



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

18 Rabiulakhir 1446  
22 Oktober 2024

**Kepada:**  
**Pengurus Syarikat**

Tuan/Puan,

**BILANGAN SEBUTHARGA : UTB/QTN/2024-2025/EST/21**

**KETERANGAN SEBUTHARGA : TERM CONTRACT ON GENERAL BUILDING REPAIR FOR TWO (2) YEARS AT 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. 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 05 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 di bawah 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 perlu 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 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 Teknologi 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:**  
**05 NOVEMBER 2024 (SELASA) / 2.00 PETANG**

**BIL. SEBUTHARGA / QUOTATION NO.:**  
**UTB/QTN/2024-2025/EST/21**

**TARIKH / DATE: 23 OKTOBER 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: TERM CONTRACT ON GENERAL BUILDING REPAIR FOR TWO (2) YEARS AT UNIVERSITI TEKNOLOGI BRUNEI.**

**This quotation is for Valid Contractor's MOD registration Class I or II (Category KA01) ONLY.**

This is "A Maximum Limit Contract Value" type of contract. The contract period will be TWO YEARS OR up to a maximum contract value of B\$49,999.99 whichever comes first.

**The scope of work is to carry out *Repair and Corrective Maintenance Works* at UTB Campus.**

- a. Allow provision for all items and costs necessary for supply of all labors, materials, tools, equipment, vehicles, machineries, ladder, scaffolding, etc. for General Building Repair at Universiti Teknologi Brunei shall include Preliminaries, Conditions of Contract and Specification inclusive all necessary insurances coverage, site and public access cleaning, safety requirement and clearing of all debris to contractor's own dumping site for the proper and successful execution as per S.O.'s instruction.
- b. Contractors are required to visit and inspect the site to ascertain himself the access to the sites, the nature and extent of the work that is required of him for the due and faithful completion of each and every aspect of the work involved.
- c. No claim for extra pertaining to lack of knowledge of site condition, alleged ignorance in any respect shall be entertained or due to the emergency nature of any of the works and services to be executed under this Contract.
- d. Awarded contractor shall appoint its professional personnel to standby/conduct works and attend any complaint without any delay or hesitation as per S.O. instruction. The expected response time should be within 24 hours.
- e. Before the commencement of work, contractor shall provide report and/or measurement if requested by S.O.
- f. Claim submission with Progress Reports with Photographs of before commencement, throughout the duration of the work and after completion of the work.
- g. All workers must wear proper uniform working attire, personnel protective clothing standard (overall with Logos of the Company, proper shoes, and etc).
- h. all maintenance works shall be instructed by Client's Representative or S.O. only at any time of services required which include outside normal working days or hours.

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## UNIVERSITI TEKNOLOGI BRUNEI

ITEM NO.	DESCRIPTION	UNIT	RATE B\$
	Supply of all labour, tools, materials, supervision, ladder, scaffolding and ALL necessary equipment for the proper execution of the following works: -		
<b>1.0</b>	<b>CARPENTRY AND JOINERY</b>		
1.1	Remove and replace with new 1.2m x 2.4m cement board and screwed with self-tapping screw 300mm c/c to existing steel frame of height of not more than 12.0m high inclusive in providing any necessary items/accessories/fittings and all painting works.	Nos	
1.2	Refasten any existing loose strip ceiling with all necessary accessories, fitting, etc to match to the existing of height not more than 12.0m high as per S.O.'s Instructions.	L m	
1.3	Remove and replace with new 1.2m x 2.4m gypsum board and screwed with self-tapping screw 300mm c/c to existing steel frame of height not more than 3.0m high inclusive in providing any necessary items/accessories/fittings and all painting works.	Nos	
1.4	Replacing new 600mm x 600mm of 15mm thickness to all damaged perforated suspension ceiling boards with identical or similar to existing of height than 3.0m high	Nos	
1.5	Fixing of new strip ceiling inclusive all necessary accessories, fitting, etc to match to the existing not more than 12.0m high as per S.O.'s Instructions.	L m	
1.6	Fixing of new 50 X 50 x 4mm thick Equal L-Shaped M.S. Equal angle for cement/gypsum boards inclusive all necessary accessories, fitting, etc to match to the existing not more than 3.0m high as per S.O.'s Instructions.	L m	
<b>2.0</b>	<b>TILING WORK</b>		
2.1	Supply and lay non-slip homogenous floor tile inclusive hacking up cement and cement screed and/or existing damaged tile finishes to floor, skirting, landing, walls, etc. and form keys to receive with new finishes match to the existing which bedded on Nicabond's tile adhesive on 20mm cement and sand screed including grouting and pointing at all edges.		
2.1.1	200 x 200 x 8mm thick Homogeneous Ceramic Tiles (polished type)	Sq.m	
2.1.2	200 x 200 x 8mm thick Homogeneous Ceramic Tiles (unpolished type)	Sq.m	
2.1.3	200 x 200 x 5mm thick Glazed Ceramic Tiles	Sq.m	
2.1.4	300 x 300 x 8mm thick Homogeneous Ceramic Tiles (polished type)	Sq.m	
2.1.5	300 x 300 x 8mm thick Homogeneous Ceramic Tiles (unpolished type)	Sq.m	
2.1.6	600 x 600 x 8mm thick Homogeneous Ceramic Tiles (polished type)	Sq.m	
2.1.7	600 x 600 x 8mm thick Homogeneous Ceramic Tiles (unpolished type)	Sq.m	
2.2	To grind 600- 800mm width of existing tread stair tiles for groove lines of not less than 5mm wide and depth as per S. O's instruction.	L.m	
2.3	Remove efflorescence occurred from tile grout with suitable safe concentrated acid detergent to clean and remove grout haze inclusive surface cleaning, scrubbing, rinsing, etc.to match as existing.	Sq.m	

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<b>3.0</b>	<b>PAINTING WORKS</b>		
3.1	Prepare existing surfaces by scraping existing old paint, removing all dirt and loose particles, jet wash, seal up any cracks of joint in cement, remove rust, millseals, oil/grease and contaminants for metal repair and fill any wood surfaces with appropriate wood filler, stripping and sand down with abrasive paper to smooth surfaces.		
3.1.1	Apply <i>ICI or Juton or any approved equivalent</i> with <i>ONE coat oil -based primer and TWO Finishing coats of Emulsion paints</i> to existing plastered surface, gypsum cement and any similar board surfaces to wall, columns, ceiling, beams, etc	Sq.m	
3.1.2	Apply <i>ICI or Juton or any approved equivalent</i> with <i>ONE coat oil-based primer and TWO Finishing coats of low odor Oil-based paints</i> to existing timber door frame, jambs, lining, architraves and other trim, panels, etc	Sq.m	
3.1.3	Apply <i>ICI or Juton or any approved equivalent</i> with <i>ONE coat oil-based primer and TWO Finishing coats of Synthetic Enamel paints</i> on to existing metals surface, column, post, etc	Sq.m	
<b>4.0</b>	<b>GLAZING WORK</b>		
4.1	Remove and replace with new Neoprene glazing gasket on the existing aluminum alloy fixed glass window of height not more than 12.0m high inclusive making good all works disturbed reinstatement match to the existing condition	L.m	
4.2	Remove and reapply new approved waterproof strong service life silicone sealant with the required depth around the existing window frame of height not more than 12.0m high.	L.m	
<b>5.0</b>	<b>ROOFING WORK</b>		
5.1	To investigate and repair of water leakage at ceiling in which rates should include providing any necessary items/accessories/fittings for the following works as per S.O.'s Instructions.		
5.1.1	Remove and replace existing damaged sealant with new heavy-duty roof sealant to existing roof and wall flushing as per Manufacturer's Instruction.	Sq.m	
5.1.2	To apply 2 layers of cementitious brush on type waterproofing membrane inclusive one layer of reinforcement on the existing flat concrete roof and walls inclusive clean and remove any dirt and unwanted materials by using High Pressure Water Jet according to Manufacturer's Instructions	Sq.m	
5.1.3	To replace damaged existing roof gutter with new metal roof sheet inclusive all necessary fitting/joints/outlets/downpipes etc with applying approves roof silicone sealant on all joints according as per Manufacturer's Instruction.	L.m	
5.1.4	To replace rotten/damaged existing plywood platform for existing R.C. gutter with new 12mm thick plywood including timber studs and all necessary items/accessories/fittings joint and match to existing plywood.	L.m	
5.1.5	To replace rotten roof metal flashing with new roof metal flushing including applying heavy duty sealant and any necessary items/accessories/fittings etc. to match to the existing.	L.m	

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<b>6.0</b>	<b>PLUMBING WORK</b>		
<b>6.1</b>	<b>UPVC SOIL AND WASTE PIPES</b>		
6.1.1	Remove, replace and lay in the ground including all necessary excavation average 300mm to 450mm deep and hacking out concrete floor tile /slab where necessary		
	• 32mm outer diameter UPVC BS 4514 solvent welded joints	L.m	
	• 60.2mm outer diameter UPVC BS 4514 solvent welded joints	L.m	
6.1.2	Remove, replace UPVC soil, waste and vent pipes to BS 4514, solvent welded joints including holder bats/hangers		
	• 32mm outer diameter pipes	L.m	
	• 60.2mm outer diameter pipes	L.m	
6.1.3	Extra over for all necessary fittings, sockets, connectors, reducers, plugs, elbows, tees, junctions, and other similar pipe fittings complete with access/inspection openings		
	• 88.5mm outer diameter UPVC BS.4514 solvent welded joints	No	
	• 114.5mm outer diameter UPVC BS.4514 solvent welded joints	No	
<b>6.2</b>	<b>COLD WATER INSTALLATION</b>		
6.2.1	Remove and replace with new pipe cast/chased into concrete or brickwall or bracketed off walls or soffits with pipe clips		
6.2.1 (A)	Stainless Steel Pipes to BS 4127 fixed with stainless steel screwed and socketed joints fixing with and including suitable pipe clips as necessary		
	• 15mm diameter	L.m	
	• 22mm diameter	L.m	
	• 28mm diameter	L.m	
6.2.1 (B)	Unplasticised PVC pipes; BS 3505 Class "E" solvent welded joints and fittings to BS 4346		
	Pipe cast/chased into concrete or brickwall or bracketed off walls or soffits with pipe clips		
	• 12mm diameter	L.m	
	• 20mm diameter	L.m	
	• 25mm diameter	L.m	
	• 32mm diameter	L.m	
	• 40mm diameter	L.m	
	• 50mm diameter	L.m	
6.3	Remove existing pipe and replace with new UPVC pipe including fittings to BS 4514 to wall / floor		
	• 40.2mm outer diameter main soil, waste and vent pipes	L.m	
	• 60.2mm outer diameter soil, waste, vent and overflow pipes	L.m	
6.4	Remove existing pipe and replace with new MDPE pipe to ISO 4427/DIN8074/8075/MS1058 Class PN 12.5 (12.5MPa) or other equal and approved higher pipe; fittings and joints to be compression type		
	Pipe cast/chased into concrete or brickwall or bracketed off walls or soffits with pipe clips		
	• 20mm outer diameter pipes	L.m	
	• 25mm outer diameter pipes	L.m	
	• 63mm outer diameter pipes	L.m	

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7.0	SANITARY INSTALLATION		
7.1	Remove, refix or tighten sanitary fittings and accessories; bedding wastes and taps in jointing compound such as sink, low level WC suite, cistern, etc	No	
7.2	Remove existing and fix new <i>American Standard water closet cistern</i> or other technically approved equivalent complete ( <b>plastic-high/low level; white</b> ) complete with all necessary accessories, tank fittings, brackets, flush pipes and jointing to pipe work with all necessary connectors and make good all work disturbed in material to match the existing.	No	
7.3	Remove existing and fix new ordinary (white) <i>pedestal pan seat and covers</i>	No	
7.4	Remove existing and fix new Oval -shaped "White Vitreous China" wall hung with fixing brackets; trap, waste, plug and other necessary items.	No	
7.5	Remove, replace and fix new 6mm thick polished plate glass mirror fixed to rete or brick walls and finished all round with 13mm x 13mm satin anodized aluminum framing.		
7.5.1	450 X 600mm	Nos	
7.5.2	4200 X 800mm	Nos	
7.6	Remove, replace and fix new wash hand basin bidet for cold water only (1/2" diameter).	Nos	
7.7	Remove existing: replace and fix new <i>Hand Spray</i> complete with 900mm long flexible hose with nozzle spray end including all fittings, connections and plumbing works required.	Nos	
7.8	Remove the existing and fix new <i>Bottle Trap/Tubular/P Trap</i> including short waste, plug, chain and stay and all necessary hacking out concrete floor tile and make good.		
7.8.1	UPVC - 38mm diameter bottle trap	Nos	
7.8.2	UPVC - 45mm diameter bottle trap	Nos	
7.9	Remove existing and replace with new <i>Stainless Steel open and flip type floor trap cover</i> and make good all work disturbed in material to match existing.	Nos	
7.10	Remove existing and replace new <i>Chrome Bib tap</i> with wall flange including all fittings, connections and plumbing works required.		
7.10.1	• 15mm diameter	Nos	
7.10.2	• 22mm diameter	Nos	
7.11	Remove existing and replace new <i>Brass Bib tap</i> with wall flange including all fittings, connections and plumbing works required.		
7.11.1	• 15mm diameter	Nos	
7.11.2	• 22mm diameter	Nos	
7.11.3	Remove and replace <i>American Standard Flushing Valve and Cistern</i> or any other technically approved equivalent		
	• <i>Push button type flush valve</i>	Nos	
	• <i>Handle Lever flush type</i>	Nos	
	• <i>Chain Pull flush type</i>	Nos	
	• <i>urinal flush valve</i>	Nos	
7.11.4	<i>Tank Fittings for Water Closets Cisterns</i>		
	• <i>W.C Siphon tank fittings</i>	Nos	

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7.12	Remove, replace and fix new <i>toilet roll holder</i> with similar to existing or approved equivalent	Nos	
<b>8.0</b>	<b>CLEANING AND UNBLOCKING SANITARY SYSTEM</b>		
8.1	Clean and unblock the following clogged sanitary plumbing system and fittings:		
	• Manhole	Nos	
	• Septic Tank	Nos	
	• Gully Trap	Nos	
	• Floor Trap	Nos	
	• Toilet Bowl	Nos	

**NOTE:**

- Any specialist work that is within the quotation **MUST BE** from registered specialised work category and can be subcontracted out to relevant companies/organization.
- 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](mailto: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:

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



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**FOR OFFICIAL USE ONLY.**

**QUOTATION FOR** : TERM CONTRACT ON GENERAL BUILDING REPAIR FOR TWO (2) YEARS AT  
UNIVERSITI TEKNOLOGI BRUNEI.

**Quotation No** : UTB/QTN/2024-2025/EST/21 **Closed On** : 05/11/2024 **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. : \_\_\_\_\_

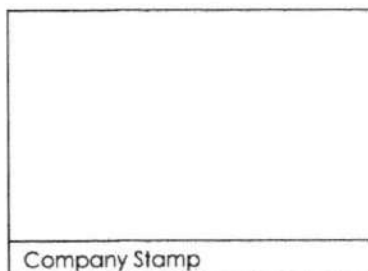
2.2 Name & Signature : \_\_\_\_\_  
of Witness ( \_\_\_\_\_ )

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 : \_\_\_\_\_

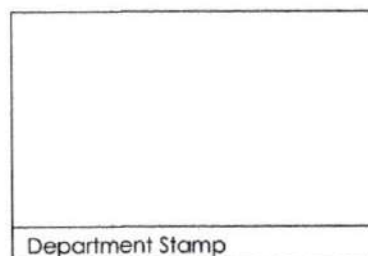
4.4 Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

4.5 Date of Contract : \_\_\_\_\_

5.0 The Contract Administrator is : \_\_\_\_\_

6.0 The Starting Date is on : \_\_\_\_\_

\* 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	<b>Completion Date:</b> (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>24</u> Months
2.0	<b>Liquidated and Ascertained Damages (LAD):</b> (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	<b>Shortfalls / Defects Liability Period:</b> (If none stated, <b>SIX (6) MONTHS</b> from the date of completion)	<u>06</u> Months
4.0	<b>Retention Sum</b>	<u>05</u> % of the Contract Sum

## 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 **BS10.00 \***.
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 05/11/2024 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/21 Quotation Closing Date : 05/11/2024  
Title : TERM CONTRACT ON GENERAL BUILDING REPAIR FOR TWO (2) YEARS AT  
UNIVERSITI TEKNOLOGI BRUNEI.



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

## 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/F1/1.7.1/2023-2024

Kepada:  
 Pengerusi  
 Jawatankuasa Sebutarga 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 sebutarga 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 / sebutarga 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**