

TENDER REF. NO.: KK/184/2026/MOH

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**TO LEASE HIGH-SPEED PRODUCTION SCANNER BUILT
FOR HEAVY-DUTY SCANNING FOR THREE (3) YEARS FOR
MINISTRY OF HEALTH**

TENDER FEE : \$10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 15th September 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/184/2026/MOH(TC)

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DELIVERY PERIOD UPON ISSUANCE OF PO

PRICE VALIDITY MUST NOT BE LESS THAN 90 DAYS

USER REQUIREMENT

NO.	ITEM NAME	ITEM DESCRIPTION AND SPECIFICATIONS	QUANTITY	
1.	Scanner	Specifications:	2 UNITS	
		Scanner Type		Heavy-duty, high volume document scanner
		Scan Speed		Minimum 100ppm (pages per minute) simplex: 200ipm duplex
		Du C cle		Minimum 30,000 pages per day
		Document Size		A4, A3 and mixed document support
		Scannin resolution		Minimum 300dpi
		Connectivi		USB 2.0 compatibe and Ethernet
		Supported file format		PDF, TIFF, JPEG, PNG, searchable PDF (OCR)
		Accessories		Include rollers, cleaning kits, flatbeds (if any) and cables
		Maintenance Support		Full on-site maintenance during lease period; replacement unit if downtime >24 hrs
		Lease Terms:		
		Lease Duration		36 months
		Monthly Lease Fee		To be quoted (inclusive of maintenance and service)
		Installation & Training (if any)		To be included in the quotation
		Service Response Time		Within 6 working hours
		Replacement Policy		Replacement scanner to be provided in case of extended breakdown >24 hours
		Delivery Timeframe		Within one (1) month of award

SECTION 3

TENDER FORM

To:

TENDER REFERENCE NO.: KK/184/2026/MOH(TC)

INVITATION TO TENDER

TO LEASE HIGH-SPEED PRODUCTION SCANNER BUILT FOR HEAVY-DUTY SCANNING FOR THREE (3) YEARS FOR MINISTRY OF HEALTH

TENDER OF (*name of tenderer*) : _____

Company/Business Registration No. : _____

Tender Closing Date : _____

DELIVERY PERIOD	
PRICE VALIDITY	

USER REQUIREMENT				VENDOR'S OFFER				
NO.	ITEM NAME	ITEM DESCRIPTION AND SPECIFICATIONS		QUANTITY	ITEM OFFERED	QUANTITY	PRICE PER UNIT (B\$)	TOTAL (B\$)
1.	SCANNER	SPECIFICATIONS:		2 UNITS				
		SCANNER TYPE	HEAVY-DUTY, HIGH VOLUME DOCUMENT SCANNER					
		SCAN SPEED	MINIMUM 100PPM (PAGES PER MINUTE) SIMPLEX: 200IPM DUPLEX					
		DU C CLE	MINIMUM 30,000 PAGES PER DAY					
		DOCUMENT SIZE	A4, A3 AND MIXED DOCUMENT SUPPORT					

USER REQUIREMENT					VENDOR’S OFFER			
NO.	ITEM NAME	ITEM DESCRIPTION AND SPECIFICATIONS		QUANTITY	ITEM OFFERED	QUANTITY	PRICE PER UNIT (B\$)	TOTAL (B\$)
		SCANNIN RESOLUTION	MINIMUM 300DPI					
		CONNECTIVI	USB 2.0 COMPATIBE AND ETHERNET					
		SUPPORTED FILE FORMAT	PDF, TIFF, JPEG, PNG, SEARCHABLE PDF (OCR)					
		ACCESSORIES	INCLUDE ROLLERS, CLEANING KITS, FLATBEDS (IF ANY) AND CABLES					
		MAINTENANCE SUPPORT	FULL ON-SITE MAINTENANCE DURING LEASE PERIOD; REPLACEMENT UNIT IF DOWNTIME >24 HRS					
		LEASE TERMS:						
		LEASE DURATION	36 MONTHS					
		MONTHLY LEASE FEE	TO BE QUOTED (INCLUSIVE OF MAINTENANCE AND SERVICE)					
		INSTALLATION & TRAINING (IF ANY)	TO BE INCLUDED IN THE QUOTATION					
		SERVICE RESPONSE TIME	WITHIN 6 WORKING HOURS					
		REPLACEMENT POLICY	REPLACEMENT SCANNER TO BE PROVIDED IN CASE OF EXTENDED BREAKDOWN >24 HOURS					
		DELIVERY TIMEFRAME	WITHIN ONE (1) MONTH OF AWARD					

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

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 and Delivery of Document Scanner and/or computer hardware* **(please attach the product brochures, catalogues, or leaflets)**
- 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:

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SUBMISSION OF SAMPLE FORM OF (NAME OF TENDERER)

ITEM NO.	DESCRIPITON	SAMPLE SUBMITTED (indicate with ✓)	SAMPLE NOT SUBMITTED (indicate with ✕)	OFFERED/ NOT OFFERED (indicate as appropriate)
1.	SCANNER			

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 : _____