



Rujukan Kami: UTB/F.1/1.7/QTN/2026-2027

27 Safar 1448
11 Ogos 2026

Kepada
Pengurus Syarikat

Tuan/Puan,

BILANGAN SEBUTHARGA: UTB/QTN/2026-2027/FENG/06

KETERANGAN SEBUTHARGA: FOR THE SUPPLY AND DELIVERY OF CONSUMABLE ITEMS USED IN ELECTRICAL & ELECTRONIC LABORATORY AND COMMUNICATION LABORATORY, FACULTY OF ENGINEERING, UNIVERSITI TEKNOLOGI BRUNEI.

Syarikat Tuan/Puan adalah dipelawa untuk menawarkan harga bagi perkara dinyatakan di atas dengan mengikut terma dan syarat yang ditetapkan seperti berikut:

1. Tawaran/Sebutharga hendaklah diisi dengan lengkap dan dihantar dalam sampul surat yang tertutup tanpa menunjukkan identiti pembekal kecuali **bilangan sebutharga, keterangan sebutharga, tarikh diiklankan dan tarikh tutup.**
2. **TAWARAN** hendaklah dihantar dan dimasukkan ke dalam **PETI SEBUTHARGA/TAWARAN, BAHAGIAN KEWANGAN, PEJABAT BENDAHARI, UNIVERSITI TEKNOLOGI BRUNEI, TUNGKU HIGHWAY, BE1410, BRUNEI DARUSSALAM**
3. **TARIKH TUTUP TAWARAN/SEBUTHARGA adalah tidak lewat pada 26 OGOS 2026 SEBELUM JAM 2.00 PETANG.**
4. Penghantaran tawaran/sebutharga yang diterima **lewat dari tarikh dan masa tutup tawaran akan ditolak dan tidak akan dinilai.**
5. Merujuk **para 3.1.3**, Garispanduan Perolehan Kerajaan, Peraturan-Peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dikehendaki untuk menghadapkan dokumen-dokumen dan maklumat seperti yang disenaraikan dibawah ini. Pihak Syarikat hendaklah **menandakan** pada **checklist** sebagai pengesahan dokumen sudah disertakan dengan lengkap dan teratur. Jika dokumen tidak lengkap, tawaran/sebutharga dianggap tidak sah. **Antara dokumen dan maklumat yang diperlu disertakan adalah seperti berikut:-**

- 5.1 ☐ Salinan Sijil Pendaftaran Perniagaan / ☐ Sijil Pendaftaran Kontraktor dan Pembekal yang dikeluarkan oleh ABCI / ☐ Sijil Brunei Darussalam Medicines Control Authority (BCDMA) – jika berkenaan/jika diperlukan*

Engaging Minds, Pioneering Growth

- 5.2 ☐ Pengesahan Jabatan Perkhidmatan Elektrik bagi perkakas elektrik yang berkenaan dan pekerja-pekerja yang akan melaksanakan kerja-kerja elektrik.
- 5.3 ☐ Senarai nama, jawatan dan gaji; jumlah; dan bilangan (%) pekerja tempatan dan pekerja asing hendaklah disertakan bersama.
- 5.4 ☐ *Material* yang akan digunakan dengan menyatakan senarai barangan, peratus (%) dan harga (\$) barangan tempatan digunakan serta peratus (%) dan harga (\$) barangan impot yang akan digunakan.
- 5.5 ☐ Salinan Sijil Pematuhan Akta Cukai (***Certificate of tax Compliance***) daripada Bahagian Hasil Kementerian Kewangan dan Ekonomi bagi syarikat yang berdaftar di bawah Akta Syarikat, *Chapter 39 (Sdn Bhd atau Berhad)*.
- 5.6 ☐ Salinan Sijil Pendaftaran Syarikat dan Nama-Nama Perniagaan yang dikeluarkan melalui *Corporate Registry System* di dalam *One Common Portal*.
- 5.7 ☐ Pengesahan pematuhan Akta Amanah Pekerja dan Perintah Pencen Caruman Tambahan 2009 dari **Tabung Amanah Pekerja** dengan menyatakan nombor Akaun Majikan dan senarai perkerja yang dicarumkan.
- 5.8 ☐ Borang Pengakuan Integriti Penender / ***Integrity Pact*** - *muat turun dari laman sesawang UTB: <https://www.utb.edu.bn/information/tender-and-quotation/>
- 5.9 ☐ **Quotation Form**
- 5.10 ☐ Salinan resit pembayaran
- 5.11 ☐ Borang Lampiran C
- 5.12 ☐ Borang Lampiran C1
6. Merujuk para 3.1.4, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan hendaklah memastikan **jumlah yang dinyatakan adalah tepat dan harga tawaran di dalam *Form of Tender* adalah selaras dengan harga yang dinyatakan di dalam dokumen-dokumen *tender* serta jumlah dalam perkataan adalah sama dengan harga tawaran dalam angka**. Jika tidak sama, tawaran dianggap tidak sah.
7. Merujuk para 3.1.5, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dimaklumkan mengenai dengan denda yang boleh dikenakan kepada penender iaitu dasar penegahan dari menyertai tawaran Kerajaan dan denda-denda lain jika ada.
8. Merujuk para 3.1.6, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022 pihak Syarikat adalah dimaklumkan bahawa **jika syarikat yang berjaya untuk mendapat tawaran mempunyai hutang dengan kerajaan, maka syarikat berkenaan hendaklah bersetuju bagi hutang-hutang berkenaan dibayar kepada Kerajaan melalui potongan bayaran perkhidmatan atau perbekalan yang ditawarkan**. Persetujuan itu hendaklah dimasukkan ke dalam Kontrak Perkhidmatan atau Perbekalan.
9. Merujuk para 3.1.7, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, **semua cukai kastam dan *withholding tax* hendaklah dibayar oleh pihak Syarikat Tuan/Puan**.

10. Merujuk para 10 bilangan 6, selain dari penegahan dari meyeritai Tawaran Kerajaan, penender juga akan dikenakan denda pada kadar maksima 10% dari nilai baki barangan atau perkhidmatan yang belum dibekalkan atau dilaksanakan. Oleh yang demikian, jika pihak penender gagal melaksanakan/menyiapkan kerja/pembekalan dalam tempoh yang ditetapkan, pihak penender akan dikenakan denda *Liquidated Ascertained Damages (L.A.D)*.
11. Sila pastikan **cop syarikat dan tandatangan pengesahan** dibubuh pada setiap borang sebutharga / tawaran.
12. **Jika sekiranya Syarikat Tuan/Puan tidak dapat menawarkan harga (no quote) pada tarikh tutup yang dinyatakan di atas**, borang tawaran hendaklah **dikembalikan ke PETI SEBUTHARGA/TAWARAN, BAHAGIAN KEWANGAN, PEJABAT BENDAHARI, UNIVERSITI TEKNOLOGI BRUNEI, TUNGKU HIGHWAY, BE1410, BRUNEI DARUSSALAM.**
13. Pihak Universiti tidak semestinya terikat untuk menerima sebarang tawaran termurah atau lain-lain tawaran yang tidak munasabah.
14. Penghantaran barang-barang hendaklah sampai ke Universiti Teknologi Brunei **mengikut jadual penghantaran yang dinyatakan di dalam sebutharga**. Jika sekiranya pihak pembekal **gagal** menghantar barang -barang mengikut jadual penghantaran yang telah ditetapkan maka **tempahan akan dibatalkan**.
15. **Bagi sebutharga di bawah peruntukan UTB-Kerajaan Brunei Darussalam. - Resit rasmi** akan dikeluarkan oleh pihak UTB selepas Bahagian Kewangan. Pejabat Bendahari menerima **laporan BIBD** iaitu sekurang-kurangnya 24 jam setelah pembayaran dibuat oleh pihak vendor.
16. **Bagi sebutharga di bawah peruntukan TABUNG UTB - resit rasmi** akan dikeluarkan oleh pihak TABUNG UTB selepas pembayaran telah dibuat oleh pihak vendor dan disahkan oleh Bahagian TABUNG UTB, Pejabat Bendahari.
17. Sebarang pertanyaan mengenai keterangan sebutharga, sila **hubungi pihak pengguna** melalui alamat emel yang dinyatakan pada borang sebutharga (muka surat akhir).

Sekian.

UNIVERSITI TEKNOLOGI BRUNEI

TARIKH TUTUP/
CLOSING DATE: **26 OGOS 2026 / 2.00 PETANG**

BIL. SEBUTHARGA/QUOTATION NO.: **UTB/QTN/2026-2027/FENG/06**
TARIKH / DATE: **11 OGOS 2026**

NOTA*
SILA HANTAR SEBUTHARGA TERUS KEPADA:
PEJABAT KEWANGAN
1F.34 TINGKAT 1 BLOK F
UNIVERSITI TEKNOLOGI BRUNEI
LEBUHRAYA TUNGKU
GADONG BE1410
NEGARA BRUNEI DARUSSALAM

TITLE: FOR THE SUPPLY AND DELIVERY OF CONSUMABLE ITEMS USED IN ELECTRICAL & ELECTRONIC LABORATORY AND COMMUNICATION LABORATORY , FACULTY OF ENGINEERING, UNIVERSITI TEKNOLOGI BRUNEI					
BIL. NO.	KETERANGAN DESCRIPTION	KUANTITI QUANTITY	TAWARAN OFFER	KADAR/RATE (B\$)	JUMLAH/ TOTAL AMOUNT (B\$)
	RESISTORS				
1	0.25W Carbon Film Resistor 10Ω	100pcs			
2	0.25W Carbon Film Resistor 12Ω	100pcs			
3	0.25W Carbon Film Resistor 15Ω	100pcs			
4	0.25W Carbon Film Resistor 18Ω	100pcs			
5	0.25W Carbon Film Resistor 22Ω	100pcs			
6	0.25W Carbon Film Resistor 27Ω	100pcs			
7	0.25W Carbon Film Resistor 33Ω	100pcs			

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8	0.25W Carbon Film Resistor 39 Ω	100pcs			
9	0.25W Carbon Film Resistor 47 Ω	100pcs			
10	0.25W Carbon Film Resistor 56 Ω	100pcs			
11	0.25W Carbon Film Resistor 68 Ω	100pcs			
12	0.25W Carbon Film Resistor 82 Ω	100pcs			
13	0.25W Carbon Film Resistor 100 Ω	100pcs			
14	0.25W Carbon Film Resistor 120 Ω	100pcs			
15	0.25W Carbon Film Resistor 150 Ω	100pcs			
16	0.25W Carbon Film Resistor 180 Ω	100pcs			
17	0.25W Carbon Film Resistor 220 Ω	100pcs			
18	0.25W Carbon Film Resistor 270 Ω	100pcs			
19	0.25W Carbon Film Resistor 330 Ω	100pcs			
20	0.25W Carbon Film Resistor 390 Ω	100pcs			

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21	0.25W Carbon Film Resistor 470 Ω	100pcs			
22	0.25W Carbon Film Resistor 560 Ω	100pcs			
23	0.25W Carbon Film Resistor 680 Ω	100pcs			
24	0.25W Carbon Film Resistor 820 Ω	100pcs			
25	0.25W Carbon Film Resistor 1K Ω	100pcs			
26	0.25W Carbon Film Resistor 1K2 Ω	100pcs			
27	0.25W Carbon Film Resistor 1K5 Ω	100pcs			
28	0.25W Carbon Film Resistor 1K8 Ω	100pcs			
29	0.25W Carbon Film Resistor 2K2 Ω	100pcs			
30	0.25W Carbon Film Resistor 2K7 Ω	100pcs			
31	0.25W Carbon Film Resistor 3K3 Ω	100pcs			
32	0.25W Carbon Film Resistor 3K9 Ω	100pcs			
33	0.25W Carbon Film Resistor 4K7 Ω	100pcs			

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34	0.25W Carbon Film Resistor 5K6 Ω	100pcs			
35	0.25W Carbon Film Resistor 6K8 Ω	100pcs			
36	0.25W Carbon Film Resistor 8K2 Ω	100pcs			
37	0.25W Carbon Film Resistor 10K Ω	100pcs			
38	0.25W Carbon Film Resistor 12K Ω	100pcs			
39	0.25W Carbon Film Resistor 15K Ω	100pcs			
40	0.25W Carbon Film Resistor 18K Ω	100pcs			
41	0.25W Carbon Film Resistor 22K Ω	100pcs			
42	0.25W Carbon Film Resistor 22K Ω	100pcs			
43	0.25W Carbon Film Resistor 27K Ω	100pcs			
44	0.25W Carbon Film Resistor 33K Ω	100pcs			
45	0.25W Carbon Film Resistor 39K Ω	100pcs			
46	0.25W Carbon Film Resistor 47K Ω	100pcs			

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47	0.25W Carbon Film Resistor 56K Ω	100pcs			
48	0.25W Carbon Film Resistor 68K Ω	100pcs			
49	0.25W Carbon Film Resistor 82K Ω	100pcs			
50	0.25W Carbon Film Resistor 100K Ω	100pcs			
51	0.25W Carbon Film Resistor 120K Ω	100pcs			
52	0.25W Carbon Film Resistor 150K Ω	100pcs			
53	0.25W Carbon Film Resistor 180K Ω	100pcs			
54	0.25W Carbon Film Resistor 220K Ω	100pcs			
55	0.25W Carbon Film Resistor 270K Ω	100pcs			
56	0.25W Carbon Film Resistor 330K Ω	100pcs			
57	0.25W Carbon Film Resistor 390K Ω	100pcs			
58	0.25W Carbon Film Resistor 470K Ω	100pcs			
59	0.25W Carbon Film Resistor 560K Ω	100pcs			

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Company's Stamp and Initial



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60	0.25W Carbon Film Resistor 680K Ω	100pcs			
61	0.25W Carbon Film Resistor 820K Ω	100pcs			
62	0.25W Carbon Film Resistor 1M Ω	100pcs			
63	0.25W Carbon Film Resistor 3M3 Ω	100pcs			
64	0.25W Carbon Film Resistor 4M7 Ω	100pcs			
65	0.25W Carbon Film Resistor 6M8 Ω	100pcs			
	INDUCTORS				
66	Inductor 6.8mH	100pcs			
68	Inductor 10mH	100pcs			
69	Inductor 0.33mH	100pcs			
70	Inductor 0.47mH	100pcs			
71	Inductor 2.2mH	100pcs			
72	Inductor 3.3mH	100pcs			

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73	Inductor 4.7mH	100pcs			
	CAPACITORS				
74	ELECTROLYTIC CAPACITOR 0.1uF 16V	100pcs			
75	ELECTROLYTIC CAPACITOR 10uF 16V	100pcs			
76	ELECTROLYTIC CAPACITOR 22uF 16V	100pcs			
77	ELECTROLYTIC CAPACITOR 33uF 16V	100pcs			
78	ELECTROLYTIC CAPACITOR 3.3uF 25V	100pcs			
79	ELECTROLYTIC CAPACITOR 2.2uF 25V	100pcs			
80	ELECTROLYTIC CAPACITOR 4.7uF 25V	100pcs			
81	ELECTROLYTIC CAPACITOR 10uF 25V	100pcs			
82	ELECTROLYTIC CAPACITOR 22uF 25V	100pcs			
83	ELECTROLYTIC CAPACITOR 47uF 25V	100pcs			
84	ELECTROLYTIC CAPACITOR 3.3uF 35V	100pcs			

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85	ELECTROLYTIC CAPACITOR 4.7uF 35V	100pcs			
86	ELECTROLYTIC CAPACITOR 10uF 35V	100pcs			
87	ELECTROLYTIC CAPACITOR 22uF 35V	100pcs			
88	ELECTROLYTIC CAPACITOR 100uF 35V	100pcs			
89	ELECTROLYTIC CAPACITOR 0.1uF 50V	100pcs			
90	ELECTROLYTIC CAPACITOR 0.22uF 50V	100pcs			
91	ELECTROLYTIC CAPACITOR 0.33uF 50V	100pcs			
	OP AMP				
92	OP Amp LM741CN	60pcs			
93	Dual OP AMP 2N2222 NPN	60pcs			
	DIODE				
94	Silicone Diode OA47	60pcs			
95	Silicone Diode BAW62	60pcs			

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96	Diode 1N 4001	60pcs			
97	Diode 1N 4003	60pcs			
98	Diode 1N 4007	60pcs			
99	Diode BZY74	60pcs			
100	Zener Diode BZY 79 (3V3)	60pcs			
101	Zener Diode BZY 79 (3V9)	60pcs			
102	Zener Diode BZY 79 (4V7)	60pcs			
103	Zener Diode BZY 79 (10V)	60pcs			
104	Transistore BC547	60pcs			
105	Transistor 2N3904	100pcs			
106	Transistor 2N4401	60pcs			
107	Transistor 2N4003	60pcs			

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	DIGITAL IC				
108	Digital IC 7400N	100pcs			
109	Digital IC 7474N	100pcs			
OPTO ELECTRONIC – Light Defendant Resistor					
110	LM335A2 Temperature sensors	60pcs			
	FUSES				
111	LBC Fuse Ceramic 5x20mm 5A	60pcs			
112	LBC Fuse Ceramic 6.3 x 25 mm 13A	60pcs			
113	Quick Blow fuse 5x 20mm 2A	60pcs			
114	Quick Blow fuse 5x 20mm 3A	60pcs			
115	Quick Blow fuse 5x 20mm 5A	60pcs			
116	Quick Blow fuse 5x 20mm 10A	60pcs			
	TRANSFORMER				

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117	1:1 line isolation transformer, CWC9003	100pcs			
	DIL & SIL SOCKET				
118	SIL wire Wrap socket 32 way	100pcs			
119	RS Stock No: 226-3837 Tin Plated DIL Socket 14 way	100pcs			
120	Turned Pin SIL Socket 16 Way	100pcs			
TOTAL:					
NOTE: - The evaluation of this quotation may be awarded in WHOLE or PART. - For any inquiries, please contact, email: aidah.ahmad@utb.edu.bn - Method of Payment: online bank transfer to UTB-GOV PAYMENT - Proof of payment must be submitted to utbgov.payment@utb.edu.bn , c.c. procurement.finance@utb.edu.bn - Receipt will be issued via email after payment transaction has been verified by BIBD. (after 24 hours) CASH payment is not accepted. - For urgent submission of quotation, please attach proof of payment. - For company registered under Companies Act, Chapter 39 (Sdn Bhd or Berhad), a valid Copy of Certificate of Tax Compliance 'COTC' certified by Revenue Division, Ministry of Finance and Economy must be enclosed with the submitted quotation. Compulsory* - Participating vendor in this open quotation must be registered in TAFIS 2.0.					

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UNIVERSITI TEKNOLOGI BRUNEI

Company Name:	Contact Name:
Quotation Validity: [minimum six (06) months]	Designation:
Delivery Period: (Within 3 Months after Issue PO)	Contact Tel:
Warranty Period:	Email Address:





**UNIVERSITI TEKNOLOGI BRUNEI
NEGARA BRUNEI DARUSSALAM**



1. _____
2. _____
3. _____

FOR OFFICIAL USE ONLY.

Quotation For : **FOR THE SUPPLY AND DELIVERY OF CONSUMABLE ITEMS USED IN ELECTRICAL & ELECTRONIC LABORATORY
AND COMMUNICATION LABORATORY, FACULTY OF ENGINEERING, UNIVERSITI TEKNOLOGI BRUNEI**

Quotation No : UTB/QTN/2026-2027/FENG/06 Closed On : 26/08/2026 Receipt No. : _____

PART A - AGREEMENT

1.0 On behalf of _____
I, the undersigned, agree to carry out the above Works/Service/Supply* for a sum of B\$ _____
(Brunei Dollars _____)

within a period of _____ Days / Weeks / Months* in accordance with the terms and conditions below.

2.0 Name & Signature : _____
As Owner / Director* (_____)

2.1 IC No. : _____

2.2 Name & Signature : _____
of Witness (_____)

2.3 IC No. : _____

2.4 Address : _____

2.5 Telephone No. : _____ Fax No. : _____ E-mail : _____

2.6 Date : _____

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3.0 On behalf of the Brunei Government, I accept your offer to carry out all/ items* _____
of the above for a sum of B\$ _____ (Brunei Dollars _____)

within a period of _____ Days / Weeks / Months* in accordance with the terms and conditions below.

4.0 _____
(_____)

Registrar & Secretary, Universiti Teknologi Brunei

4.1 Name & Signature : _____
of Witness (_____)

4.2 Address : _____

4.3 Telephone No. : _____ Fax No. : _____ E-mail : _____

4.4 Date of Contract : _____

5.0 The Contract Administrator is : _____

6.0 The Starting Date is on : _____

* Delete as necessary

TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)

1. Before tendering, the tenderer shall visit the site where the Works are to be carried out and shall also carefully examine the relevant Terms and Conditions of Contract, Drawings, Specification and all other accompanying schedules, etc.

If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the Contract Administrator (C.A.), Building Services Department, Public Works Department. The C.A.'s decision shall be final and binding upon the Contract.

On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration :-

- (a) Valid Tenderer's Registration Certificate from the Ministry Of Development.
- (b) Business Enactment Act Section 16 & 17.
- (c) The Tender Form **MUST** be signed by the Owner, or the Director of Shareholder(s) of the Company stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development.
- (d) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry Of Development. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated. Any tender which is incomplete or unsigned will render the tender to be rejected.

3. (a) Tenders and documents in connection therewith as specified above, must be delivered to the place at or before the time specified.
(b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
(c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

Tenders shall remain valid for **6 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.
5. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.
6. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.
7. The tender fee shall be **RM10.00 ***.
8. No unauthorised alteration or use of 'blanco' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialled.
9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.
10. The tender must be done in the official printed tender forms which is printable and downloaded from FINANCE SECTION, UNIVERSITI TEKNOLOGI BRUNEI, NBD via website link <https://www.utb.edu.bn/information/tender-and-quotation/>
The completed tender documents are to be lodged on or before **02.00 PM** on **26/08/2026** in a sealed enveloped addressed to :-

QUOTATION (QTN BOX)

FINANCE SECTION, BURSAR'S OFFICE
UNIVERSITI TEKNOLOGI BRUNEI,
NEGARA BRUNEI DARUSSALAM.

The top part of the sealed envelope must be written stating the following :-

Quotation No. : UTB/QTN/2026-2027/FENG/06 Quotation Closing Date : 26/08/2026
Title : FOR THE SUPPLY AND DELIVERY OF CONSUMABLE ITEMS USED IN ELECTRICAL & ELECTRONIC LABORATORY AND
COMMUNICATION LABORATORY, FACULTY OF ENGINEERING, UNIVERSITI TEKNOLOGI BRUNEI.

* Delete As Necessary

PART B - TERMS OF QUOTATION

1.0 BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION

1.1 Overall Obligations of the Government:

- 1.1.1 To provide access at proper times for the Contractor to do his work.
- 1.1.2 To provide all information and facilities stated in this contract to enable the Contractor to do his work.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Contract Administrator to administer this Contract.
- 1.1.5 May take out or renew insurances referred to in Clause 1.2.4 below if the Contractor fails to do so.

1.2 Overall Obligations of the Contractor:

- 1.2.1 To finish the Works to the quality standards provided in this Contract within the timeframes and completion period provided in this Contract.
- 1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to them.
- 1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Contract Administrator.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

1.3 Instructions & Certifications

- 1.3.1 The Contract Administrator can issue instructions and certifications including job orders to the Contractor on anything relating to the Works.
- 1.3.2 All instructions, certifications and job orders must be in writing, dated and clearly identified as Contract Administrator's instructions, certifications or job orders.
- 1.3.3 The Contractor must comply with all instructions, certifications and job orders issued by the Contract Administrator.
- 1.3.4 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.3, and the Contractor shall pay for all extra costs incurred.

2.0 QUALITY, HEALTH AND SAFETY

2.1 Quality

- 2.1.1 The Contractor must do his work based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator must inform the Contractor of the shortfall(s). The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), the Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator can also certify either:
 - (a) The cost of rectifying such shortfall(s); or
 - (b) The reduced value of the completed Works due to such shortfall(s)as provided in the payment certification clause.
- 2.1.4 The Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix) after the Contract Administrator confirms the Works is complete as provided in the completion clause.

2.2 Variations To Work

- 2.2.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 2.2.2 If the Contract Administrator instructs the Contractor to vary any of the Works and there is a financial impact, the Contract Administrator must certify the value of the variation work as provided in the payment certificate clause.
- 2.2.3 The Contract Administrator must value the variation work using the Summary of Works rates. If there are no Summary of Works rates then using schedule of rates or if neither are available using fair market rates.
- 2.2.4 This shall be done in a written certificate clearly identified as Variation Order Certificate.

2.3 Health and Safety

- 2.3.1 The Contractor must keep the site clean and safe at all times.
- 2.3.2 The Contractor must comply with all laws and regulations relating to Health and Safety Act, if any.

3.0 TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

- 3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing.
- 3.1.2 The Contractor must progress with the Works in a regular and diligent manner.
- 3.1.3 The Contract Administrator can instruct the Contractor to stop and restart at any time.
- 3.1.4 The Contractor must finish all the Works within the deadlines stated in this Contract or as instructed by the Contract Administrator.

3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's work to be done.
- 3.2.2 If any Completion Date is affected the Contract Administrator must adjust the Completion Date.
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

3.3 Completion

- 3.3.1 When the Contractor practically completes all the Works, he may inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works was actually practically completed by the Contractor.
- 3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
- 3.3.4 The Contract Administrator must decide when all obligations of the Contractor are fully discharged.
- 3.3.5 This decision must be in a written certificate clearly identified as a final completion certificate.
- 3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Contract Administrator, whichever is later.

3.4 Delayed Completion

- 3.4.1 If the Contractor does not finish within any deadline he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the payment certification clause.
- 3.4.2 Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completes the Works.

4.0 PAYMENT CERTIFICATION

4.1 Claims and Payment Certificate

- 4.1.1 The Contractor must submit a claim for the Works done before payment certificate can be issued.

4.2 Contents of Payment Certificate:

- 4.2.1 The payment certificate must include the following:
- 4.2.2 Add the following:
 - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates or schedule of rates, if any. If none, then valued based on fair market rates.
 - (b) Value of variation work properly instructed by the Contract Administrator and properly done by the Contractor.
- 4.2.3 Deduct the following:
 - (a) Liquidated and Ascertained Damages for delayed completion. Liquidated and Ascertained Damages is calculated for delay between when the Contractor should have completed the Works and when he actually practically completes the Works.
 - (b) The value of any shortfall(s) due to work done according to this Contract or due to any other breach of this Contract by the Contractor which the Contract Administrator has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Contract Administrator can certify either:
 - (i) The cost of rectifying such shortfall(s) by others; or
 - (ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.
 - (c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including work that is not done according to this contract and any other breach of contract by the Contractor identified by the Contract Administrator.

4.2.4 The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:

- (i) Adding the total under additions above;
- (ii) Deducting the total of all deductions above; and
- (iii) Deducting the cumulative amount certified previously.

4.2.5 The Contract Administrator may deduct any monies owed by the Contractor to the Government under this or any contract from the Contractor's payments.

5.0 TERMINATION OF CONTRACT

5.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause;
- (b) Fails to proceed with the Works within the time stated in the Contract Administrator's instructions;
- (c) Fails to comply with the Contract Administrator's instructions;

for fourteen (14) days after a notice sent to the Contractor, the Contract Administrator can determine this contract by a written notice.

5.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Is guilty of any offence under the Prevention of Corruption Act [Chapter 131] or an offence under sections 161 to 165 or 213 to 215 of the penal code [Chapter 22].

this Contract is terminated by a written notice.

5.3 In either (5.1) or (5.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

PART C - APPENDIX

1.0	Completion Date: (If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period)	<u>3</u> Months
2.0	Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)	<i>10% dari nilai baki barangan atau perkhidmatan</i>
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)	<u>N/A</u> Months
4.0	Retention Sum	<u>N/A</u> % of the Contract Sum

LAMPIRAN 'C'

SURAT PENGESAHAN

**PENENDER / PEMBORONG / KONTRAKTOR / PENGUSAHA / PEMBEKAL MEMILIKI PREMIS
PERNIAGAAN / PREMIS PERNIAGAAN**

Nama syarikat: _____

Alamat premis perniagaan: _____

Poskod: _____

No. telefon pejabat / premis pejabat: _____

No. faks pejabat / premis perniagaan: _____

No. telefon bimbit: _____

BIL.	NAMA PEMILIK SYARIKAT	BILANGAN KAD PINTAR	WARNA	BANGSA
1				
2				
3				
4				
5				

Nama Pengurus: _____

Bangsa: _____ Bil. kad pintar: _____ Warna: _____

No. telefon: _____

Sukacita memaklumkan bahawa segala keterangan di atas adalah benar.

[_____]

Tarikh: _____

COP RASMI
SYARIKAT

LAMPIRAN 'C1'**PENGESAHAN UNTUK DIISIKAN OLEH PEMBEKAL / PEMBORONG**

NAMA SYARIKAT : _____

ALAMAT SYARIKAT : _____
_____**BORANG SENARAI PROJEK-PROJEK / PEMBELIAN / PEROLEHAN / PEMBEKALAN / PEMELIHARAAN / PEMBAIKAN / PERKHIDMATAN-PERKHIDMATAN YANG SEDANG DILAKSANAKAN DAN YANG TELAH DILAKSANAKAN.**

BIL.	TAJUK PROJEK	
	SEDANG DILAKSANAKAN	TELAH DILAKSANAKAN

TANDATANGAN : _____

NAMA PEMILIK SYARIKAT /
KETUA PEGAWAI EKSEKUTIF : _____
(CEO) / PENGARAH

TARIKH : _____

COP RASMI SYARIKAT

***Nota:**

- 1.
- TAWARAN**
- Untuk diisikan dan disertakan bersama-sama dengan perkara-perkara berikut:-

- i) Sokongan tawaran yang dihadapkan sama ada kepada Pengerusi Lembaga Tawaran Negara, Kementerian Kewangan atau Lembaga Tawaran Kecil, Kementerian Pendidikan - DIISIKAN / DILENGKAPKAN OLEH PENGGUNA.
- ii) Borang Lampiran 'C' - Borang Pengesahan Memiliki Premis Perniagaan (*Business Premise*)
- iii) Borang Lampiran 'C2' - Borang Perakuan Kesanggupan Pembekal.
- iv) Sijil 16 & 17 dan Borang Lampiran 'C', 'C1' dan 'C2' hendaklah disertakan pada setiap borang dokumen tawaran asal.

DIISIKAN /
DILENGKAPKAN
OLEH PENENDER.

- 2.
- SEBUTHARGA**
- Untuk diisikan dan disertakan bersama-sama dengan perkara-perkara berikut:-

- i) Borang A1 dan A2 atau Borang B1 dan B2 - DIISIKAN / DILENGKAPKAN OLEH PENGGUNA.
- ii) Borang Lampiran 'C' - Borang Pengesahan Memiliki Premis Perniagaan (*Business Premise*)
- iii) Borang Lampiran 'C2' - Borang Perakuan Kesanggupan Pembekal.
- iv) Sijil 16 & 17 dan Borang Lampiran 'C', 'C1' dan 'C2' hendaklah disertakan pada setiap borang dokumen tawaran asal.

DIISIKAN /
DILENGKAPKAN
OLEH PENENDER.