

TENDER REF. NO.: KK/221/2026/HTD(TC)

**MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM**

**THE SUPPLY, DELIVERY AND INSTALLATION OF ONE
HUNDRED (100) A4 MONOCHROME LASER PRINTERS
WITH FIVE (5) YEARS ON-SITE SUPPORT WARRANTY
FOR DEPARTMENT OF HEALTHCARE TECHNOLOGY,
MINISTRY OF HEALTH**

TENDER FEE : \$10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 13th October 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/221/2026/HTD(TC)

INVITATION TO TENDER

THE SUPPLY, DELIVERY AND INSTALLATION OF ONE HUNDRED (100) A4 MONOCHROME LASER PRINTERS WITH FIVE (5) YEARS ON-SITE SUPPORT WARRANTY FOR DEPARTMENT OF HEALTHCARE TECHNOLOGY, MINISTRY OF HEALTH

Item	Description		Qty
1	SPECIFICATION		
	Supply, Delivery and Installation of A4 Monochrome Laser Printer		100
	Key Feature	Automatic 2-sided Printing with Ethernet Connectivity	
	PRINT FUNCTION		
	Print Speed Duplex	Up to 40 ppm (A4)	
	2-sided Printing	Yes	
	Print Resolution	2400 IQ (2400 x 600 dpi), 600 x 600 dpi	
	PAPER HANDLING		
	Input Capacity	250 Sheets	
	Multipurpose Feeder	100 Sheets	
	Output Capacity	150 Sheets Output Bin	
	CONNECTIVITY		
	Interface	Hi-Speed USB 2.0, gigabit (10/100/1000)	
	OTHERS		
	Processor Speed	Minimum Dual Core 1.0GHz Processor	
	Memory	Minimum 256MB RAM	
	Display	Monochrome LCD Display (2 Lines All Points Addressable (APA))	

	SUPPLIED INCLUSIVE OF		
	Standard Yield Toner (Starter Pack)	Up to 3,000 Pages Black Toner Cartridge	
	Imaging Unit	Up to 40,000 Pages	
	DIMENSION & WEIGHT		
	Size (mm - H x W x D)	222 x 368 x 363 mm	
	Weight	<10 Kg	
	Warranty Period:	5 years on-site warranty	
	<u>GENERAL REQUIREMENT</u>		
	A4 Monochrome Laser Printer with 5 years on-site support warranty		
	Authorized Certified Technician with Certification from Principal for Printer Model Proposed		
	Printer Must be Delivered, Installed and Tested to All Sites in all Four (4) Districts Based on Instructions Received from Healthcare Technology Department (HTD), Ministry of Health		
	Temporary loan unit will be provided if faulty printer need to bring back for repairing or troubleshooting		
	Quotation Validity: 12 Months		
	Delivery Period: Ex-Stock/Immediate		

SECTION 3
FORMS TO BE USED
CONTENTS

SCHEDULE 1 – TENDER FORM

SCHEDULE 2 - INFORMATION SUMMARY

SCHEDULE 3 – SUB-CONTRACTS

SCHEDULE 4 – COMPANY'S BACKGROUND

SCHEDULE 5 – REFERENCES

SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO.: KK/221/2026/HTD(TC)

INVITATION TO TENDER

THE SUPPLY, DELIVERY AND INSTALLATION OF ONE HUNDRED (100) A4 MONOCHROME LASER PRINTERS WITH FIVE (5) YEARS ON-SITE SUPPORT WARRANTY FOR DEPARTMENT OF HEALTHCARE TECHNOLOGY, MINISTRY OF HEALTH

Item	Description			Qty	Comply? (Yes/No)	Please Specify the Proposed Equipment & Specification	Total Price	Remarks
	SPECIFICATION							
1	Supply, Delivery and Installation of A4 Monochrome Laser Printer			100				
	Key Feature	Automatic 2-sided Printing with Ethernet Connectivity						
	PRINT FUNCTION							
	Print Speed Duplex	Up to 40 ppm (A4)						
	2-sided Printing	Yes						
	Print Resolution	2400 IQ (2400 x 600 dpi), 600 x 600 dpi						
	PAPER HANDLING							
	Input Capacity	250 Sheets						

	Multipurpose Feeder	100 Sheets						
	Output Capacity	150 Sheets Output Bin						
	CONNECTIVITY							
	Interface	Hi-Speed USB 2.0, gigabit (10/100/1000)						
	OTHERS							
	Processor Speed	Minimum Dual Core 1.0GHz Processor						
	Memory	Minimum 256MB RAM						
	Display	Monochrome LCD Display (2 Lines All Points Addressable (APA)						
	SUPPLIED INCLUSIVE OF							
	Standard Yield Toner (Starter Pack)	Up to 3,000 Pages Black Toner Cartridge						
	Imaging Unit	Up to 40,000 Pages						
	DIMENSION & WEIGHT							
	Size (mm - H x W x D)	222 x 368 x 363 mm						
	Weight	<10 Kg						
	Warranty Period:	5 years on-site warranty						
				TOTAL :				

	<u>GENERAL REQUIREMENT</u>	<u>COMPULSARY TO FILL IN</u>
	A4 Monochrome Laser Printer with 5 years on-site support warranty	
	Authorized Certified Technician with Certification from Principal for Printer Model Proposed	
	Printer Must be Delivered, Installed and Tested to All Sites in all Four (4) Districts Based on Instructions Received from Healthcare Technology Department (HTD), Ministry of Health	
	Temporary loan unit will be provided if faulty printer need to bring back for repairing or troubleshooting	
	Quotation Validity: 12 Months	
	Delivery Period: Ex-Stock/Immediate	

**Please Also Observe The Following:
Softcopy & Hardcopy of All Serial Numbers.**

Asset-ID labelling for printers are required like
the example shown below:

ASSET-ID :

MOH/HTD/2026/00000XXXXX/A05/001-XXX

SERIAL NUMBER :

WARRANTY START DATE :

END DATE :

SERVICE AND MAINTENANCE

VENDOR :

CONTACT NUMBER :

EMAIL ADDRESS :

Legend:

Warranty Start & End Date - Warranty Period

00000XXXXX - PO# Number

A05 - HTD Code for Printer

001-XXX - Total No. of Quantity Supplied

Company Ref. No.:

I hereby certify the above quote to be correct.

**Company's Official
Stamp:**

Signature:

Designation:

Date :

.....

1. 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 **EIGHTEEN (18)** 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:
 - Implementing IT projects;
 - Providing Maintenance and Support Services.
 - 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.