

TENDER REF. NO.: KK/186/2026/JPK(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF MAINTENANCE SERVICES FOR
GENERATOR SET AT HEALTH CENTERS IN TUTONG
DISTRICT FOR A PERIOD OF THREE (3) 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]

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SECTION 2

SPECIFICATIONS

THE PROVISION OF MAINTENANCE SERVICES FOR GENERATOR SET AT HEALTH CENTERS IN TUTONG DISTRICT FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- 1.1 Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of preventive and corrective maintenance services (hereinafter referred to as "Maintenance Services") for Generator Sets at sites located at Schedule I. The duration of the Services is for **THREE (3) YEARS**.
- 1.2 The Tenderer shall provide Maintenance Services for the System **inclusive of all necessary spare parts and replacement parts** to ensure that the System is kept in good working order and condition and functioning efficiently within the manufacturer's specification. All prices to be quoted shall **include labor, parts and transport charges**.
- 1.3 The Tenderer shall also ensure that technical services shall be available **TWENTY-FOUR (24) hours** a day for **SEVEN (7) days** a week for the convenience of the Government to provide assistance for any emergency service.
- 1.4 To enable the proper evaluation of the Tender, Tenderers must complete the list of registered personnel with full details of their qualifications and experiences for Mechanical and Electrical engineering works as set out in **Section 3** in the Invitation To Tender.

2. SCOPE OF WORK

- 2.1 The Contractor shall provide Maintenance Services for Generator Sets as listed out in **Schedule I**, inclusive of all necessary consumables part, tools and materials to keep the system in good working condition and order.
- 2.2 The Ministry of Health (hereinafter referred to as "the Ministry") reserves the right to amend the schedule of equipment, either by addition or deletion, as the equipment becomes liable for the maintenance under this tender, or is taken out of service.
- 2.3 The Maintenance Services are as follows: -
 - Preventive Maintenance
 - Corrective Maintenance
- 2.4 The Contractor is also required to carry out "**special service calls**" (service calls between regular scheduled preventive maintenance service calls) at no extra charge to the Ministry, when requested and found by the Superintending Officer (hereinafter referred to as "S.O.") to be necessary to keep the system in good working condition and order.
- 2.5 The Contractor shall also provide standby site attendance of two (2) qualified personnel, whenever requested by the S.O. to perform the preventive and corrective maintenance at no extra charge.
- 2.6 The Contractor shall provide emergency minor adjustment service on a **24-hour basis** for Generator Sets breakdowns, as soon as such breakdowns are reported.
- 2.7 Preventive Maintenance

- 2.7.1 The Contractor shall carry out scheduled or routine preventive maintenance as set out in **Schedule II**.
- 2.7.2 Preventive maintenance shall be carried out during Government working hours: **07.45 am – 12.15 pm & 01.30 pm – 04.30 pm**.
- 2.7.3 The Contractor shall prepare and submit the work schedule for the **three (3)** year period of the contract covering the preventative maintenance schedule **fourteen (14) days** after the tender is awarded.
- 2.7.4 Preventive Maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the Generator Sets.
- 2.7.5 The Contractor shall ensure that the downtime of any of the equipment within the system is kept to a minimum of **one (1) day**. A penalty of **B\$100.00 per day** shall be imposed on the Contractor if the said period is exceeded and that, it is in the opinion of the S.O., the equipment ought reasonably to have been put back to service.
- 2.7.6 All materials specified to be used on the routine preventive maintenance visits such as cleaning, minor position adjustments, key replacements/duplication, shall be included in the cost of the service.
- 2.7.7 The Contractor shall ensure that his personnel comply with the work schedule while carrying out the routine preventive maintenance.
- 2.7.8 Where **follow – up work** is considered necessary and involves further repairs the Tenderer shall notify the Superintending Officer of the extent of the repairs before proceeding with the work.
- 2.7.9 The tenderer is also required to **submit a monthly report** covering details of periodic inspection servicing and repairs. The monthly report shall include, but not limited to, a log showing time when fault notice was received, nature of fault, time when rectification works was initiated, actual time taken for repair, materials and parts used.
- 2.8 Corrective Maintenance
 - 2.8.1 Corrective Maintenance shall be performed at **ANY TIME (inclusive of public holiday)** upon notification by the Superintending officer or his representative.
 - 2.8.2 The Tenderer shall dispatch his technician to a site specified by the Superintending officer or his representative within **thirty (30) minutes** (hereinafter "Response Time") after being notified in writing or telephone that a fault is reported via a "Service Call Slip" which the Tenderer shall collect prior to commencing the repair or replacement works. This Service Call Slip must be certified by the Superintending officer or his representative with an official stamp, time in, time out and date.
 - 2.8.3 If the Response Time is exceeded, a penalty of **B\$50.00 per hour** upon the Tenderer for every hour or part thereof that the Response Time is exceeded.
 - 2.8.4 The technician shall complete any repair or replacement of parts within **seven (7) days** from the time the technician arrives at the specified site (hereinafter "Downtime"). A penalty of **B\$100.00 per day** shall be imposed if the said Downtime is exceeded and that, it is in opinion of

Superintending Officer, the system ought reasonably to have been put back to service.

- 2.8.5 Any breakdown report(s) shall be forwarded to the Estate Maintenance Section (hereinafter "EMS"), Tutong on the next working day for approval of EMS's Superintending Officer.

2.9 Additional Services

- 2.9.1 The tenderer shall service the existing panels such as tightening the cable, terminations, replacement of fused indicating lights, faulty meters, tidying up the internal wirings, relays, components, and boards. The tenderer is also required to provide necessary protection against the existing plants and equipment in the adjacent working areas while carrying out the Maintenance Services.

3. SHUT DOWN OF GENERATOR SETS

- 3.1 Where it is necessary to shut the Generator Sets for preventive maintenance, this shall be in done in liaison with the S.O. of the site affected. This will take the form of shutting down the generator sets during the normal working day at a time when it will cause least risk to the building security and least disturbance to the staff.
- 3.2 Any planned or emergency shutdown of the generator sets **must involve the Estate Department**, and no shutdown shall proceed without their coordination and approval. In some cases, it may be practical to shut down the generator sets only before or after working hours, in which case special arrangements for access and security must be made at the Ministry's expense.

4. INSTALLATION NOT OPERATIONAL

- 4.1 In the event of a fault being found which requires the system to be switched off immediately, whether for immediate repair or to prevent the fault developing into a worse condition or becoming more expensive to repair, the Contractor shall immediately inform the S.O. of the site affected.
- 4.2 If the fault has developed into a breakdown where the major spare part has been repaired or replaced, the Contractor shall provide an estimated time for the repair or replacement to be carried out.

5. DEFECTS DURING MAINTENANCE SERVICES

- 5.1 When any defects in any of the system performance is identified by the Contractor during the maintenance services, the Contractor shall be responsible for making good such defects.
- 5.2 The Contractor shall give due importance to safety at all times. Appropriate notices shall be posted at all times whenever service/repair/safety test are being carried out.

6. CANCELLATIONS

- 6.1 For all cancelled or postponed maintenance services, the Contractor is required to give in writing the reasons for not carrying out such works on the scheduled date/s.
- 6.2 The Ministry reserves the right to arrange alternative dates/times to perform the outstanding maintenance services or make deductions from the charges/invoices submitted for payment.

7. CONTRACT PRICE AND PAYMENTS

- 7.1 The proposed Contract Sum shall be deemed to cover all costs involved in performing the Maintenance Services including all costs, charges and expenses for labour, consumables parts, materials, consumables, tools, equipment, transport, documentation, insurance, taxes, duties, overheads and any other necessary items. This proposed Contract Sum shall remain fixed and firm for the **three (3) year** duration.
- 7.2 The Contractor shall submit documents of the previous month **on the first week of the next month** for each site.
The copies shall include:
- Three (3) copies of invoice;
 - 1 Original Invoice
 - 2 Duplicate Invoice
 - Service call Slip; and
 - A detailed Maintenance service Report

The claim shall be addressed accordingly to the following:

**Estate Maintenance Section
Ground Floor,
Jalan Sungai Basong, Tutong
PMMPMHAMB Hospital, Ministry of Health
Negara Brunei Darussalam
Telephone no: 4260721/2/3/4/5 Ext 181/188**

- 7.3 Payment will only be made after submission of the invoice and other related documents such as the certified original and duplicate service reports by the S.O. and monthly breakdown/maintenance report.
- 7.4 In the event that the Contractor does not fully perform the required maintenance services within the agreed period, the Government shall have the right to impose penalties on the Contractor.

8. CONSUMABLES FOR PREVENTIVE AND CORRECTIVE SERVICES

- 8.1 The Contractor shall supply all consumables necessary to ensure the proper operation, preventive maintenance, and corrective maintenance of the Generator Sets.
- 8.2 The Contractor shall ensure that all consumables supplied are fully compatible with the existing system and approved by the respective manufacturer(s). Where new or alternative consumables are proposed, prior approval shall be obtained in advance.
- 8.3 For clarification, "consumables" shall mean items that are used up or require regular replacement during preventive and corrective maintenance, such as oils, coolants, filters, lubricants and similar materials, and shall not include major parts or equipment.

9. SPARE PARTS

- 9.1 The tenderer shall maintain sufficient spare parts which are commonly used to ensure and enable all preventive maintenance to be carried out and to replace any parts which may be reasonably expected to be needed due to breakdown.
- 9.2 The tenderer shall submit a price list of all parts or items as listed out in **Schedule III – Schedule of Parts**. This list shall be inclusive of all duties, taxes, labour charges, transport charges and maintained for three years.

- 9.3 The tenderer shall remove and replace any parts supplied which are damaged, defective, or do not meet respective specification. Failure to do within the stipulated time may result in the removal of part/s by the Superintending Officer and replaced by others. The Government reserves the right to recover all costs and expenses incurred for such removal and replacement.
- 9.4 A grace period of **two (2) weeks** for repairs which are outstanding due to unavailability of spare parts or awaiting spare parts, after which a penalty of **B\$100.00 per day or part thereof** shall be imposed. A written notice will be given to the tenderer seven (7) days prior to expiry of the grace period and start of the penalty.
- 9.5 If, in the opinion of the Superintending Officer, any of the parts supplied are not in accordance with the specifications, the superintending officer reserves the right to submit the part/s to expert examination and/or test. All costs in connection therewith shall be borne by the tenderer unless such examination and/or test show that the said part/s is/are in accordance with its specification/s.
- 9.6 The service engineer shall complete any repair or replacement parts within a minimum fourteen (14) days from the time the service engineer arrives at the site.
- 9.7 The contractor shall supply all replacement parts, spare parts, and materials necessary for the proper operation, routine preventive maintenance and breakdown repairs of the system.
- *These shall be genuine parts and materials approved by the system manufacturers and where new parts or materials are to be used, the Superintendent Officers approval shall be in advance.*
- 9.8 The contractor shall give nine (9) months warranty period to all replacement parts and repair after complete works done.

10. USE OF SITE

- 10.1 The Contractor shall not use any of the sites for any purpose other than that of carrying out Preventive and Corrective Maintenance Services stipulated in these Specifications.
- 10.2 The Contractor shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.

11. HEALTH AND SAFETY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, ETC.

- 11.1 The Contractor shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The Contractor shall also comply with all orders and instructions given to him from time to time by the Superintending Officer with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- 11.2 The Contractor shall take all reasonable precautions to prevent loss or damage by fire, comply with existing fire regulations and all instructions given to him by the Superintending Officer with regards to fire precautions and prevention.
- 11.3 The Contractor shall also ensure that all measures are taken to control noise and dust levels produced during the contract period.
- 11.4 The Contractor shall ensure that all equipment is/are safe and operable prior to handing over to the Government.
- 11.5 The Contractor shall adhere to Infection Control Risk Assessment, Implementation and Monitoring Policy (ICRA).

- 11.6 The Contractor shall be responsible in preparing materials for hoarding such as plywood, plastic, tapes, rubber mat and all other materials necessary to meet the requirements of the ICRA policy and as per instructed by the Infection Prevention and Control Unit. All costs shall be deemed to be covered in this Contract.
- 11.7 No claim by the contractor for additional payment shall be allowed on the grounds of any misunderstanding or misinterpretation due to lack of knowledge of these conditions, regulations and requirements.

12. SUPERVISION AND PERSONNEL

- 12.1 To ensure the proper and efficient execution of the maintenance services, the Tenderer shall provide and employ qualified and competent workers to be stationed nearby the locations as per listed in **Schedule I** during Government working hours when preventive maintenance is being carried out. The required workers to perform the Maintenance Services are at least **one (1) Engineer / Supervisor, and one (1) technician**. Failure to provide the required personnel to carry out the Maintenance Services shall result in the imposition of charges to the Company.
- 12.2 The Contractor shall ensure that such personnel are properly trained, registered with the Electrical Services Department, Brunei Darussalam and employed by the Contractor throughout the duration of this Tender.
- 12.3 The Contractor is required to submit a list of names, addresses, qualifications, experiences and other relevant information that the S.O. may require, of all persons that shall be employed for the performance of the Maintenance Services. Any amendments made to the list shall be submitted in writing within five (5) days upon knowledge that any person has been added or deleted from the list during the period of the contract.
- 12.4 The S.O. reserves the right to remove, reject or replace any persons employed by the Contractor, who in the opinion of the S.O. is not competent to execute the Preventive Maintenance Services, and shall direct the Contractor to replace such person/s.
- 12.5 Within **fourteen (14) days** of being awarded of this Tender, the Contractor is required to submit the following information relating to stand-by workers to facilitate the Ministry to make contact in case of any emergency:
- Names
 - Contact Address
 - Telephone / Facsimile Number(s)
- 12.6 The Contractor shall nominate supervisor/s for the purpose of administrative and on-site supervision. Such nominated persons may be called for interviews prior to the award of the Tender.
- 12.7 The Contractor shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- 12.8 All personnel employed by the Contractor shall be neatly and properly attired in uniforms and equipped with proper tools and safety equipment to enable them to carry out their work safely, accurately and without any risk of causing damage to the system or any part of the building within the contract.

13. INSURANCES

- 13.1 The Contractor shall procure and maintain, and continue to extend the following insurances and shall remain effective throughout the contract period and any extension of time granted at his own expense:

- i. Workmen Compensation
- ii. Public Liability
- iii. Fire

14. INSPECTION

- 14.1 The S.O. has the authority to inspect and test any part or the whole of the system at any time but not to open-up, disconnect, adjust or alter any setting, component of control, except to operate the external switches and controls.
- 14.2 The S.O. reserves the right to ask the Contractor or his representative during a routine maintenance visit or by giving seven (7) days written notice to carry out a supervised installation test.
- 14.3 Any defects found during the test which would affect the installation's performance, safety or life shall be corrected without delay. If the defect can reasonably be attributed to negligence or incompetence on the part of the contractor's expense, the cost of correcting the defect shall be borne by the Contractor and at no extra charge to the Ministry.

15. LOG BOOKS AND REPORTS

- 15.1 The Contractor shall prepare progress report and submit to S.O. every month to keep track the status of the work. The Contractor is also strongly advised to take photographs of work carried out during the contract period as evidence to be attached for progress payment claim. Photographs attached must be clear, properly arranged and labelled including description.
- 15.2 The Contractor shall also submit a final report upon completion consisting of all specification, material list, catalogue, relevant operating manuals, spare part list complete with pricing, preventive maintenance checklist for the new equipment installed and others deemed necessary by the S.O.
- 15.3 The log book must show the date, time and duration of work performed; a description of work performed and the name of the Tenderer's personnel responsible for performing work.
- 15.4 Completion of the maintenance visit shall be affixed via the technician's signature and shall be confirmed in writing by the Superintending Officer or his representative.
- 15.5 The log book must be available for inspection by the Government at any time.
- 15.6 The Tenderer shall also submit Maintenance Service Reports in a format acceptable to the Government and shall include the following information;
 - Reference number of any equipment of the system;
 - Job number;
 - Date of completion of job;
 - Built drawing/Single line diagram – consisting of detailed system layout indicating the location and type of all devices installed and cabling, routing;
 - Date, time and total time any equipment of the system is made unavailable to the Government;
 - Name of Tenderer's technician/personnel responsible for carrying out the job;
 - Comments of the person requesting the Maintenance Services.
- 15.7 Any verbal reports made by the EMS on any breakdown shall be made available to the Superintending Officer or his representative within twenty-four (24) hours of receiving the complaint. Such a report must state the nature of the fault, work done and whether any further work is required.

16. EQUIPMENT AND TOOLS

- 16.1 To enable the engineers/technicians to carry out their work efficiently, safely, accurately and without any risk of causing excessive wear to the system being serviced, all engineers/technicians employed by the Contractor must be equipped with an adequate tool kit. To carry out installation and testing works, the Contractor must be, but not limited to, in possession of the measurement instruments and tools as **per Schedule IV**.

17. SECURITY

- 17.1 The Contractor shall provide to the Superintending Officer full details of all his personnel and vehicles requiring access to the site upon receiving Letter of Award by completing work permit provided by the Estate Maintenance Section. Where security passes are issued to the Contractor's personnel, the Contractor is responsible for the proper use of the passes.
- 17.2 The Contractor shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee not being engaged to work at the secured area, or if the employee has left the Contractor's employment.

18. OFFICE AND WORKSHOP

- 18.1 The Contractor is required to maintain an office in Brunei Darussalam at his own expense where he can easily be notified by telephone of any maintenance or breakdowns relating to the Generator Sets.
- 18.2 The Contractor shall maintain an equipped workshop to carry out inspection, small repairs and testing of electrical and/or mechanical parts.
- 18.3 The S.O. reserves the right to enter and inspect the workshop at any time during the Contractor's working hours. Where such entry into the Contractor's premises would create conflict with confidential information or work for the Contractor, a twenty-four (24) hour written notice will be given to the Contractor. The Contractor will ensure that a member of his staff will accompany the S.O. at all times during the visit.

19. EXTENSION OF TIME

- 19.1 The S.O. may make a reasonable extension of time if the supply is delayed due to S.O.'s instructions or any other reasons which in the opinion of the S.O. is beyond the control of the Contractor.
- 19.3 If the Contractor fails to fully perform the required maintenance services within the agreed period, the Government shall issue a **Warning Letter**. Should the non-compliance continue, the Government reserves the right to **impose penalties**, and any granted **extension of time** shall be subject of the Government's approval.
- 19.2 If the Contractor fails to supply any of the items within the Contract period (as in the Letter of Award or as revised according to any extension of time granted by the S.O.) the S.O. may cancel or reject the items supplied late or all items which cannot be used without compensation. The S.O. may obtain such items from other sources and all additional costs or expenses thereby incurred shall be deducted from any monies due or to become due to the Contractor under this contract or shall be recoverable as a liquidated demand in money.

20. VARIATION AND EXTRAS

- 20.1 The Superintending Officer may at any time during the progress of the Works, by order in writing under his hand, make or cause to be made any variations from the original Drawing, and Specification by way of addition or omission or otherwise.

21. DEFECTIVE AND LIABILITY PERIOD

- 21.1 The defective liability period (DLP) shall commence one (1) day after the date of practical completion where any defects, shrinkages or other faults, either of materials or workmanship, which may appear hereto or if none stated then within **twelve (12) months** due to materials and workmanship not in accordance with this Contract shall within reasonable time after receipt of the Superintending Officer's written instructions be made good by the Contractor and at his own cost.
- 21.2 If the Contractor fail to carry out any such instructions of the Superintending Officer, as by the proceeding sub clause provided, within such reasonable time as may be specified in the order, the materials or work so affected may, at the option of the Superintending Officer, be made good by him in such manner as he may think fit, in which case the cost thereby incurred shall be deducted from the sum remaining to be paid to the Contractor or failing such remainder it shall be recoverable as a liquidated demand in money.
- 21.3 If any defects be such that, in the opinion of the Superintending Officer, it shall be impracticable or inconvenient to remedy the same, he shall ascertain the diminution in the value of the Works due to the existence of such defect and deduct the amount of such diminution from the sum remaining to be paid to the Contractor or failing such remainder it shall be recoverable as liquidated demand in money.

SCHEDULE I - LIST OF EQUIPMENT

Item No.	Plant/Equipment	Brand & Model	Capacity	Location	TASK A	TASK B	TASK C	TASK D		
					Monthly	Quarterly	6-Monthly	Annual	Quantity	Total
TUTONG HEALTH CENTRES										
1.	Diesel Generator	PERKINS Perkins 1006 TAG 2A	100 kVa	Lamunin Health Centre	\$ 8 x	\$ 2 x	\$ x 1	\$ x 1	x 1	\$
2.	Diesel Generator	YANMAR YH170DTLA-5B	12.5 kVa	Telisai Health Centre	\$ 8 x	\$ 2 x	\$ x 1	\$ x 1	x 1	\$
3.	Diesel Generator	YANMAR YDG5500E	4.6 kVa	Pekan Tutong Health Centre	\$ 8 x	\$ 2 x	\$ x 1	\$ x 1	x 1	\$
4.	Diesel Generator	YANMAR YDG5500E	4.6 kVa	Sungai Kelugos Health Centre	\$ 8 x	\$ 2 x	\$ x 1	\$ x 1	x 1	\$
GRAND TOTAL CARRIED TO TENDER FORM			PER YEAR \$_____		x 3 YEARS			GRAND TOTAL \$_____		

SCHEDULE II: FREQUENCY

1.0 General

The maintenance schedule under this contract has been classified generally into four (4) categories as follows:

- a) Monthly Maintenance (class A task)
- b) Quarterly Maintenance (class B task)
- c) Every 6 Month Maintenance (class C task)
- d) Yearly Maintenance (class D task)

2.0 Plant Room

The plant room shall be maintained in a clean and tidy at all the times (inclusive of the external valve chambers) and no waste or scrap materials are to be allowed to accumulate. No items will be stored in any plant room unless specifically required for a task within said plant room. Plant rooms are to be locked after each visit.

3.0 Stand-by Plant

Where stand-by unit is installed, the unit shall be changed over each month in order that the stand by unit becomes the duty unit and its operating performance can be checked. This will also ensure that all plant items are subjected to equal working times.

4.0 Service Report

Service reports shall be submitted to the S.O. within two working days at a service being carried out. The service report is to show full detail of the service and is to state the exact condition of the machine inspected. Any defects found during the inspection are to be clearly described on the service report.

5.0 Maintenance Schedule List

The list of maintenance schedule is outlined in schedule of equipment. The contractor shall adhere closely to the procedures for the scheduled maintenance in the systems. The list is by no means exhaustive and has intended to serve as an essential guide and the contractor shall have engaged competent specialists familiar with the nature of works and prepare such procedures and maintenance programs wherever necessary for the proper execution of the works. These procedures and maintenance programs are to be properly formulated and prepared for the engineer's comments and approval within fourteen (14) days upon award of the total maintenance service contract.

6.0 Stand By Generator & Mechanical System

The procedures compiled below are intended only as a guide and cover only the MAJOR equipment used in the system. All related system components which are not listed below should be maintained.

7.0 Engine, Radiator and Alternator.

The maintenance schedule shall be in accordance to the manufacturer's recommendations.

Cooling and Air Intake

- a) To be checked for any water leak, hose and any connection at the cooling system.
- b) To be checked air intake and air cleaner, when necessary, change air cleaner element.

V-Belt Drive

- a) To be checked for the correct tension and signs of wear.
- b) Tension to be adjusted where necessary
- c) Worn belts to be reported.

NOTE: Do not tighten V-Belts. As a guide V-belt tension should be 19mm to 32mm deflection. If in doubt, please refer to manufacturer's guidelines.

Pulley

- a) To be checked for the secure fixing and if found loose to be tightened.
Misalignment of pulley is indicated by excessive wear on one side of the drive belts.
- b) Alignment of pulleys to be checked and adjusted as necessary. Using either a straight edge or string line.

NOTE: After adjustment, re-check tension of V-Belts.

Motor and Fan Bearings

- a) To be checked for wear, noise and lubrication. For instance, the average life of the maintenance free bearings of lithium base grease used in the Daikin Modlair Air Handling Unit has a 20,000 hours average life.
- b) Lubricate bearing if dry.
- c) Noise / wear to be investigated and reported. If found to be severe, unit should be left switched off and reported immediately.
- d) Shaft couplings if fitted to be checked for wear and secure fitting.

NOTE: Do not over lubricate. Failed bearings that are over lubricated will be replaced at the contractor's expense.

Fans and Fan Housing

- a) Fan blades to be inspected for any signs of damage, looseness and reported if found.
- b) To be checked for secure fitting.

Electrical Connection

- a) To be checked for damage or looseness, repair or tightened as required. Record readings of motors running content.
- b) Clean any dust build-up on fan motor.

Condense

- a) Trays, pans and drain lines to be cleaned as necessary.
- b) Check for water leaks, damage to pan, drain line and repair or report.

Insulation

- a) Internal and external to be checked for damage and looseness. Fix back or report

Panels

- a) To be checked for secure fixing.
- b) Replace any missing screws.
- c) Check panel seals and report if leaking.

Damages or Corrosion

- a) Check wire brush and repaint damaged are with red oxide paint/cold galvanizing and other with two (2) layer of finishing coats. Report any damage.

Cleanliness

- a) Keep plant room and the external surface of the equipment clean and tidy.

8.0 Monthly Maintenance (Class A tasks)

- a) All items listed under monthly Maintenance (Class A Tasks and Schedule in Appendix I).

9.0 Quarterly Maintenance (Class B Tasks)

- a) All items listed under Quarterly Maintenance. (Class A Tasks and Schedule in Appendix 1 & II)

10.0 6 Month Maintenance (Class C Tasks)

- a) All items listed under monthly and quarterly Maintenance (Class A & B Tasks and Schedule in Appendix I & II).
- b) Change all V-belts.
- c) Dry base of unit and paint internally with anti-rust paint or coating as per manufacturer's guidelines.

Electrical Panel

- a) Random check of electrical connection for damage and security retighten as necessary or report.
- b) Check control operation.
- c) Check for noisy contactors
- d) Check timer and change over relays and overloads and record settings.
- e) General cleaning of electrical panel.
- f) Electrical connections to be checked for damaged and looseness. Repair or tighten as required. Record motor running amps.

11.0 Yearly Maintenance (Class D Tasks)

- a) All items listed under weekly and monthly Maintenance (Class A, B, C and Tasks and Schedule in Appendix I & II).
- b) Motor. Clean vents as necessary.
- c) Electrical Connections. To be checked for damaged and looseness. Repair or tighten as required. Record motor running amps.

PREVENTIVE MAINTENANCE CHECKLIST

ENGINE SYSTEM	TASK	DESCRIPTION	CHECK			
			MONTHLY	QUARTERLY	6 MTH / 250HRS	ANUALLY
				(Including Appendix II)		
Lubricating	Check	Leaks	*	*	*	*
		Operation of Heater	*	*	*	*
		Engine oil level	*	*	*	*
		Hydraulic Governor oil level		*	*	*
		Pull flow filter		*	*	*
		By-pass filter		*	*	*
		Hydraulic Governor oil		*	*	*
Cooling	Check	Leaks	*	*	*	*
		Radiator air restriction	*	*	*	*
		Hose and connections	*	*	*	*
		Coolant level	*	*	*	*
		Anti-freeze and DCA Concentration	*	*	*	*
		Belt condition and tension	*	*	*	*
		Fan hub, drive pulley and water pump	*	*	*	*
		Heat exchange zinc anode plugs				*
		Motor operated louvers		*	*	*
	Change	DCA water filter	*	*	*	*
	Clean	Cooling System		*	*	*
Air intake	Check	Leaks	*	*	*	*
		Air cleaner restriction	*	*	*	*
	Clean	Piping and connect Crankcase breather		*	*	*
		Or change air cleaner element				
Fuel	Check	Leaks	*	*	*	*
		Fuel level	*	*	*	*
		Governor linkage		*	*	*
		Fuel lines and connection		*	*	*
		Fuel transfer pump	*	*	*	*
	Drain	Sediment from tanks		*	*	*
	Change	Fuel filters		*	*	*

ENGINE SYSTEM	TASK	DESCRIPTION	CHECK			
			MONTHLY	QUARTERLY	6 MTH / 250HRS	ANUALLY
				(Including Appendix II)		
		Float tank breather				*
Exhaust	Check	Leaks	*	*	*	*
		For exhaust restriction	*	*	*	*
	Drain	Condensate trap	*	*	*	*
	Tighten	Exhaust manifold & turbo charger	*	*	*	*
		Capscrews				*
Electrical	Check & Test	Battery charger	*	*	*	*
		Battery electrolyte level and specific gravity	*	*	*	*
		Safety controls and alarm		*	*	*
Engine Related	Check	Unusual vibration	*	*	*	*
	Tighten	Mounting hardware				*
	Clean	Engine	*	*	*	*
Main Generator	Check & Test	Air inlet & outlet for restriction	*	*	*	*
		Winding & electrical connections				*
		Operation & generator heater strips				*
	Grease	Bearing		*	*	*
		Measuring & record generator winding resistance				*
	Checks & Clean	Generator		*	*	*
Switchgear	Check & Test	Start switch in Auto	*	*	*	*
		Instrumentation				*
		Power distributor wiring & connections		*	*	*
		Power circuit breaker		*	*	*
		Transfer switch		*	*	*
Operation Procedures	Perform	Operational load test	*	*	*	*
		Generator load bank test				*
	Check	Service tool availability	*	*	*	*

SCHEDULE III - SPARE PARTS LIST

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.				
Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
GENERATOR SET				
100kVa				
1.	Push button (compatible with existing model)			
a.	Start / Stop button			
b.	Fault / Alarm Reset Button			
c.	Lamp Test Button			
2.	Oil filter (any type, make or size)			
3.	Fuel filter (any type, make or size)			
4.	Air filter (any type, make or size)			
5.	Fan belt (any type, make or size)			
6.	Alternator belt (any type, make or size)			
7.	Starter solenoid (any type, make or size)			
8.	Engine governor (controller) (any type, make or size)			
9.	Change over switch			
10.	Selector switch			
11.	Automatic voltage regulator (any type, make or size)			
12.	Starter motor (any type, make or size)			
13.	Fuel solenoid valve. (any type, make or size)			
14.	Gasket rocker cover. (any type, make or size)			
15.	Thermostat. (any type, make or size)			
16.	Oil pressure switch. (any type, make or size)			
17.	Radiator water coolant (per litre)			
18.	Radiator cap			
19.	12V DC charger			
20.	High temperature water hose (per meter)			
21.	Complete water pump unit			
22.	Digital engine control			

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.				
Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
GENERATOR SET				
23.	generator exciter rectifier diode.			
24.	Indication lamp c/w cover and bulb (any type, make or size)			
25.	100Ah Battery (free maintenance)			
12.5kVa Generator				
26.	Push button (compatible with existing model)			
a.	Start / Stop button			
b.	Fault / Alarm Reset Button			
c.	Lamp Test Button			
27.	Oil filter (any type, make or size)			
28.	Fuel filter (any type, make or size)			
29.	Air filter (any type, make or size)			
30.	Fan belt (any type, make or size)			
31.	Alternator belt (any type, make or size)			
32.	Starter solenoid (any type, make or size)			
33.	Engine governor (controller) (any type, make or size)			
34.	Change over switch			
35.	Selector switch			
36.	Automatic voltage regulator (any type, make or size)			
37.	Starter motor (any type, make or size)			
38.	Fuel solenoid valve. (any type, make or size)			
39.	Gasket rocker cover. (any type, make or size)			
40.	Thermostat. (any type, make or size)			
41.	Oil pressure switch. (any type, make or size)			
42.	Radiator water coolant (per litre)			
43.	Radiator cap			
44.	12V DC charger			
45.	High temperature water hose (per meter)			

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.				
Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
GENERATOR SET				
46.	Complete water pump unit			
47.	Digital engine control			
48.	generator exciter rectifier diode.			
49.	Indication lamp c/w cover and bulb (any type, make or size)			
50.	70Ah Battery (free maintenance)			
4.6kVa Generator				
51.	Fuel injection			
52.	Starter			
53.	Indicator light			
54.	Automatic switch			
55.	Electric fuel injection pump			
56.	12V DC battery charger			
57.	Voltage regulator			
58.	Air filter			
59.	40Ah battery (free maintenance)			
General				
60.	To Supply and Top up DIESEL FUEL (approved type)			
a.	1 Drum (159 Litres)			
b.	1 Litre			
61.	To top up LUBRICATION OIL (approved type)			
a.	1 Gallon (1 Litre)			
b.	1 Gallon (4 Litre)			
62.	To flush the system and replace with new lubrication oil (approved type)			
a.	10 Gallons (45 Litres)			
b.	1 Gallon (4 Litres)			
63.	PVC Insulated single Core Cable (any colour)			
a.	1.5mm ²			

ALL PRICES ARE FOR SINGLE UNIT – 1 No, OR 1 M, OR 1 M2 etc.				
Ref. No.	PARTS DESCRIPTION (As described below or approval equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
GENERATOR SET				
b.	2.5 mm ²			
c.	4.0 mm ²			
d.	6.0 mm ²			
e.	10.0 mm ²			
64.	XLPE / SWA / PVC amour cables laid on G.S. cbale tray / PVC cable duct / underground c/w all termination			
a.	10.0 mm ² x 3 core			
b.	16.0 mm ² x 3 core			
c.	25.0 mm ² x 3 core			
d.	35.0 mm ² x 3 core			
65.	To carry out painting to equipment and plant room			
a.	Painting of metal			
b.	Painting of Galvanized Metal			
c.	Painting of Rendered Wall			
d.	Painting of Concrete screed			
66.	To carry out Top Overhaul (Comprehensive) including to disconnect and removal of existing defective parts and fix new spare parts and reconnection, testing and commissioning system and associated equipment			
a.	100kVa			
b.	13kVa			
67.	To carry out General Overhaul (Comprehensive) including to disconnect and removal of existing defective parts and fix new spare parts and reconnection, testing and commissioning system and associated equipment			
a.	100kVa			
b.	13kVa			
				B\$

**SCHEDULE IV - LIST OF TOOLS AND INSTRUMENTS TO BE USED
THROUGH OUT THE CONTRACT PERIODS**

Item No.	Names of Tools/Instrument	Size/Range	Quantity	Y/N
1	Basic Tools (e.g. screwdrivers, sockets, wrench, pliers, hammers etc.)	Various Sizes	1 Set	
2	Cleaning tools	-	1 Set	
3	Fire extinguisher	-	1 Set	
4	Multimeter		1 no	
5	Megger tester		1 no	
6	Battery tester		1 no	
7	Multi Meter Tester	-	1 no	
8	Amps Meter	-	1 no	
9	Ladder	8 steps	1 no	
10	Torch Light	-	1 no	
11	Spill kit (for fuel/oil)		1 set	
12	Extension Wire complete (3 core)	30m	1 set	
13	Wet and Dry Vacuum Cleaner	-	1 no	
14	Oil pressure gauge test kit	-	1 no	
15	Fuel Pressure gauge	-	1 no	
16	Compression Tester	-	1 no	
17	Fuel transfer pump, Funnels, Oil pump	-	1 no	
18	Air Compressor	-	1 no	
19	Personal Protective Equipment (PPE)	-	*ACCORDING TO EMPLOYEE NO.	
20	Ear Protection (Ear Muffs)	Universal	4 nos	
21	Blower	-	1 no	

Note:

List of item (1- 21) are required throughout the contract and must be available within 7 days of commencing works/ contract starts. Any items are not listed, may be useful and require, Tenders are required to fill in the blank form provided

TENDER SUBMISSION REQUIREMENT

TENDER REFERENCE NO.: KK/186/2026/TUT(TC)**THE PROVISION OF MAINTENANCE SERVICES FOR GENERATOR SET AT HEALTH CENTERS
IN TUTONG DISTRICT FOR A PERIOD OF THREE (3) YEARS**

GENERAL CHECKLIST

The Tenderer is required to fulfil all requirements stated in this section by submitting a **copy** of all relevant documents whichever applicable to this Tender, stamped and shall complete the checklist provided as a verification. **Incomplete submission can render the Tenderer's submission of Tender to be invalid** (Clause 3.1.3, Financial Regulation 2022).

Description

1. Valid Builder's License/Contractor Registration Certificate/Supplier's Certificate approved by the Authority for Building Control and Construction Industry (ABCI), Ministry of Development.
2. List of company's workers with names as stated in the identity card/passport, identity card number, position and salary and local and foreign workers percentages.
3. Latest Certificate of Tax Compliance from the Revenue Division, Ministry of Finance and Economy.
4. Confirmation compliance to Employee Trust Act and Supplemental Contributory Pension Trust Order 2009 from Tabung Amanah Pekerja Act including stating employer account number and list of contributed employee.
5. Registry of Companies and Business Names approved via Corporate Registry System in One Common Portal.
6. Completing the Tender's Integrity Declaration Form.
7. Copy of company owner/Director identity card (front and back).
8. Company Registration License Form X, 16 & 17.

CONTENTS

SCHEDULE A :	TENDER FORM
SCHEDULE B :	INFORMATION SUMMARY
SCHEDULE C :	SUB-CONTRACTORS
SCHEDULE D :	COMPANY'S BACKGROUND
SCHEDULE E :	REFERENCES
SCHEDULE F :	LETTER OF DECLARATION
SCHEDULE G :	LIST OF EMPLOYEES
SCHEDULE H :	SITE VISIT FORM

SECTION 3

FORMS TO BE USED

SCHEDULE A – TENDER FORM

To:

TENDER REFERENCE NO.: KK/186/2026/JPK(TC)

**INVITATION TO THE PROVISION OF MAINTENANCE SERVICES FOR GENERATOR SET AT
HEALTH CENTERS IN TUTONG DISTRICT FOR A PERIOD OF THREE (3) YEARS**

TENDER OF (*name of tenderer*) _____

Company/Business Registration No _____

Tender Closing Date: _____

MAINTENANCE VISIT

1. Rates for Maintenance item number 1 to 4 inclusive. (refer to Task in Schedule I)

- a. Total of **Task 'A' - Monthly** inspection for ALL ITEMS (Jan, Feb, March, May, July, Sept, Oct & Nov)

B\$

- b. Total of **Task 'B' – Quarterly** inspection for ALL ITEMS (April & Aug)

B\$

- c. Total of **Task 'C' – 6-months** inspection for ALL ITEMS (June)

B\$

- d. Total of **Task 'D' – Annual** inspection for ALL ITEMS (December)

B\$

- e. **ANNUAL** cost of maintenance visit

Total of Task 'A', Task 'B', Task 'C', Task 'D' for ALL ITEMS.

B\$

- f. **Total** cost for **THREE (3) YEARS** of maintenance visit
(Annual cost of Maintenance Visit x 3)

B\$

Note: Contractor shall check and ensure all prices quoted in the Tender Form are same including in words. If found to be not same, this Tender can be treated as invalid (Clause 3.1.4, Financial Regulation 2022).

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 20

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
- 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:
 - The Provision of maintenance services for generator sets
- d. Other information which is considered relevant

SCHEDULE C – 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 D – 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 E – 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 F – DECLARATION



**PENGAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION**

SCHEDULE H - SITE VISIT FORM

**ESTATE MAINTENANCE SECTION
PENGIRAN MUDA MAHKOTA PENGIRAN MUDA HAJI AL-MUHTADEE BILLAH HOSPITAL,
TUTONG
MINISTRY OF HEALTH**

Project Title : **THE PROVISION OF MAINTENANCE SERVICES FOR
GENERATOR SET AT HEALTH CENTERS IN TUTONG
DISTRICT FOR A PERIOD OF THREE (3) YEARS**

Tender / Quotation No. : **KK/186/2026/TUT(TC)**

Company : _____

Date of Visit : _____

I hereby on behalf of my Company has visited the site, i.e. location of work on the date stated above and understand the work requirement(s) and all cost incurred throughout the works as per Specification stated in this Tender / Quotation.

I (our Company) also agree not to claim additional charges to Ministry of Health should accident(s) or damage(s) occur during the Contract Period.

Name and Signature

Date : _____

Company Stamp

FOR OFFICAL USE ONLY

Name and Signature

Date : _____

Department Stamp

Note:

**The Tenderer shall satisfy himself as to the nature of the site / ground condition and location.
This form is to be attached and submitted together with the Tender / Quotation documents**