACKAGING SIZE	QUANTITY REQUIRED (PER YEAR)	PRICE PER UNIT (\$)	TOTAL (\$) (PER YEAR)
1.2	METTLER TOLEDO XP 204 (S/N: B043 079 942)								
1.3	METTLER TOLEDO XP 204 (S/N: 112 912 1796)								
1.4	METTLER TOLEDO XPR 3003S (S/N: B841 585 913)								
1.5	METTLER TOLEDO XPR 10002S (S/N: B841 585 915)								
1.6	METTLER TOLEDO XPE 206DR (S/N: B841 566 835)								
1.7	METTLER TOLEDO XPE 206DR (S/N: B841 566 836)								
1.8	PRECISA PB220A (S/N: 910 0265)								

All reagent test kits supplied throughout this tender shall have a minimum expiry date of six **(6) months on delivery**. Should the reagent be urgently needed, provision of a reagent test kit or consumable with expiry date of less than six (6) months should be first agreed by the User of the particular laboratory before delivery is made.

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
2	Delivery Period Upon the Issuance of PO NOT MORE THAN <u>1 month</u>	
3	Price Validity NOT LESS THAN <u>3 years</u>	

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 the 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 _____, 20_____

[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 of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - *Supply & Delivery Of Laboratory Equipment, Test Kits and Consumables.*
- 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 or 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

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 - SUBMISSION OF SAMPLE

- 6.1 Tenderers shall submit the Submission of Sample form below in respect of the items specified in this tender.
- 6.2 Samples of the items to be submitted shall be:
 - a) identical in packing and manufacture to the items to be offered by the Tenderer; and
 - b) marked with the corresponding item number of the tender.

SUBMISSION OF SAMPLE FORM

To:

TENDER REFERENCE NO.: KK/163/2026/DSS(TC)

INVITATION TO TENDER

TO SUPPLY AND DELIVER ANNUAL FULL CALIBRATION SERVICES FOR WEIGHING
BALANCES FOR FORENSIC SCIENCE DIVISION, DEPARTMENT OF SCIENTIFIC SERVICES,
MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

SUBMISSION OF SAMPLE FORM OF (NAME OF TENDERER)

NO.	TEST/REAGENT NAME	SAMPLE SUBMITTED (indicate with ✓)	SAMPLE NOT SUBMITTED (indicate with ✕)	OFFERED/ NOT OFFERED (indicate as appropriate)
1	To supply and provide annual full calibration service for a period of three (3) years for eight (8) weighing balances (item no 1.1 – 1.8)			
1.1	METTLER TOLEDO MT5 (S/N: 111 8252 169)			
1.2	METTLER TOLEDO XP 204 (S/N: B043 079 942)			
1.3	METTLER TOLEDO XP 204 (S/N: 112 912 1796)			
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1.5	METTLER TOLEDO XPR 10002S (S/N: B841 585 915)			
1.6	METTLER TOLEDO XPE 206DR (S/N: B841 566 835)			
1.7	METTLER TOLEDO XPE 206DR (S/N: B841 566 836)			
1.8	PRECISA PB220A (S/N: 910 0265)			

We understand as stated in the Instructions to Tenderers that Tenders without samples shall not be considered.

Tenderer's official stamp:

[signature of authorized officer of Tenderer]

Name:

Designation:

Date:

FOR OFFICE USE

Date of receipt : _____

Receiving Officer : _____