TENDER REF. NO.: KK/257/2026/HTD(TC)

MINISTRY OF HEALTH

NEGARA BRUNEI DARUSSALAM

THE PROVISION OF LEASING NEW A4 MONOCHROME LASER PRINTER INCLUSIVE OF TONERS WITH COMPREHENSIVE MAINTENANCE AND ON-SITE SUPPORT SERVICES FOR MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS

TENDER FEE : $100.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 24th November 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/257/2026/HTD(TC)

INVITATION TO TENDER
THE PROVISION OF LEASING NEW A4 MONOCHROME LASER PRINTER INCLUSIVE OF TONERS WITH COMPREHENSIVE MAINTENANCE AND ON-SITE SUPPORT SERVICES FOR MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS

Item	Description			Qty
	SPECIFICATION			
1	**LEASING NEW A4 MONOCHROME LASER PRINTER INCLUSIVE OF TONERS WITH COMPREHENSIVE MAINTENANCE AND ON-SITE SUPPORT SERVICE**			**300**
	Key Feature	Automatic 2-sided Printing with Ethernet Connectivity		
	PRINT FUNCTION			
	Print Speed	Minimum 40ppm (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)	Minimum 3,000 Pages Black Toner Cartridge	
	Genuine toner must be supplied upon request throughout the 5-year contract term (60 months).	Toner yield of 100,000 pages per unit printer is to be provided upon request during the 5-year leasing period (60 months).	
	DIMENSION & WEIGHT		
	Size (mm - H x W x D)	222 x 368 x 363 mm	
	Weight	<10 Kg	
	Leasing Period:		
	5 Years on-site (60 Months)		
	GENERAL REQUIREMENT		
	Leasing of New A4 Monochrome Laser Printer Inclusive of Toners with Comprehensive Maintenance and on-site Support Services. All parts and services are included.		
	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		
	No supply of paper is needed.		
	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**	

SECTION 3

FORMS TO BE USED

CONTENTS

SCHEDULE 1 – TENDER FORM .....

SCHEDULE 2 - INFORMATION SUMMARY.....

SCHEDULE 3 – SUB-CONTRACTS .....

SCHEDULE 4 – COMPANY'S BACKGROUND .....

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SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO.: KK/257/2026/HTD(TC)

INVITATION TO TENDER
THE PROVISION OF LEASING NEW A4 MONOCHROME LASER PRINTER INCLUSIVE OF TONERS WITH COMPREHENSIVE MAINTENANCE AND ON-SITE SUPPORT SERVICES FOR MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS
Reference No.: MOH/HTD/T14/2026

TENDER OF (*name of tenderer*): _____

Company/Business Registration No.: _____

Tender Closing Date: _____

Item	Description		Qty	Comply? (Yes/No)	Please Specify the Proposed Equipment & Specification	Monthly Leasing Price per Unit	Total Monthly Leasing Price	Remarks
1	**SPECIFICATION**							
	LEASING NEW A4 MONOCHROME LASER PRINTER INCLUSIVE OF TONERS WITH COMPREHENSIVE MAINTENANCE AND ON-SITE SUPPORT SERVICE		**300**					
	Key Feature	Automatic 2-sided Printing with Ethernet Connectivity						
	PRINT FUNCTION							

	Print Speed	Minimum 40ppm (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)	Minimum 3,000 Pages Black Toner Cartridge							

	Genuine toner must be supplied upon request throughout the 5-year contract term (60 months).	Toner yield of 100,000 pages per unit printer is to be provided upon request during the 5-year leasing period (60 months).						
	DIMENSION & WEIGHT							
	Size (mm - H x W x D)	222 x 368 x 363 mm						
	Weight	<10 Kg						
	Leasing Period:							
	5 Years on-site (60 Months)							
				TOTAL LEASING PRICE FOR 1 YEAR (12 MONTHS) :				
				TOTAL LEASING PRICE FOR 5 YEARS (60 MONTHS) :				
	GENERAL REQUIREMENT		**Comply Yes or No?**	**COMPULSARY TO FILL IN**				
	Leasing of New A4 Monochrome Laser Printer Inclusive of Toners with Comprehensive Maintenance and on-site Support Services. All parts and services are included.							
	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							

	No supply of paper is needed.		
	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.** Signature: ..... Designation: .....…….……..... Date : …….....…….…….……..... **Company's Official Stamp:**	

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:

- 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.