



Rujukan Kami: UTB/F.1/1.7/QTN/2024-2025

04 Jamadilawal 1446H
06 November 2024

Kepada:
Pengurus Syarikat

Tuan/Puan,

BILANGAN SEBUTHARGA : **UTB/QTN/2024-2025/EST/27**

KETERANGAN SEBUTHARGA : **REFURBISHMENT WORK FOR SCHOOL OF COMPUTING AND INFORMATICS, GF.47, UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM**

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 19 NOVEMBER 2024 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*

Engaging Minds, Pioneering Growth

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- 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 import 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.

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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** atau **salinan bukti pembayaran (screenshot of payment details)** bagi pembayaran yang dibuat pada saat akhir.
14. **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. - **bagi sebutharga di bawah peruntukan UTB (Kerajaan Brunei Darussalam).**
15. Manakala, **resit rasmi** akan dikeluarkan oleh pihak TABUNG UTB selepas pembayaran telah dibuat oleh pihak vendor dan disahkan oleh Bahagian TABUNG UTB, Pejabat Bendahari. - **bagi sebutharga di bawah peruntukan TABUNG UTB.**
16. Sebarang pertanyaan mengenai keterangan sebutharga, sila **hubungi pihak pengguna** secara emel atau melalui nombor talian yang disediakan pada muka surat akhir borang sebutharga.

Sekian.

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UNIVERSITI TEKNOLOGI BRUNEI

TARIKH TUTUP/CLOSING DATE:
19 NOVEMBER 2024 (2.00 PETANG)

BIL. SEBUTHARGA/QUOTATION NO.:
UTB/QTN/2024-2025/EST/27

TARIKH / DATE: 06 NOVEMBER 2024

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: REFURBISHMENT WORK FOR SCHOOL OF COMPUTING AND INFORMATICS, GF.47,
UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM**

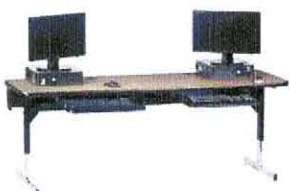



- A. All quantities are provisional and subjected to final measurement upon completion.
B. The S.O. will not entertain any claims if this is not formalised for any approved variation.

Item No.	Description	UNIT	QTY	RATE B\$	AMOUNT B\$
	<p>This Quotation cost shall cover the whole scope of works described below for the proper execution of the following work to be carried out including supply of labours, materials, tools, machineries, equipment, supervision, erect and dismantle of scaffolding and etc for the proper execution of the following works.</p> <ul style="list-style-type: none"> The cost shall comply with client's requirement and the conditions & specifications of contract and inclusive: The mobilisation and demobilisation Insurance coverage (Public Liability, Workmen Compensation and Fire insurance) Site and Public Access including cleaning, safety requirement and maintenance of existing services and other work. Safety Requirement and Regulations for workers must wear suitable Personal Protective Equipment (PPE). 				
1.0	BUILDER WORKS				
1.1	WALL AND FLOOR FINSHES				
1.1.1	Supply and installation of new 600mm x 600mm Two Color Scheme painted perforated suspension ceiling boards on the existing metal framings including any necessary patching work as per attached sketch and as S.O.'s Instruction.	Sq.m	100		
1.1.2	Supply and lay of new selected good quality and durable "Enhanced Commercial Tip Sheared Loop Graphic" design carpet, 100% SD Polypropylene with 6mm pile height including specified underlay, fixing tackless with and including supplying grippers and double binder bars plugged to concrete surface as per S.O.'s Instructions.	Sq.m	100		
	Note: - To include Power/Network points cover/casing mounted on the floor				
TOTAL CARRIED FORWARD: -					

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Company's Stamp and Initial



UNIVERSITI TEKNOLOGI BRUNEI

ITEM NO.	DESCRIPTION	UNIT	QTY	RATE B\$	AMOUNT B\$
	TOTAL BROUGHT FORWARD: -				
2.0	LOOSE FURNITURE				
2.1	Supply and installation inclusive fix any necessary items for the following loose furniture inclusive removal of unwanted materials or relocate old furniture to a suggested area as per S.O.'s Instruction. Detailed description of the loose furniture shall be provided in colored catalogues.				
2.1.1	Rectangle Computer Table which fits two desktops with keyboards tray, made of 24mm thick tabletop of melamine finished, in selected woodgrain tabletop with all pvc ending in all edges inclusive epoxy coated metal stand of floor scratch protection.  <div style="float: right;"><i>Dimension: W1500 x D600 x H750 mm</i></div>	No	1		
2.1.2	Rectangle Lecturer Table with 24mm thick tabletop of melamine finished, in selected woodgrain tabletop with all pvc ending in all edges inclusive epoxy coated metal stand of floor scratch protection and attached with keyboards tray, pedestal with lockset.  <div style="float: right;"><i>Dimension: L1200 x W6 x H750mm</i></div>	No	1		
2.1.3	Low Back Mesh Chair with Modern and Elegant design as per described as below:- <ul style="list-style-type: none"> • High density "moulded" injected moulded foam backrest for seater back comfort, • Imported mesh backrest. • with stylish polypropylene armrest with "1" locking system • imported gas lift. • with polypropylene base complete with heavy duty twin wheel castor • with PVC -mesh upholstery.  <div style="float: right;"><i>Dimension: W560 x D540 x H900-1020 mm</i></div>	Nos	31		
2.1.4	Glass Writing Board with pen tray complete with backing fixed to the wall.  <div style="float: right;"><i>Dimension: W2000 x H1000mm</i></div>	No	1		
	TOTAL CARRIED FORWARD: -				

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UNIVERSITI TEKNOLOGI BRUNEI

Item No.	Description	UNIT	QTY	RATE B\$	AMOUNT B\$
TOTAL BROUGHT FORWARD: -					
3.0	ELECTRICAL AND MECHANICAL WORKS				
3.1	Supply, install, testing and commissioning of wiring works in PVC conduit to run above ceiling or conceal on walls, floors and tables/desks including necessary floor hacking, concealing, and making good as per existing condition for the following works:				
3.1.1	2 gang 13Amp Power Point for wall mounted.	Nos	6		
3.1.2	1 gang 13Amp Power Point for floor mounted	Nos	15		
3.1.3	1 gang 15Amp Power Point for wall mounted.	Nos	1		
3.1.4	Projector Power Point mounted on the ceiling	No	2		
3.2	Dismantling existing luminaires and supply, install, testing and commissioning of new light fittings including necessary additional wiring and termination works for the following:				
3.2.1	Diffused Ceiling Light Fitting complete with 3x18 watt 4ft LED Light Bulb	Nos	30		
4.0	NETWORKING				
4.1	Supply, install, testing, commissioning of new Network equipment and wiring works . All cabling works shall be in PVC Conduit to run above ceiling or wall partitions and all other relevant works for new/existing cabling and outlets for the proper execution of the following items: -				
	A. All existing network port (floor) will be used back but using new casing if possible.				
	B. The cover should be level with the carpet.				
	C. Access Point will be the UNIFI brand and need to be configure to Unifi Controller				
	D. Pulling of Access Point cable to the nearest switch room (connect to Unifi switch)				
4.1.1	UNIFI Access Point (High Spec) Note: All required materials must be approved and as per advice from ICTC, UTB upon installations.	No	1		
5.0	OTHER WORKS				
5.1	Supply, Install and fix into Place of New heavy duty Fabric BLACK OUT Vertical blinds including all control gear and fixing to timber or concrete soffit to suit the opening size and other necessary accessories all in accordance with manufacturer specification. Size: 2900mm L x 2100mm H *Width must include 150mm extra on all sides of window sizes and 200mm extra on all length.	Sets	3		
5.2	Supply and installation of good and sound PA System which consist of: - <ul style="list-style-type: none"> 480Watt Digital Mixer Amplifier with MP3 and Equalizer 6 Nos of High-Power 60Watt 2way Wide Range (16cm cone) UHF Wireless transmitter with dual -channel UHF diversity 2 Nos of Uni-directional Dynamic Handheld microphone complete with stand and holder. 2 Nos of UHF Handheld Wireless Microphones with stand and holder. 	Set	1		
5.3	Supply of fire extinguisher complete with discharge hose & nozzle, safety pin, inspection sticker and hook bracket, to be hung and hooked securely placed on galvanised form bracket fastened to wall height 1.0 meter from floor level to the handle unless otherwise stated and acceptable by S.O in charge as follows;				
5.3.1	ABC Powder 2.0 kg Note: Supplier of Equipment shall be from approved Brunei Fire Rescue Department, BFRD Suppliers / Contractors only.	Nos	2		
TOTAL CARRIED FORWARD: -					

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Item No.	Description	UNIT	QTY	RATE B\$	AMOUNT B\$
TOTAL BROUGHT FORWARD: -					
5.0	OTHER WORKS (cont)				
5.4	Supply and install of 2 in 1 Smoke and Fire Alarm Detectors with sealed battery included which will never have to be replaced throughout the life of the alarm even in the event of power outage and; <ul style="list-style-type: none"> Lithium-free alkaline permanent power from Duracell Duralock is safer and more eco friendly Superior resistance to false alarms, no batteries to change, no battery chirps Quick find alarm origination feature easily identifies originating alarm to sound in an interconnected system 10-year product end of service life warning - sounds when it is time to replace detector 10-year limited warranty 	No	2		
5.5	Supply and install new door signage made from 3mm thick acrylic panel with reversed sticker text. <i>Size of proposed signage: 600mm W x 400mm H</i>	Nos	2		
GRAND TOTAL:					

NOTE:

- Contractors are advised to **VISIT SITE** before submission of quotation to familiarize with scope of the work involved as no claims for extras pertaining to lack of knowledge of site condition shall be entertained.
- Sample of replacement materials/items should be submitted to S.O Prior to installation / application.
- Copies of Registration of Business Certificate 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.
- For any inquiries, please contact: +6732461020-9 extension 1116 or email awa.mahmud@utb.edu.bn.
- To make appointment for site visit please contact +6732461020-9 extension 1117.

Company Name:	Contact Name:
Quotation Validity (minimum six (6) months):	Contact Tel:
	Designation:
	Email address:

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Company's Stamp and Initial



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.), Universiti Teknologi Brunei. 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 **9 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 **B\$10.00 ***.
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 available from the **FINANCE SECTION, UNIVERSITI TEKNOLOGI BRUNEI, NBD.**

The completed tender documents are to be lodged on or before 2.00 PM on 19/11/2024 in a sealed enveloped addressed to :-

QUOTATION (QTN BOX)

**FINANCE SECTION,
UNIVERSITI TEKNOLOGI BRUNEI,
NEGARA BRUNEI DARUSSALAM.**



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

Quotation No. : UTB/QTN/2024-2025/EST/27 Quotation Closing Date : 19/11/2024
Title : REFURBISHMENT WORK FOR SCHOOL OF COMPUTING AND INFORMATICS, GF.47,
UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM

* Delete As Necessary



**UNIVERSITI TEKNOLOGI BRUNEI
ESTATE MANAGEMENT UNIT
NEGARA BRUNEI DARUSSALAM**



1. _____
2. _____
3. _____

FOR OFFICIAL USE ONLY.

**Quotation For : REFURBISHMENT WORK FOR SCHOOL OF COMPUTING AND INFORMATICS, GF.47,
UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM**

Quotation No : UTB/QTN/2024-2025/EST/27 Closed On : 19/11/2024 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 : _____

FOR OFFICIAL USE ONLY.

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 _____

(_____)

4.1 _____

For Director General of Public Works

4.2 Name & Signature : _____

of Witness (_____)

4.3 Address : _____

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

4.5 Date of Contract : _____

5.0 The Contract Administrator is : _____

6.0 The Starting Date is on : _____

Company Stamp

Department Stamp

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>1</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)	B\$ <u>N/A</u> Per Day
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)	<u>06</u> Months
4.0	Retention Sum	<u>05</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.

LAMPIRAN 'C2'

Rujukan UTB/F1/1.7.1/2024-2025

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 (Hendakian mengikut seperti yang telah dinyatakan di dalam borang dokumen tawaran asal / kebenaran)	:	

***Sila potong yang tidak berkenaan**