TENDER REF. NO.: KK/263/2026/ESTETMOH(TC)

MINISTRY OF HEALTH
NEGARA BRUNEI DARUSSALAM

THE MAINTENANCE OF GRASS CUTTING AND LANDSCAPING WORKS FOR THE MINISTRY OF HEALTH COMPOUND, JALAN MENTERI BESAR FOR A PERIOD OF THREE (3) YEARS

TENDER FEE : $10.00

RECEIPT NO. :

CLOSING DATE : ON TUESDAY, 01st December 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

INVITATION TO TENDER FOR THE MAINTENANCE OF GRASSCUTTING AND LANDSCAPING WORKS FOR THE MINISTRY OF HEALTH COMPOUND, JALAN MENTERI BESAR FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- Tenderers are sought from suitably qualified grass cutting and landscaping contractor who wish to be considered for maintenance of grasscutting and landscaping works (hereinafter 'the Works') at the Ministry of Health, Jalan Menteri Besar (hereinafter 'the Ministry').
- The Ministry Complex consists of the following compound :
    - Ministry of Health Main Building
    - Dewan Al-Afiah
    - Health Facilities Building
    - Department of Scientific Services Building Compound Commonwealth Drive
    - Health Promotion Centre
- The duration of the provision of Services is for **three (3) years**.
- The successful contractor is required to submit proposed Standard Operation Procedures (SOPs) which must be applicable to the Ministry and confirms with the requirements of the Ministry.

2. JOB SCOPE

- The Contractor shall provide the Works to the Ministry for a period of two years including the surrounding area and compound as set out in **Schedule A.**
- The Services include typical grass cutting and landscape works. General guidelines and requirements of the grasscutting and landscaping works are provided for in **Schedule B**.
- The Contractor is expected to meet or exceed the quality standards required for each for the functioning areas set by the Ministry, as provided for in **Schedule C**, and grass cutting and landscaping works frequency specifications as described in **Schedule D** respectively.
- Joint inspection by the Ministry's representatives and contractor representative (Contract Manager) shall be conducted from time to time to ensure that these standards are met.

3. WARRANTY

- The Contractor warrants that it has the requisite manpower/personnel, equipment, machinery, material, skill and expertise to the satisfactory maintenance of landscaping and grasscutting works for the Ministry.

4. CONTRACT PRICE AND PAYMENT

- The Contractor shall submit a breakdown of the contract price.
- The Ministry reserves the right to reduce (during renovation) or extend the contract price to the new area according to rate set out in the Contract Price.
- The Contractor shall submit the invoice of the previous month **on the first week of the following month**. All claims shall be addressed to:

> ***Assistant Director Project Development***
>
> ***Estate Management & Project Development Section,***
>
> ***Ministry of Health,***
>
> ***Negara Brunei Darussalam***
>
> ***[Attn: Officer in-charge]***

- Payment will be made within fourty five (45) days after submission of the invoice and other related documents.

- Payment claims will be verified based on the checklist forms submitted by the Contractor and the monthly reports received from the head of departments/sections/units in the Ministry for three (3) consecutive months.

- Written warnings will be sent to the Contractor if the quality of work is proven to be unsatisfactory. The Estate Management and Project Development, Ministry of Health is entitled to make deductions with regards to the amount payable to the Contractor. The deductions will be based on the following categories:

Average monthly performance	Payment Due	Payment Due After 3rd Warning
90 - 100 %	100 %	-
80 - 89 %	90 %	50 %
70 - 79 %	80 %	50 %
0 - 69 %	50 %	50 %

5. CONDITION OF PREMISES

- The Contractor is required to inspect the Ministry and fully acquaint itself with the premises in respect of the conditions, accessibility, working space, storage accommodation and other limitations imposed on access to the premises.
- All costs arising from or in connection with such conditions or limitations are deemed to be included in the contract price.

6. ACCESS TO PREMISES

- Reasonable access shall be provided by the Ministry to the Contractor's personnel for the purpose of providing the grasscutting and landscaping works.
- Prior approval shall be sought from the relevant department to conduct the grass cutting services to be carried out after office hours. Whereas landscaping services can be done during working hours. All workers needs to wear proper uniforms and shoes.
- Supervisor need to supervise during the work time.
- Attendance of the workers need to check in and out at the security counter at Ministry building compound, Department of Scientific service (DSS) compound and Health Promotion Centre centre compound. For workers do landscaping around Bangunan Alam sekitar compound, need to go clock in and out at Department of Scientific Services security lobby.
- For this purpose, the Contractor shall be responsible for collecting and returning any keys promptly to the security office.
- The Contractor shall inform any replacement of its personnel to the Estate Management and Project Development. Any workers absentees need to be replaced immediately for temporary replacement.

7. WORKING HOURS

- The Contractor shall provide the Services for the Ministry on a daily basis from 06.00 am to 06.00pm, excluding Fridays, Sundays and public holidays, exception required with attendance if contractor are required will be confirmed by Officer-in-charge to work on Friday, Sunday and public holiday.
- The Contractor is deemed to follow instructions by the Superintending Officer.
- The Contractor shall ensure all his personnel comply with the working days and hours set out by the Ministry.
- The Ministry reserves the right to amend the working hours without prior notice to the Contractor.
- The Contractor shall ensure that his personnel are present at their designated work areas during such working hours.
- Immediate steps shall be taken by the Contractor to provide temporary replacement/relief to make up the full strength of the personnel required to provide the Works to the satisfaction of the Ministry.

- Weekly duty rosters for deploying the number of workers shall be submitted by the Contractor to the Estate Management and Project Development for approval. Any changes made to the roster must be immediately notified to the Estate Management and Project Development.
- The Contractor is also required to make allowance for any additional expenses which may be incurred due to the work which his employees may be required by the centres outside the working hours.
- The Contractor may be required to perform floor polishing outside office hours to avoid causing any inconvenience to the public.

8. PERSONNEL

- To ensure the proper and efficient execution of the Works, the Contractor shall provide and employ an adequate number of qualified workers to perform the Works as set out in **Schedule E.**
- The Contractor shall be given one month to recruit and train his staff to ensure that the Ministry's requirements and standards are met. Training of the Contractor's staff to commence immediately upon recruitment.
- A list of workers shall be submitted on a monthly basis to the Estate Management and Project Development for monitoring and security purposes.

A. CONTRACT MANAGER AND SUPERVISORS

- The Contractor shall appoint a Contract Manager with the approval from the Estate Management and Project Development. The Contract Manager shall work exclusively for the Contractor and stationed full time at the Ministry.
- The Contract Manager must be able to make decisions on behalf of the Contractor.
- Approval for replacement of the Contract Manager must be sought in the event s/he falls ill (on medical leave) or is due to go on leave.
- The Contractor shall provide experienced and competent language-speaking supervisors and be deployed exclusively for the provision of the Services.
- The Contractor shall submit the CVs, basic duties and responsibilities of the Contract Manager and Supervisor.

B. MEDICAL SCREEENING

- The Contractor shall ensure that all his personnel appointed for the provision of the Services have undergone medical screening and deemed medically fit to perform the Services.
- It is preferable that the Contractor not appoint personnel with any disability for the provision of the Services.

C. REMOVAL OF PERSONNEL

- The Estate Management and Project Development reserves the right to remove or replace any of workers employed by the Contractor from the Ministry's premises, who has misbehaved or is incompetent or negligent in the performance of his/her duties.

D. WAGES AND WELFARE

- The Contractor is responsible for the wages, insurance, medical and welfare of his workers in accordance with the requirements of the Labour Department, Brunei Darussalam.
- The Contractor shall take out, at its own expense, with an insurance approved in writing by the Estate Management and Project Development a policy or policies each specifically endorsed to provide indemnity to the Contractor and to the Ministry against any liabilities arising out of claims by an personnel for payment of compensation under the Workmen's Compensation Act (Cap 74 of the Laws of Brunei).

E. EMPLOYMENT OF ILLEGAL WORKERS

- The Contractor undertakes that he will not employ, and will ensure that all of its sub-contractors will not employ, any illegal foreign workers.
- The Contractor will ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.

F. UNIFORM

- The Contractor must ensure that **all** his personnel are neatly and properly attired in uniforms.
- Uniforms are to be provided by the Contractor at his own cost. Design, colour and materials of the uniform must also be approved by the Estate Management and Project Development.

9. TRAINING AND DEVELOPMENT

- The Contractor is to provide basic grasscutting and landscaping training for his personnel in accordance with the Ministry's requirements before assigning them to the provision of the Works.
- The Contractor shall provide on-the-job training and orientation, at its own expense, to all his personnel as follows:
    - All workers (Grasscutters & Landscape)= minimum 2 weeks
    - Supervisor = 3 weeks
- The training shall be conducted by the Contractor at the Ministry's premises.
- The Contractor shall employ a qualified trainer to train all personnel on basic grasscutting, landscape terms and conditions.
- The Contractor shall also provide and maintain at its own cost all training equipment and manuals necessary for this purpose.
- The Estate Management and Project Development reserves the right to send any of the Contractor's personnel for retraining if deemed incompetent by the Estate Management and Project Development.
- The Contractor shall bear the expenses incurred to retrain or replace his personnel during the retraining period.

10. SAFETY AND HYGIENE

- The Contractor shall observe and comply at all times with all current prevailing laws and regulations relating to safety and hygiene in carrying out the Services, and take all necessary and prudent precaution to ensure the safety on the Ministry's premises of his own staff and personnel, the staff and property of the Ministry and the general public.
- Proper signboards and barriers shall be erected and maintained during the progress of the Services which may endanger the safety of the Ministry's staff and the general public parking . The signboards and barriers must be sufficiently large to attract attention and shall include words such as "DANGER" or "BAHAYA", "WORKS IN PROGRESS", as appropriate.
- The Contractor shall comply with all instructions, policies and regulations as may be issued by the Ministry from time to time in relation to safety and hygiene in the provision of the Services and be equipped with the correct safety PPE execution of the works.

11. TOOLS AND EQUIPMENTS TO BE USED

- The Contractor is responsible to procure and provide at its own expenses of all necessary equipment, tools and materials, as listed out in **Schedule E**, for the efficient provision of the Services.

- A list of the proposed equipment to be used in the provision of the Services, together with the manufacturer's brochure/s, shall be submitted in the format set out in **Section 2** of this Invitation to Tender.

- The Contractor undertakes and warrants that all equipment, tools and materials utilized for the Services shall be free from all defects, patent or latent, and fit and suitable for the purpose of providing the Services and shall be compliant with relevant industry standards.

- The Contractor is responsible for the safe storage of the equipment, tools and materials at its own expenses.

- The Contractor shall provide polythene bags or any other similar approved containers for the collection and deposit of rubbish and compound waste. All rubbish and compound wastes collected shall be brought to the bin centre collection twice a day after the works of landscaping is done.

12. WATER AND ELECTRICITY

- The Ministry shall provide all water and electricity required for the provision of the works (if required).
- The Contractor shall ensure the use of water and electricity for the provision of the Services is economic and not wasteful, and undertakes that all personnel will strictly adhere to this.

13. MAINTENANCE AND REPAIR WORKS

6

- The Contractor shall call directly to the Estate Management and Project Development to report any fault detected during the landscaping, grasscutting and the management process.
- The Contractor shall report any damage (due to negligence of the workers) of any cleaning element of Ministry's property immediately to the Estate Management and Project Development and also the Contract Manager.
- Cost of repair/replacement of any damage to the equipment or property belonging to the Ministry caused by the Contractor's personnel shall be borne by the Contractor.

14. OFFICE AND STORE

- The Ministry shall provide the Contractor space for storage of all equipment, machinery, tools and consumable items to be used in the provision of the Works.
- Should the Contractor wishes to set up a temporary store, prior written approval from the Estate Management and Project Development must be obtained.

15. SECURITY ARRANGEMENT

- The Contractor's personnel shall immediately leave the Ministry's premises if requested by the Ministry or any of its staff.

- The Contractor is required to establish a Security Plan to demonstrate the method of staff registration and tracking with valid permits. The Contractor must ensure that such records are maintained daily.
- The Contractor shall at its own expenses provide, for all his personnel, identification passes as specified by the Estate Management and Project Development. Any damaged pass shall be replaced by the Contractor at its own cost.
- Any lost or damaged passes must be reported immediately to the Estate Management and Project Development and upon approval from the Estate Management and Project Development, replace such lost/stolen pass at the Contractor's own costs.
- The Contractor shall ensure that his personnel do not, at any time, enter into areas which are not part of the Ministry's premises except as directed by the Estate Management and Project Development.
- For security purposes, the Contractor will provide the Estate Management and Project Development with the following particulars of his workers at least one (1) month before the commencement of the Services:
    - Name
    - Address
    - Identity Card Number / Passport Number
    - Gender
    - Citizenship
    - Expiry date of work pass (for foreign workers)

16. REGULATIONS, LICENCES AND PERMITS

- The Contractor is responsible to procure and maintain all necessary licences, permits and approvals, and shall at all times comply with all legal and regulatory requirements applicable to the provision of the Services.
- In the event of any change in legal or regulatory requirements during the contract period, the Contractor shall promptly and at its own expense take any necessary action for complying with the same.
- The Contractor is to comply with best practices as may be proposed or recommended by any relevant bodies in the relevant industry, and also ensure that the standard of Services provided shall, at the minimum, be of such quality and standard as is generally regarded as good in the relevant industry.

17. CHECKLIST AND INSPECTIONS

- The Contractor is required to record daily and periodic landscaping and grass cutting works in a format acceptable to the Ministry. These checklist forms will be used as a basis for performance evaluation.
- The Supervisor must ensure that these checklist forms are duly completed and signed by the officers-in-charge of the relevant department/section/unit after completion of the works at the end

of every week. These forms shall be submitted on the first day of the following week in which they are completed and signed.

- The checklist forms shall be graded by the Ministry's officer in charge of the relevant unit.
- The Contractor will also carry out joint inspection with the Ministry on an agreed schedule in addition to the monthly housekeeping and performance evaluation meetings. Records of such meeting are to be provided to the Ministry.

18. DOCUMENTS TO BE SUBMITTED

- The following documents shall be submitted, and labeled accordingly, together with the documents listed out in **Section 1** of this Invitation To Tender:
    - Proposed Standard Operation Procedures
    - CVs of Contract Manager and Supervisors
    - Security Plan
    - List of Equipment
    - List of Chemicals and fertilizers if required.

SCHEDULES

SCHEDULE A: **AREAS TO BE LANDSCAPING AND GRASS CUTTING**

SCHEDULE B: **GENERAL GUIDELINES TO LANDSCAPING AND LANDSCAPING**

SCHEDULE C: **QUALITY STANDARDS**

SCHEDULE D: **SCHEDULE AND FREQUENCY**

SCHEDULE E: **ALLOCATION OF PERSONNEL**

SCHEDULE F: **LIST OF EQUIPMENT AND SUPPLIES TO BE PROVIDED**

SCHEDULE A

AREAS TO BE LANDSCAPING AND GRASSCUTTING

1.	Ministry of Health Main Building compound (old wing, middle wing, New wing, and Dewan Al-afiah)	Ministry main building compound and wall area (planted plant) both new and old wing, and Dewan al-afiah Surau compound Carpark area

		Outside futsal court compound area Outside M&E plant room / station compound
2.	Health Facilities Building compound	Health Facilities Building compound area and car park area
3.	Department of Scientific Services compound , Commonwealth Drive Jalan Menteri Besar	Department of Scientific Service Building compound area Wall area new old wing (potted plant)
4.	Health Promotion Centre compound	Main building Health Promotion compound and car park area

SCHEDULE B

GENERAL GUIDELINES TO LANDSCAPING AND GRASS CUTTING WORKS

The following guidelines shall be followed by the Contractor in the provision of Services. These guidelines are not exhaustive, and may be changed from time to time, notice of which will be given to the Contract Manager.

(a) Debris and dry leaves shall be swept and removed from the buildings compounds, as well as any fencing.

(b) All plants within the compound buildings of the Ministry and MOH premises must be regularly watered and weeded. The leaves of such plants shall be regularly wiped to remove dust, and any litter in the pots shall be removed.

(c) To remove any plant growths and debris of dried leaves at all MOH's premises, especially at external walls areas.

(d) All old trees are required to be trimmed and included cost the cutting down the old trees. The works involved cleaning for the trees debris / logs and transferred to the contractor's dumping area outside MOH compound. No open burning is allowed within Ministry's area.

(e) All grass cutting works are to be done frequently at a minimum height of 2 inches to 4 Inches above ground level and to be completed within **2 weeks** after receiving work order by Officer-in-charge as required.

- Works to be done **twice a month** for all compounds included areas as follows: Ministry of Health compound, Department of Scientific Services building, MOH Health Facilities building, and Health Promotion Centre (prior to S.O Instruction).

(f) All landscaping works need to be done daily, watered, weeded and fertilized if needed. (prior to S.O's Instruction from time to time). Any dead plants need to be replaced immediately.

SCHEDULE C

SCHEDULE AND FREQUENCY

No.	AREAS	SCHEDULE AND FREQUENCY	
A.	GENERAL AREAS	GENERAL GRASS CUTTING (GC)	LANDSCAPING (L)

	1. APRON	GC 2W/EOD/AR	L 1 D / AR GC 2W/AR
	2. DRIVEWAY	GC 2W/EOD/AR	GC W /AR
	3. OPEN DRAINS		(L) 1D/AR
	4. CAR PARK	L – X2 D GC – 2M / EOD /AR	(L) 2D /AR
	5. COMPOUND	GC X 2 W / EOD AR	(L) 2XD AR
	6. M&E PLANT ROOM		L 1 X M/AR

Legend

GC - Grass Cutting L-Landscaping

W – Weekly PCC - Post Case Cleaning

M - Monthly

E - End of day EOD - End of the day

AEC - After Each Case

D - Daily

AR - As Required

Note:

- This checklist to be certified by officer-in-charge or end user, to be submitted for claims.
- In the event the contractor failure to provide unsatisfactory works, payment will not be certified.

SCHEDULE D

ALLOCATION OF PERSONNEL

The Contractor shall employ the minimum number of skilled or semi-skilled workmen as enumerated below:

PROPOSAL BY MINISTRY OF HEALTH

		Location for workers and supervisor			
		Ministry of Health compound area including • dewan al-afiah, • Main building compound - New wing, • Main building compound - Middle wing and • Main building compound - Health wing • Surau M&E Plant house compound Futsal court compound Store porter cabin area compound	Department of Scientific Services compound area commonwealth Drive, Jalan Menteri besar	Health Facilities Building compound area	Health Promotion Centre (HPC) compound area
a	Supervisor	**1 supervisor (full-time)**			
c	Grass cutters	**<u>8 grass cutters (Part-time)</u>** **MOH compound : 3 grasscutters** **DSS compound area Commmonwealth Drive : 2 grasscutters** **Health facilities compound : 1 grasscutters** **Health Promotion Centre: 2 grasscutters**			
d	Landscapers / Gardeners	**(MOH compound) 3 workers (full-time)**	**(DSS Commonwealth Drive 2 gardeners (full-time)**	**Health Facilities Building) 1 workers (full-time)**	**(HPC) 2 workers (full-time)**

SCHEDULE E

LIST OF TOOLS AND SUPPLIES TO BE PROVIDED

All tools, equipment, chemicals and materials to be used in the cleaning services shall be provided by the Contractor such as:-

	Machines	Quantity
1	Grass cutter	Adequate when used
2	Pruning machine	Adequate when used
3	Trimmer machine	Adequate when used
4	Water jet	Adequate when used
5	Scaffolding and crane	Adequate when used
6	Industrial blower	Adequate when used
	Gardening tools	
1	Scoop	Adequate when used
2	Hoe	
3	Wheelbarrows	
4	Choppers	
5	Garden fork	
6	Spade	
	Consumable items	
1	Black industrial gabbage bag	Adequate when used

Section 3

FORM TO BE USED

Contents

1. **SCHEDULE A – TENDER FORM** ……..……
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4. **SCHEDULE D – COMPANY BACKGROUND** ……...……....
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7. **SCHEDULE G - LIST OF TOOLS AND SUPPLIES** .....

SCHEDULE A

TENDER FORM

To :

TENDER REFERENCE NO: KK/263/2026/ESTETMOH(TC)

INVITATION TO TENDER FOR THE MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS FOR THE MINISTRY OF HEALTH COMPOUND JALAN MENTERI BESAR FOR A PERIOD OF THREE (3) YEARS

TENDER OF *(name of tenderer)*
Company/Business Registration No: _____
Tender Closing Date: _____

Item no.	Description	Qty	Unit	Rate (in BND)	Amount (In BND)
	NOTE:				
	1. Please refer to the monthly activity schedule 2. This is required for monthly progress payment. 3. It is anticipated that the contractor shall **provide eight (08) gardeners / landscapers full time and 8 grasscutter (part-time) dan 1 supervisor (full time)** to carry out item 1 – 3. This is full-time gardener shall also be available at our disposal for carrying out additional gardening /landscaping works including modification to ground covering /plants as directed by the S.O additional gardener(s) required.				
1.	**PRELIMINARIES:-**				
1.1	Allow the sum for preliminaries to comply with the condition of contract and specification.	1	lot		
1.2	Plants, tools, vehicles, scaffolding and ladder etc	1	lot		
1.3	Health and Safety requirements	1	lot		
1.4	Monthly Progress report and photographs	1	lot		
1.5	Insurance's policies inclusive of workmen compensation, public liability and fire insurance	1	lot		

ESTET MOH	**Total Amount for Item 1 - preliminaries to be carried forward at final summary**	

Item No.	Description	Qty	Unit	Rate (in BND)	Amount (In BND)
2	**DAILY MAINTENANCE**				
2.1	Supply of labour, tools, and materials for the watering and weeding of the carpet grass plants / cow grass and the other ground covering including replacement of dead plants, trees as directed by the S.O to the Ministry of Health compound and Entrance lansdscaping (water to be supplied by the MOH existing water taps)	1	month		
2.2	**GRASS CUTTING (refer section 2. Schedule D: allocation of personnel)**				
	Ground Maintenance within the Ministry's area including all grass within 6 meters after the perimeter drain at both side. The works is to be done **twice** a month grass cutting amoving or rolling carpet grass using proper lawn mower including closed cut grass on level, shapes, side tables, embankments by experienced/ expert worker. Location:				
2.2.1	MOH HQ compound and carpark (**twice a month**)	1	month		
2.2.2	Dewan Al-afiah compound and carpark (**twice a month**)	1	month		
2.2.3	Department of Scientific Service and Health Facilities Building compound (**twice a month**)	1	month		
2.2.4	Outside MOH futsal court compound (**twice a month**)	1	month		
2.2.5	Outside compound and carpark , swimming pool and landscape at swimming pool at health promotion centre (**twice a month**)	1	month		
MOH ESTET	**TOTAL AMOUNT FOR ITEM 2 - GRASSCUTTING WORKS To be carried forward to final summary**				

Item No.	Description	Qty	Unit	Rate (in BND)	Amount (In BND)
3.	**LANDSCAPING / GARDENING**				
	OUTDOOR PLANT IN POTS / WALL HANGING PLANTERS / PLANTER LANDSCAPING				
3.1	Weeding the related plants with the use of proper tools asper S.O instruction and satisfaction (8 times a month's). Location: all compound within MOH's complex boundary	**1**	month		
3.2	Disposal if rubbish debris. (**8 times a month's)** Location: all compound within MOH's complex boundary	**1**	month		
3.3	Watering a plants. **(daily)** Location: all compound within MOH's complex boundary	**1**	month		
3.4	Spraying fertilizers (with NPK 15-15-15) include in the water sprinkler system including the water sprinkler system. (**4 times a month)** Location : all compound within MOH's boundary	**1**	month		
3.5	Spraying if insecticides (Decis) **(4 times a month)** Location : all compound within MOH's boundary	**1**	month		
3.6	Replace dead or damaged plants (**8 times a month)** Location : all compound within MOH's boundary	**1**	month		
3.7	**<u>Daily maintenance works</u>** Cleaning carpark / drains / road within the Ministry of Health Complexes compound. (**4 times a day)**	**1**	month		
MOH ESTET	**Total amount for item 3 - landscaping and gardening To be carried forward to final summary**				

FINAL SUMMARY		FINAL AMOUNT (IN BND)
1.	**Total Amount for item 1 - preliminaries**	
2.	**Total amount for item 2 - grass cutting**	
3.	**Total amount for item 3 -landscaping and gardening**	
	TO TOTAL AMOUNT FOR MONTHLY CHARGES	
	TOTAL AMOUNT FOR ANNUAL CHARGES (12 months)	
	TOTAL AMOUNT FOR THREE (3) YEARS CHARGES (36 months)	

1. 1 / we, the undersigned having examined and fully understood the tender Documents, inspected and checked the site, offer to carry out and execute the above works in accordance with all relevant Standards Specification and Codes of Practice for the sum of Brunei Dollars.
Brunei Dollars _____

_____(B$ _____) only.

We offer and undertake on your acceptance of our Tender to provide the above mentioned services in accordance with your Invitation To Tender.

2. If my/our tender is accepted, I/we undertake to complete the whole works within **60 DAYS** from the date of possession/commencement allowing for all possible cause of delay which can reasonably be foreseen and not merely representing the number of working days required.

3. I/we confirm that my/our tender has been calculated on a firm price basis and that I/we have taken into account all aspects, site conditions and other matter that may affect the supply. I/we understand that I/we not be allowed any claims for payment may arise out of my/our misunderstanding, and/or misinterpretation and/or miscalculation of the supply and/or site conditions.

4. I/We agree to the provision and conditions in **Appendix 1 .**

5. I/we understand and agree that the Government has the option to accept part of my/our tender and I/we agree and confirm that in such case, there shall be no adjustment of my/our tender prices and/or rates.

6. Unless and until a formal agreement is prepared and executed, this tender offer together with your Letter of Acceptance thereof shall constitute a legal and binding contract between us.

7. 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.

8. 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.

9. OUR OFFER IS VALID FOR **SIX (6) CALENDAR MONTHS** FROM THE TENDER CLOSING DATE.

10. When requested by you, we shall extend the validity of this offer.

11. We further undertake to give you any further information which you may require.

Dated this day of 20….

_____ Tenderer's official stamp:

Signature of authorised officer of Tenderer
Name:
Designation:

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:

Provision of grass cutting and landscaping services

(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

SCHEDULE G

LIST OF TOOLS AND SUPPLIES

7.1 Tenderers are required to list out the equipment and tools including the quantity required, which shall be used in providing the services described in **Section 2** of this Invitation To Tender. Tenderers are allowed to add in any other equipment and tools which are deemed necessary for the execution of the services.

NO	LIST OF TOOLS AND SUPPLIES	QUANTITY	BRAND
1.	High Pressure Cleaner		
2.	Grass Cutter		
3.	Pruning Machine		
4.	Caution Signboards		
5.	Aluminium Ladders		
6.	Consumable – black gabbage / trash bag		
7.	NPK Fertilizers		