



Rujukan Kami: UTB/F.1/1.7/QTN/2022-2023

22 Sya'ban 1444
15 Mac 2023

**Kepada:
Pengurus Syarikat**

Tuan/Puan,

BILANGAN SEBUTHARGA : UTB/QTN/2022-2023/TriCED/01
KETERANGAN SEBUTHARGA : INVITATION FOR 'EXPRESSIONS OF INTEREST' FOR
UTB INTERNATIONAL SUMMER PROGRAMME 2023.

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

1. 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. Sebutharga hendaklah dihantar dan **terus dimasukkan ke dalam kotak sebutharga/tawaran** yang telah disediakan di Bahagian Kewangan, Pejabat Bendahari, 1F.32, Tingkat 1, Blok F, Universiti Teknologi Brunei, Lebuhraya Tungku, Gadong, BE1410, Negara Brunei Darussalam tidak lewat dari **TARIKH TUTUP IAITU 28 MAC 2023 SEBELUM JAM 2.00 PETANG.**
3. Penghantaran sebutharga yang diterima **lewat dari tarikh dan masa** tutup tawaran **akan ditolak dan tidak akan dinilai.**
4. 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:**
 - 4.1 Salinan Sijil Pendaftaran Perniagaan / Sijil Pendaftaran Kontraktor dan Pembekal yang dikeluarkan oleh ABCI / Sijil Brunei Darussalam Medicines Control Authority (BCDMA) – jika berkenaan*

- 4.2 Pengesahan Jabatan Perkhidmatan Elektrik bagi perkakas elektrik yang berkenaan dan pekerja-pekerja yang akan melaksanakan kerja-kerja elektrik.
- 4.3 Senarai nama, jawatan dan gaji; jumlah; dan bilangan (%) pekerja tempatan dan pekerja asing hendaklah disertakan bersama.
- 4.4 *Material* yang akan digunakan dengan menyatakan senarai barangan, peratus (%) dan harga (\$) barangan tempatan digunakan serta peratus (%) dan harga (\$) barangan impot yang akan digunakan.
- 4.5 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)*.
- 4.6 Salinan Sijil Pendaftaran Syarikat dan Nama-Nama Perniagaan yang dikeluarkan melalui *Corporate Registry System* di dalam *One Common Portal*.
- 4.7 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.
- 4.8 Pihak Syarikat Tuan/Puan hendaklah menyertakan Pengesahan ***Integrity Pact***.
5. 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.
6. 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.
7. 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.
8. 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.

9. Sila pastikan **cop syarikat** dan **tandatangan pengesahan** dibubuh pada setiap borang sebutharga / tawaran.
10. Borang sebutharga hendaklah **dikembalikan** ke Universiti Tekonogi Brunei jika sekiranya Syarikat Tuan/Puan **tidak dapat menawarkan harga (no quote)** pada tarikh tutup yang dinyatakan di atas.
11. Pihak Universiti tidak semestinya terikat untuk menerima sebarang tawaran termurah atau lain-lain tawaran.
12. 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**.
13. Sila sertakan **salinan resit pembayaran**.
14. Sila emel eddyilahwati.suhaili@utb.edu.bn untuk sebarang pertanyaan lanjut mengenai **keterangan sebutharga** / emel procurement.finance@utb.edu.bn – bagi pertanyaaan berkenaan **iklan sebutharga**.

Sekian.

Invitation for 'Expressions of Interest' for UTB International Summer Programme

Tri-CEd, Universiti Teknologi Brunei is seeking Expressions of Interest from companies to host activities and excursions for UTB Odyssey Summer Programme.

The Odyssey Summer Programme is a 15-day programme which aims to provide participants with an enriching educational and social experience through a mixture of Brunei's rich array of cultural activities. The programme is open to local, international university students and Higher Education Institutions.

Scope

The following services are required and includes the following: -

1. Activities and Excursions
 - a. Itinerary of activities and excursions for 15 days
 - i. Date of Arrival – 2 July 2023
 - ii. Activities in UTB – 3 and 4 July 2023
 - iii. Date of Departure – 16 July 2023
 - b. The activities for 10 days must include: -
 - i. Orientation & Ice Breaking Activities at UTB Campus (One Day)
 - ii. Introduction to Brunei Heritage & Culture at UTB Campus (One Day)
 - iii. Three days of activities to be spent in Temburong district (such as Canopy walk, Ulu National Park etc.)
 - iv. Five days activities to expose participants to Brunei.
 - v. One day to experience His Majesty's birthday (15 July) celebration in Brunei.
 - c. Activities and Excursions must showcase the diverse culture, traditions of Brunei and observation of historical and Islamic landmarks.
 - d. Activities and Excursions must incorporate educational elements where participants are given project/problem-based tasks where they will need to provide innovative solutions.
 - e. Activities to include exciting hands-on practical activities and outdoor adventures to expose participants to Brunei's diverse culture.
 - f. Planning of Activities and Excursions must take weather conditions into consideration. The safety and well-being of participants must be the main priority.
2. Transportation for 12 days.
 - a. Airport Pick Up
 - b. Bus transportation in Brunei (The Core Residential College – Activities – The Core Residential College) for 12 days.
 - c. Airport Departure
3. Refreshment for 14 days - Breakfast, lunch, and dinner
 - a. One packed meal for Day of Arrival for participants
 - b. Refreshment (Morning Teas, Lunch and Dinner) for 13 days.



4. Cost

To be inclusive of visits, entry fees, activity fees, workshop materials and equipment, provision of personnel, insurance, safety equipment and 3D2N accommodation in Temburong

Companies

This Expression of Interest is open for Tour operators / Tourism Service Providers recognized by the Ministry of Primary Resources and Tourism (MPRT) who have experience in Domestic Tourism and have a good rapport with local communities. The tour operators must actively participate in the management and day-to-day running of the programme.

Schedule

Arrival Date – 2 July 2023

Programme Commencement – 3 July 2023

End: 15 July 2023

Departure Date – 16 July 2023



Requirements

Day	Date	Activity and Requirements	Venue
1	2 July 2023 Sunday	Arrival of Participants - Pick up participants from Brunei International Airport - Drop off at a designated The Core Residential College. - Pick up and Drop off per trip needs to be quoted. - One Meal (Packed) for the participants	Brunei International Airport – The Core Residential College
2	3 July 2023 Monday	Orientation (9.00am – 8.00pm) - Conduct Briefing on Schedule and HSSE - Organize and Conduct Ice Breaking Activities - o To propose a minimum of five activities - Refreshments (Morning Tea, Lunch and Dinner) - Organize and Conduct Social Night	Universiti Teknologi Brunei
3	4 July 2023 Tuesday	Introduction & Exposure to MIB, Brunei's Food & Culture (Full Day) - Organize and Conduct Lecture on MIB, Food and Culture - Organize and Conduct Activities to promote Brunei's Culture and Food - o To propose a minimum of five activities - o Objective of activities to introduce Brunei's cultural diversity. - Refreshments (Morning Tea, Lunch and Dinner)	Universiti Teknologi Brunei
4	5 July 2023 Wednesday	Exploration of Bandar Seri Begawan (Full Day) - Bus Transportation The Core Residential College – BSB – The Core Residential College - Organize Familiarization Visit to Bandar Seri Begawan's attractions including Mosque, Museums, Cultural Centers. - o To propose various activities to promote Kampong Ayer's nature, history, and culture. - Refreshment (Morning Tea, Lunch and Dinner)	Bandar Seri Begawan



Day	Date	Activity and Requirements	Venue
Two Days Visit			
5	6 July 2023 Thursday	Exploration and Visit (Full Day) - Bus Transportation from The Core Residential College – Visit/Activity Venue – The Core Residential College - Organize Familiarization Visit to Brunei's attractions including Markets and other attractions. - Organize Recreational Activities promoting Brunei History, unique community, and culture. - o To propose a minimum of three visits inclusive of activities at each visit - Refreshment (Morning Tea, Lunch and Dinner)	Brunei Muara / Tutong / Belait District
6	7 July 2023 Friday	Exploration and Visit (Full Day) - Bus Transportation from The Core Residential College – Visit/Activity Venue – The Core Residential College - Friday Prayers at a Mosque - Organize Visit and Activities for participants to reconnect with nature. - o To propose a minimum of five visits and activities at each visit - Refreshment (Morning Tea, Lunch and Dinner)	Brunei Muara / Tutong / Belait District
Three Days Visit To Temburong District (3 Days, 2 Nights)			
7	8 July 2023 Saturday	Exploration and Visit to Temburong District - Bus Transportation from The Core Residential College – Temburong – Visit/activities Venues – The Core Residential College	Temburong
8	9 July 2023 Sunday	- Accommodation in Temburong (3 days 2 Nights) - Organize Visits and Activities to promote Flora and Fauna, Culture and Food of Temburong	
9	10 July 2023 Monday	- To promote minimum of three activities per day - Refreshment (Breakfast, Lunch and Dinner)	



Day	Date	Activity and Requirements	Venue
Two Days Activities organized by SASM, UTB			
10	11 July 2023 Tuesday	Activities will be organized and conducted by School of Applied Sciences and Mathematics, UTB - Refreshment (Morning Tea, Lunch and Dinner)	Universiti Teknologi Brun
11	12 July 2023 Wednesday	Activities will be organized and conducted by School of Applied Sciences and Mathematics, UTB - Bus Transportation from UTB – Visit/activities Venues – UTB - Refreshment (Morning Tea, Lunch and Dinner)	Universiti Teknologi Brun
12	13 July 2023	Exploration and Visit (Full Day) - Bus Transportation from The Core Residential College – venue – Visit/activities Venues – The Core Residential College - Organize Visits and Activities to promote local attractions and Culture o To propose a minimum of five visits and activities at each visit - Refreshment (Morning Tea, Lunch and Dinner)	Brunei Muara / Tutong /Belait District
13	14 July 2023	Exploration and Visit to BSB II (Full Day) - Bus Transportation from The Core Residential College – BSB – Visit/activities Venues – The Core Residential College - Organize Visits and Activities to promote Islamic Heritage o To propose a minimum of five visits and activities at each visit - Refreshment (Morning Tea, Lunch and Dinner)	Bandar Seri Begawan
14	15 July 2023	Free and Easy (His Majesty's Birthday Celebration) - Bus Transportation from The Core Residential College – venues – Visit/activities Venues – The Core Residential College - Refreshment (Morning Tea, Lunch and Dinner)	
15	16 July 2023	Departure from Brunei - Pick up participants from The Core Residential College. - Drop off at Brunei International Airport - Pick up and Drop off per trip needs to be quoted	Brunei International Airpoc



UNIVERSITI TEKNOLOGI BRUNEI

TARIKH TUTUP/

CLOSING DATE: **28 MAC 2023 (SELASA) / 2.00 PETANG**

BIL. SEBUTHARGA/QUOTATION NO.: **UTB/QTN/2022-2023/TrICED/01**

TARIKH / DATE: **15 MAC 2023**

SILA HANTAR SEBUTHARGA TERUS KEPADA:
PETI SEBUTHARGA
BAHAGIAN KEWANGAN, PEJABAT BENDAHARI
1F.34 TINGKAT 1 BLOK F
UNIVERSITI TEKNOLOGI BRUNEI
LEBUHRAYA TUNGKU GADONG BE1410
NEGARA BRUNEI DARUSSALAM

QUOTATION TITLE / TAJUK SEBUTHARGA:

INVITATION FOR 'EXPRESSIONS OF INTEREST' FOR UTB INTERNATIONAL SUMMER PROGRAMME 2023.

NOTE:

- For inquiries on quotation specification/details, please contact: eddyilahwati.suhaili@utb.edu.bn
- Method of payment: **online bank transfer to BIBD TABUNG UTB** / via Cash Deposit Machine (CDM): **00-001-01-0045184**
 - Proof of payment** must be submitted to payment.info@utb.edu.bn , cc salinawati.damit@utb.edu.bn and etty.metussin@utb.edu.bn
 - The receipt will be issued via email after verification by the TABUNG-UTB Accounts.
 - CASH PAYMENT IS NOT ACCEPTED.**
- For urgent submission of quotation, please **attach proof of payment**/screenshot of payment.
- Copies of Registration of Business Certificate (16 & 17) must be enclosed with the submitted quotation.
- 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. – **if COTC is not attached, your quotes may not be assessed.**

Company Name:

Quotation Validity:

Delivery Period/Completion period:

Contact Name:

Designation:

Contact Tel:

Email address:



.....
Company's Stamp and Initial

BIL. SEBUTHARGA/QUOTATION NO.: **UTB/QTN/2022-2023/TrICED/01**

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

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.

Rujukan UTB/F1/1.7.1/2022-2023

Kepada:
 Pengerusi
 Jawatankuasa Sebutharga Universiti Teknologi Brunei
 Universiti Teknologi Brunei
 Negara Brunei Darussalam

Tuan / Puan

PER: BORANG PERAKUAN KESANGGUPAN PEMBEKALAN

* **Sukacita / Dukacita** membuat pengesahan perakuan bahawa syarikat
 _____ ***bersetuju / tidak bersetuju**
 untuk membuat pembekalan barangan / perkakas / peralatan / perkhidmatan sebagaimana yang
 dinyatakan dalam sebutharga bilangan

Tandatangan : _____

Nama : _____

Tarikh : _____

(Pemilik Syarikat / CEO / Pengarah)

COP RASMI SYARIKAT

COMPANY'S OFFICIAL STAMP

[Merujuk Surat Kementerian Kewangan dan Ekonomi, Brunei Darussalam, rujukan bil. H/EU/SA 02 bertarikh 21 Jun, 2021, syarikat-syarikat yang ikut serta di dalam tawaran / sebutharga Kerajaan yang berdaftar di bawah Akta Syarikat, Penggal 39 (lazimnya **Sdn Bhd** dan **Berhad**) adalah dikehendaki untuk menghadapkan **Sijil Pematuhan Cukai (COTC)** yang disahkan oleh Bahagian Hasil, Kementerian Kewangan dan Ekonomi, Brunei Darussalam.

[With reference to Letter from Ministry of Finance and Economy, Brunei Darussalam, ref. no: H/EU/SA 02 dated 21 June, 2021 - companies participating in government tender/quotation, registered under the Companies Act, Term 39 (usually **Sdn Bhd** and **Berhad**) are required to present a **Certificate of Tax Compliance (COTC)** certified by Payment & Revenue Collection Section, Ministry of Finance and Economy, Brunei Darussalam]

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***Sila kembalikan borang C2** satu (01) minggu dari tarikh menerima Surat Lantikan iaitu pada /
Kindly return C2 form to Universiti Teknologi Brunei / one (01) week from date of receiving Letter of
 Award on _____.

Pengesahan Penerimaan Jabatan	:	
Tarikh Penerimaan Pembekalan (Hendakan mengikut seperti yang telah dinyatakan di dalam borang dokumen tawaran asal / kebenaran)	:	

***Sila potong yang tidak berkenaan**