

TENDER REF. NO.: KK/185/2026/PPN

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF TRANSPORTATION SERVICES FOR
NATIONAL ORAL HEALTH SURVEY 2027-2028,
DEPARTMENT OF DENTAL SERVICES, MINISTRY OF
HEALTH FOR A PERIOD OF SIX (6) MONTHS OVER TWO
(2) YEARS**

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

TENDER REFERENCE NO.: KK/185/2026/PPN

THE PROVISION OF TRANSPORTATION SERVICES FOR NATIONAL ORAL HEALTH SURVEY 2027-2028, DEPARTMENT OF DENTAL SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF SIX (6) MONTHS OVER TWO (2) YEARS

1. GENERAL

- 1.1 The Ministry of Health in its effort to provide accurate and up-to-date information on the oral health of the children and adults in Brunei Darussalam, is seeking interested vendors to provide 'The Provision of Transportation services for National Oral Health Survey 2027-2028, Department of Dental Services, Ministry of Health for a period of six (6) months over two (2) years.

2. CONTRACT PERIOD

- 2.1 The contract offered is for a period of **six (6) months over two (2) years, specifically April 2027 to June 2027** (Child Phase of Survey) and **April 2028 to June 2028** (Adult Phase of Survey).

3. SCOPE OF SERVICES

3.1 Scope of Work

- 3.1.1 The provision of five (5) vehicles and drivers for the purpose of transporting Survey Field Team Members and Survey Equipment from National Dental Centre, Old Airport, Berakas to the designated Survey Locations in Temburong, Tutong and Belait districts.
- 3.1.2 There will be five (5) Survey Field Teams for each child and adult phase from Department of Dental Services. Each Survey Field Team will include one (1) Field Supervisor, one (1) Examiner, one (1) Recorder and two (2) Field Assistants, therefore, a maximum of five (5) personnel in total (per team).
- 3.1.3 There will be five (5) sets of Survey Equipment for each child and adult phase. Each set will include one (1) portable dental chair (with light) and stool, with an estimated weight of 30kg, one (1) 28-inch suitcase and two (2) storage wheeled containers of 50 litres capacity.
- 3.1.4 Each vehicle with driver will transport one (1) Survey Field Team and one (1) set of Survey Equipment.

3.2 Working Hours

- 3.2.1 The Working Hours for the Services shall be from Monday to Thursday and Saturday from 07:00 am until 04:00 pm; the time is subject to changes.

3.3 Cancellation of Service

- 3.3.1 All services must be cancelled and inform Focal Person of the tenderer **at least two (2) hours prior to the scheduled start time.**
- 3.3.2 In the event of an unforeseen cancellation due to a road traffic accident or natural disaster (such as forest fires or severe monsoon resulting in flooding or

landslides), both parties mutually agree that payment will not be required. The service must be replaced with one (1) ad-hoc session.

3.4 Vehicles

- 3.4.1 To provide the number of vehicles according to the services required for the smooth running of the services.
- 3.4.2 The type of vehicles shall be provided are passenger vans or minibuses.
- 3.4.3 Vehicle provided shall not be more than seven (07) years of age from the date of vehicle registration.
- 3.4.4 To provide photos of the vehicles (from 4 sides view) for evaluation purpose.
- 3.4.5 The vehicles should have insurance coverage during the contract period.
- 3.4.6 The vehicles shall be equipped with jack, spare tires and tire changing tools; and this equipment are in good working condition.
- 3.4.7 The vehicles shall be equipped with a **tracking device** to monitor the journey and ensure the safety of healthcare workers.
- 3.4.8 The cost of any modification required for this service shall be covered by the Tenderer.
- 3.4.9 The cost of fuel shall be covered by the tenderer throughout the entire contract period. Petrol for the vehicles must be topped up daily before arriving to the required locations every morning.
- 3.4.10 The maintenance cost for the vehicles shall be borne by the Tenderer.
- 3.4.11 Ensure vehicles are readily available to carry out the Service.
- 3.4.12 Ensure all vehicles provided for the service are in good working condition with:
 - 3.4.12.1 Working air condition;
 - 3.4.12.2 Pleasant air (no bad odour or cigarette smell);
 - 3.4.12.3 Clean and tidy;
 - 3.4.12.4 Interior of the vehicle is in excellent condition for the comfort of the healthcare workers.
- 3.4.13 The vehicles shall be inspected daily before journey begins, in the presence of at least one (1) member of the Survey Field Team. Before driving, perform a quick "T-CLOCS" check: Tyres (pressure/tread), Controls (brakes/lights), Levels (oil/coolant/washer fluid), Oil (level), Chassis (leaks/damage), and Safety (mirrors/seatbelt/fuel).

3.5 Breakdown

- 3.5.1 The Tenderer shall provide replacement of vehicle(s) immediately within thirty (30) minutes, in case of breakdown upon call notification for service.

3.6 Drivers

- 3.6.1 To provide **Brunei Citizen or Permanent Resident drivers only**.
- 3.6.2 To provide experienced drivers with valid Driving License Class 3 and 6 issued by Land Transport Department, Ministry of Communications.
- 3.6.3 Drivers that have attended 'defensive driving' course will be an advantage.

- 3.6.4 The drivers must be able to speak, read and write in Malay / English.
- 3.6.5 The drivers must be screened and free from any criminal offences, and pass security clearance from Land Transport Department, Ministry of Communications.
- 3.6.6 The drivers must be mentally and physically fit.
- 3.6.7 The drivers must adhere to Road Traffic Act (Cap.68 of the Laws of Brunei).
- 3.6.8 The drivers shall not engage in any other activity during the Service Working Hours.
- 3.6.9 Any changes in the list of drivers including details such as name and contact number shall be informed to the Survey Field Supervisor.
- 3.6.10 The drivers shall wear proper outfit/uniform with the company's name/logo/badge, as well as show proof of identification.
- 3.6.11 The drivers shall wear proper Personal Protection Equipment (PPE) according to the Government SOP, if required.
- 3.6.12 Drivers who are feeling unwell shall comply with health and safety protocols, including wearing a proper face mask as advised, prior to reporting to the service location. If drivers are not fit to drive due to health reasons, the company shall provide immediate replacement.

3.7 Insurance Coverage

- 3.7.1 Comprehensive insurance coverage for the vehicles, drivers and passengers shall be borne by the Company.

3.8 Service Location

- 3.8.1 **"Pick-Up Point"** means the location as specified by the Government from where the Survey Field Team members shall be picked up by the Company and send back to, after survey done at designated survey locations. The **designated pick-up point will be National Dental Centre**, Old Airport, Berakas, Brunei-Muara. Pick-up point and survey locations may be subject to changes.
- 3.8.2 From April to June 2027, the designated survey locations will be in schools in **Temburong, Tutong and Belait districts**, according to a schedule to be finalised by March 2027.
- 3.8.3 From April to June 2028, the designated survey locations will be in Hospitals or Health Centres in **Temburong, Tutong and Belait districts**, according to a schedule to be finalised by March 2028.
- 3.8.4 The services may be extended or reduced in the future, depending on the size of the survey participants. The Department of Dental Services will inform in advance if there is any reduction or extension in the schedule (i.e., may include July) and any changes in the number of survey teams (i.e., may involve fewer than five teams on a particular day).
- 3.8.5 For **any cancellations, amendments or changes** of the services required, the Survey Field Supervisor shall inform the Focal Person of the Tenderer/Company **at least 2 hours prior** of that working day.

4. PRICE

- 4.1. The price that the tenderer shall submit in the tender form is the **price per trip (Brunei Dollars)**. This price shall include rental of vehicle, driver's fees, fuel charges and maintenance services including any spare parts provided.
- 4.2. Each trip is from **designated pick-up point (National Dental Centre, Old Airport, Berakas)** to **designated survey locations in Temburong, Tutong and Belait District**, and return from survey locations back to pick-up point. Pick-up point and survey locations may be subject to changes.
- 4.3. For monthly claims, the total trips claimed will be based on the schedule provided by the Survey Field Supervisor for that particular month. If there is a trip that was cancelled before the 2-hours period, it will not be charged to Ministry of Health.
- 4.4. The Driver is required to record daily log of trips as shown in **Appendix 3**, which will be used as a basis for monthly claims.
- 4.5. The Contractor must ensure that these daily logs are duly completed and verified by the officers-in-charge (either by Survey Field Supervisor or Examiner) after completion of all services required at the end of every day.
- 4.6. The daily log and claims form shall be submitted in the first week of the following month in which they are completed and signed on a monthly basis. The form shall be **checked by the Survey Field Supervisor**.

5. CLAIMS

- 5.1 Invoices and claims must be submitted, together with the relevant documents.
 - 5.1.1 Claims for National Oral Health Survey 2027-2028 shall be submitted to:

*Chief Executive Officer
Department of Dental Services
Ministry of Health
Negara Brunei Darussalam*

SECTION 3
FORMS TO BE USED
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SCHEDULE A	FORM OF TENDERS
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SECTION 3

SCHEDULE A - TENDER FORM

TENDER REFERENCE NO.: KK/185/2026/PPN

THE PROVISION OF TRANSPORTATION SERVICES FOR NATIONAL ORAL HEALTH SURVEY 2027-2028, DEPARTMENT OF DENTAL SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF SIX (6) MONTHS OVER TWO (2) YEARS

TENDER OF (*name of tenderer*) _____

Tender Closing Date: _____

NO.	DETAILS	LOCATIONS	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS	PRICE PER TRIP	ESTIMATED TOTAL PRICE
1	TRANSPORTATION SERVICES FOR NATIONAL ORAL HEALTH SURVEY 2027-2028, APRIL 2027 TO JUNE 2027 (CHILD PHASE) (Monday to Thursday and Saturday)	NDC - BELAIT - NDC	5 per day	70 trips		
2		NDC - TUTONG - NDC	5 per day	40 trips		
3		NDC - TEMBURONG - NDC	5 per day	30 trips		
4	TRANSPORTATION SERVICES FOR NATIONAL ORAL HEALTH SURVEY 2027-2028, APRIL 2028 TO JUNE 2028 (ADULT PHASE) (Monday to Thursday and Saturday)	NDC - BELAIT - NDC	5 per day	100 trips		
5		NDC - TUTONG - NDC	5 per day	80 trips		
6		NDC - TEMBURONG - NDC	5 per day	30 trips		
7	AD-HOC SERVICE WILL BE ANY TRIPS REQUESTED OUTSIDE SCHEDULE (Including Friday, Sunday and Public Holidays, and only when required)	NDC - BELAIT - NDC	5 per day	40 trips		
8		NDC - TUTONG - NDC	5 per day	20 trips		
9		NDC - TEMBURONG - NDC	5 per day	20 trips		
10	TOTAL PRICE OF PROJECT					

Note: NDC: NATIONAL DENTAL CENTRE, OLD AIRPORT, BERAKAS

Note to tenderer:

- The price that the tenderer shall submit in the tender form is the **price per trip (Brunei Dollars)**. This price shall include rental of vehicle, driver's fees, fuel charges and maintenance services including any spare parts provided.
- Each trip is from **designated pick-up point (National Dental Centre, Old Airport, Berakas)** to **designated survey locations in Temburong, Tutong and Belait District**, and return from survey locations back to pick-up point. Pick-up point and survey locations may be subject to changes.
- Each trip involves one (1) vehicle with a driver, who will transport **one (1) Survey Field Team and one (1) set of Survey Equipment**.
- There will be **five (5) Survey Field Teams** for each phase from Department of Dental Services. Each Survey Field Team will include one (1) Field Supervisor, one (1) Examiner, one (1) Recorder and two (2) Field Assistants, therefore, **a maximum of five (5) personnel in total (per team)**.
- There will be **five (5) sets of Survey Equipment** for child phase. Each set will include **one (1) portable dental chair (with light) and stool, with an estimated weight of 30kg, one (1) 28-inch suitcase and two (2) storage wheeled containers of 50 litres capacity**.
- For each trip, each Survey Field Team will go to **one (1) School or Hospital or Health Centre either in Temburong, Tutong and Belait** districts per day. Once they have finished the survey in that location, the teams will move to another location the following day until all target locations are covered.
- The services may be extended or reduced in the future, depending on the size of the survey participants. The Department of Dental Services will inform in advance if there is any reduction or extension in the schedule (**i.e., may include July**) and any changes in the number of survey teams (**i.e., may involve fewer than five teams on a particular day**).
- Ad-Hoc Service will be any schedule outside the schedule and service hours as above including outside of working hours, Friday, Sunday and Public Holidays.
- The Driver is required to record daily log of trips as shown in **Appendix 3**, which will be used as a basis for monthly claims.
- The Contractor must ensure that these daily logs are duly completed and verified by the officers-in-charge (either by Survey Field Supervisor or Examiner) after completion of all services required at the end of every day.
- The daily log and claims form shall be submitted in the first week of the following month in which they are completed and signed on a monthly basis. The form shall be **checked by the Survey Field Supervisor**.
- For monthly claims, the total trips claimed will be based on the schedule provided by the Survey Field Supervisor for that particular month. If there is a trip that was cancelled before the 2-hours period, it will not be charged to Ministry of Health.
- The monthly payment paid by Ministry of Health will be based on the **actual number of trips** made by the Survey Field Teams, for each month.

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. 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 _____, _____

Signature of authorised officer of Tenderer
Name:
Designation:

Tenderer's official stamp:

SCHEDULE B

INFORMATION SUMMARY

- 2.1 Tenderers shall provide in this Schedule the following information:
- a. Management summary (including Organization Structure)
 - b. Company profile [including Contractor and sub-contractor(s), if any]
 - c. A minimum of five (5) years of relevant experience (as of the Tender Closing Date) of the Contractor and any sub-contractor(s).
 - d. Minimum manpower proposal for the project which will be full time on site
 - e. Other information which is considered relevant.

SCHEDULE C

SUB-CONTRACTORS

- 3.1 Tenderers shall complete Table 3 with information about all the companies involved in the provisions 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 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 Responsibility Table.

		Alliance Relationship between Contractor and Sub-Contractor(s)		
Company's Name	Responsibility Descriptions	Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-Contractor(s)				

SCHEDULE D

COMPANY'S PROFILE

- 4.1 Each of the companies involved in this tender, including Contractor and subcontractor(s) (if any), shall provide information on the company's financial standing and certified copy of its Certificate of Incorporation, Form X or Section 16 & 17, and Certificate of Approved Workshop from Land Transport Department, Ministry of Communications

Name of Company

Registration No.

Type Of Company

(Sdn.Bhd., Partnership, Sole proprietor, Joint Venture, Trading Co.)

Authorised Capital (B\$)

Paid-up Capital (B\$)

Banker for the Company's business

Table 4 - Shareholders Table

Directors/Shareholders/Proprietor	Percentage Share	Brunei I/C Number	Immigration Status

Current workforce (No. of persons) in Brunei:

a) Management:

c) Technicians:

e) Trainee/Workmen:

TOTAL WORKFORCE:

b) Engineers:

d) Tradesman

f) Others:

NO. OF PERSONS.:

We certify that the above information is correct.

SCHEDULE E

REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5 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 - References of Previous Customers

Customer Name & Address	Customer Type (Gov't or Quasi-Gov't)	Contact Person	Title	Contact Number Fax Number & Email 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.

LISTS OF COMPANY AND OWNERSHIP

Table 6 - Ownership Table

NO.	COMPANY NAME	OWNERSHIP	I.C NO & ADDRESS

SCHEDULE F

STATEMENT OF COMPLIANCE

7.1 Tenderers shall indicate their compliance by providing a compliance table in Table 7 with clause by clause including sub-clause by sub-clause statement of compliance corresponding to all the sections of Section 2 – Specifications.

7.2 Proposal without the compliance table will be considered incomplete and will be disqualified.

Table 7 - Compliance Table

Section	Compliance ¹		Remarks ²
	Yes	No	
General Conditions			
Specifications			
Vehicle Accessories			
Warranty			
Maintenance Services			
Breakdown & Recovery Services			

Note:

¹ Please put a tick (✓) at “Yes” column if complied, and a tick (✓) at “No” column if not complied.

² Where appropriate, Tenderer shall specify how the requirement will be met in the Remarks