



Rujukan Kami: UTB/F.1/1.7/QTN/2025-2026

19 Jamadilawal 1447H  
10 Disember 2025

Kepada:  
**Pengurus Syarikat**

Tuan/Puan,

BILANGAN SEBUTHARGA : **UTB/QTN/2025-2026/EST/22**

KETERANGAN SEBUTHARGA : **DESIGN AND BUILD WORK FOR AN OPEN WORKSHOP,  
SCHOOL OF DESIGN, 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. Tawaran/Sebutharga hendaklah diisi dengan lengkap dan dihantar dalam sampul surat yang tertutup tanpa menunjukkan identiti pembekal kecuali **bilangan sebutharga, keterangan sebutharga, tarikh diiklankan dan tarikh tutup.**
2. TAWARAN hendaklah dihantar dan dimasukkan ke dalam **PETI SEBUTHARGA/TAWARAN, BAHAGIAN KEWANGAN, PEJABAT BENDAHARI, UNIVERSITI TEKNOLOGI BRUNEI, TUNGKU HIGHWAY, BE1410, BRUNEI DARUSSALAM**
3. **TARIKH TUTUP TAWARAN/SEBUTHARGA adalah tidak lewat pada 23 DISEMBER 2025 SEBELUM JAM 2.00 PETANG.**
4. Penghantaran tawaran/sebutharga yang diterima **lewat dari tarikh dan masa tutup tawaran akan ditolak dan tidak akan dinilai.**
5. Merujuk **para 3.1.3**, Garispanduan Perolehan Kerajaan, Peraturan-Peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dikehendaki untuk menghadapkan dokumen-dokumen dan maklumat seperti yang disenaraikan dibawah ini. Pihak Syarikat hendaklah **menandakan** pada **checklist** sebagai pengesahan dokumen sudah disertakan dengan lengkap dan teratur. Jika dokumen tidak lengkap, tawaran/sebutharga dianggap tidak sah. **Antara dokumen dan maklumat yang diperlu disertakan adalah seperti berikut:**

Engaging Minds, Pioneering Growth

- 5.1 ☐ Salinan Sijil Pendaftaran Perniagaan / ☐ Sijil Pendaftaran Kontraktor dan Pembekal yang dikeluarkan oleh ABCI / ☐ Sijil Brunei Darussalam Medicines Control Authority (BCDMA) – jika berkenaan/jika diperlukan\*
- 5.2 ☐ Pengesahan Jabatan Perkhidmatan Elektrik bagi perkakas elektrik yang berkenaan dan pekerja-pekerja yang akan melaksanakan kerja-kerja elektrik.
- 5.3 ☐ Senarai nama, jawatan dan gaji; jumlah; dan bilangan (%) pekerja tempatan dan pekerja asing hendaklah disertakan bersama.
- 5.4 ☐ *Material* yang akan digunakan dengan menyatakan senarai barangan, peratus (%) dan harga (\$) barangan tempatan digunakan serta peratus (%) dan harga (\$) barangan impot yang akan digunakan.
- 5.5 ☐ Salinan Sijil Pematuhan Akta Cukai (**Certificate of tax Compliance**) daripada Bahagian Hasil Kementerian Kewangan dan Ekonomi bagi syarikat yang berdaftar di bawah Akta Syarikat, *Chapter 39 (Sdn Bhd atau Berhad)*.
- 5.6 ☐ Salinan Sijil Pendaftaran Syarikat dan Nama-Nama Perniagaan yang dikeluarkan melalui *Corporate Registry System* di dalam *One Common Portal*.
- 5.7 ☐ Pengesahan pematuhan Akta Amanah Pekerja dan Perintah Pencen Caruman Tambahan 2009 dari **Tabung Amanah Pekerja** dengan menyatakan nombor Akaun Majikan dan senarai perkerja yang dicarumkan.
- 5.8 ☐ Borang Pengakuan Integriti Penender / **Integrity Pact** - \*muat turun dari laman sesawang UTB: <https://www.utb.edu.bn/information/tender-and-quotation/>
- 5.9 ☐ **Quotation Form**
- 5.10 ☐ Salinan resit pembayaran
- 5.11 ☐ Borang Lampiran C
- 5.12 ☐ Borang Lampiran C1
6. Merujuk para 3.1.4, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan hendaklah memastikan **jumlah yang dinyatakan adalah tepat dan harga tawaran di dalam Form of Tender adalah selaras dengan harga yang dinyatakan di dalam dokumen-dokumen tender** serta **jumlah dalam perkataan adalah sama dengan harga tawaran dalam angka**. Jika tidak sama, tawaran dianggap tidak sah.

7. Merujuk para 3.1.5, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, pihak Syarikat Tuan/Puan adalah dimaklumkan mengenai dengan denda yang boleh dikenakan kepada penender iaitu dasar penegahan dari menyertai tawaran Kerajaan dan denda-denda lain jika ada.
8. Merujuk para 3.1.6, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022 pihak Syarikat adalah dimaklumkan bahawa **jika syarikat yang berjaya untuk mendapat tawaran mempunyai hutang dengan kerajaan**, maka syarikat berkenaan hendaklah bersetuju bagi **hutang-hutang berkenaan dibayar kepada Kerajaan melalui potongan bayaran perkhidmatan atau perbekalan yang ditawarkan**. Persetujuan itu hendaklah dimasukkan ke dalam Kontrak Perkhidmatan atau Perbekalan.
9. Merujuk para 3.1.7, Garispanduan Perolehan Kerajaan, Peraturan-peraturan Kewangan 2022, **semua cukai kastam dan withholding tax** hendaklah dibayar oleh pihak Syarikat Tuan/Puan.
10. Sila pastikan **cop syarikat** dan **tandatangan pengesahan** dibubuh pada setiap borang sebutharga / tawaran.
11. **Jika sekiranya Syarikat Tuan/Puan tidak dapat menawarkan harga (no quote) pada tarikh tutup yang dinyatakan di atas**, borang tawaran hendaklah **dikembalikan** ke PETI SEBUTHARGA/TAWARAN, BAHAGIAN KEWANGAN, PEJABAT BENDAHARI, UNIVERSITI TEKNOLOGI BRUNEI, TUNGKU HIGHWAY, BE1410, BRUNEI DARUSSALAM.
12. Pihak Universiti tidak semestinya terikat untuk menerima sebarang tawaran termurah atau lain-lain tawaran yang tidak munasabah.
13. 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**.
14. **Bagi sebutharga di bawah peruntukan UTB-Kerajaan Brunei Darussalam**. - **Resit rasmi** akan dikeluarkan oleh pihak UTB selepas Bahagian Kewangan. Pejabat Bendahari menerima **laporan BIBD** iaitu sekurang-kurangnya 24 jam setelah pembayaran dibuat oleh pihak vendor.
15. **Bagi sebutharga di bawah peruntukan TABUNG UTB** - **resit rasmi** akan dikeluarkan oleh pihak TABUNG UTB selepas pembayaran telah dibuat oleh pihak vendor dan disahkan oleh Bahagian TABUNG UTB, Pejabat Bendahari.
16. Sebarang pertanyaan mengenai keterangan sebutharga, sila **hubungi pihak pengguna** melalui alamat emel yang dinyatakan pada borang sebutharga (muka surat akhir).

Sekian.

**TARIKH TUTUP/CLOSING DATE:**  
23 DISEMBER 2025 (02.00 PETANG)

**BIL. SEBUTHARGA/QUOTATION NO.:**  
UTB/QTN/2025-2026/EST/22

**TARIKH / DATE:** 10 DISEMBER 2025

**NOTA\***

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

---

**TITLE: DESIGN AND BUILD WORK FOR AN OPEN WORKSHOP, SCHOOL OF DESIGN,  
UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM.**

**1.0 INTRODUCTION**

The proposed location workshop of the SDe's Workshop is adjacent to the main Building of School of Design. It is also located in between Academic Building Block A and Electrical Engineering Block D of Universiti Teknologi Brunei. (Image and Site Plan of location area attached).

The size of the proposed workshop is **18.0m by 6.0m**.

**2.0 DESIGN CONCEPT**

The design requirement/concept are as follows:

- An *Open Concept Space* design
- *Multi spaces* and ease for *multi activities*
- *Harmonious and sustainable*
- *HSE compliant*.

**3.0 PROPOSAL DELIVERABLES**

The delivery proposal must include, but not limited to:

- a) Full detailed description of the proposed design and renovation work such as Bill of Quantities, Specification, etc.
- b) A3 size sketches or drawings of the design. Perspective sketches/drawings or 3D Drawings are very much appreciated. Any supporting documentation may be Included such as pictures of similar design, etc.
- c) Details of the materials proposed to be used, with supporting documentation like colored pictures or catalogues.

**4.0 PROJECT REQUIREMENTS**

**4.1 INTERIOR DESIGN**

The scope of design work should allow for easy reconfiguration as projects change or to accommodate different users.

A space where different zones (like a woodworking area, a metalworking area, and a finishing area) are not physically separated by walls, can promote collaboration and efficient workflow.

**4.2 SCOPE OF WORK**

The scope of work shall include the following:

The design requirement which Includes, but not limited to:

- ❖ Allow for the following Sum of **General Conditions and Preliminaries** as required to comply with the conditions of contract and specification.
  - Insurances for Public Liability, Workmen Compensation and Fire Insurance.
  - Mobilization and demobilization





- Site access and road maintenance include cleaning, disposal, etc.
  - Safety requirements such as hoarding, warning signages, etc.
  - Information signboard
  - Works programme, progress reports, reports,
  - Drawings such as shop drawings, as built drawings, etc.
- ❖ Allow for the following Sum for:
- Architectural Services
  - Civil and Structural Services
  - Mechanical and Electrical
  - etc.

**IMPORTANT NOTE:**

- **Adheres to the applicable requirements from ABCI (where necessary).**
  - **The Structural Design must be checked and endorsed by a registered Qualified Professional.**
- ❖ Allow for the following Sum for Supply of all manpower, tools, materials, supervision, transportation and all necessary equipment, etc. for the following **Building Works**: -
- **Substructure** Inclusive of excavation, Formwork, Reinforcement, Binding, Concrete works, etc.
  - **Superstructure** Inclusive of Reinforcement, Formwork, Concrete Works, etc
  - **Roofing Works** which include formation of steel frame trusses, Isolation paper, wire mesh, fiber glass insulation, roofing material, gutter, ridge capping, etc
  - Fabrication of **gypsum boards** with single level ceiling complete with steel runners and frames Inclusive of all necessary works as per manufacture's instruction
  - Fabrication and installation of **New Aluminum Amplimesh Natural Anodised Safety Grille panels** inclusive all necessary fixing accessories, etc .
    - **2 Nos** for Size1: 18000mm(L) x 3200mm (H) approximately
    - **2 Nos** for Size2: 6000mm(L) x 3200mm (H) approximately
  - Fabrication of **2 Sets** for **New Double leaf Swing door** of 1800mm wide x 2500mm high overall Infilled with Aluminum Amplimesh Natural Anodised Safety Grille panels Inclusive a secure locking mechanism with all necessary fixing **accessories, etc.**
  - **Laying Insitu finishing** cement and sand (1:3) paving trowelled smooth of 38mm thick (average); finishing to falls as per S.O.'s Instruction
  - Construction of **Reinforced Concrete Apron and perimeter drain** to include discharged R.C. Drain connecting to existing R.C. Drain include all screeding work to fall
  - Construction of **Reinforced Concrete Walkway** leading to the existing roofed walkway including roofing and m.s. frame.
- ❖ Allow Sum for Supply, installation, testing and commissioning of **Mechanical and Electrical Work** as following:
- **New Sub- Distribution board** which includes
    - 230 V Single Phase distribution board
    - 16mm<sup>2</sup> Incoming power 3Core copper armoured cable from MSB to DB
    - 1 Nos x 63A, 3 pole Moulded Cas Circuit Breaker (MCCB)
    - 1 Nos x 63A DP MCB
    - 1 Nos x 63A-DP 30mA RCD
    - 8 Nos x 32A-SP MCB
    - Single line Diagram and Layout Diagram
    - Labelling on MCB and Socket Outlet



- **New Wiring Works** In PVC conduit to run above ceiling or conceal on walls, floors for the following works:
  - 18 Nos of Suitable hanging industrial pendants /lightings
  - 6 Nos of Suitable Outdoor Lighting for corridor
  - 2 Nos for Supply and fixing an auto emergency wall lighting complete with casing cover above the main entrance
  - 18 Nos of 2 gang 13A Waterproof Power Point with lockable lid for wall mounted
  - 16 Nos for Lighting power points
  - 18 Sets for Industrial Ceiling fans power Points
  - 1 No of Telephone Point
  - 2 Nos of Network Point
  - 2 Nos for Projector Power Point

(N.B. The electrician is advised to consult the S.O on the layout running of conduit wiring before being constructed).

- Others/Miscellaneous
  - To supply and install 2 Nos of **CO2 Fire Extinguisher** (approved by Bomba Authority) with a 12-month warranty and free next service as per specification or other technically approved equivalent.
  - To supply and Install 12 Nos of **24-inch Industrial Power Wall Mounted Fans** inclusive wiring works.
  - Supply and Installation of 3 Nos 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;
    - 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
    - Quickly 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

## 5.0 COST

The total cost of design and build of this room shall be a LUMP SUM which includes but not limited to interior design, labour, materials, tools and equipment.

The Lump Sum shall also include:

- The mobilisation and demobilisation cost.
- Cost of preliminaries work i.e. insurance, cleaning site area, provide temporary access for public and other work.
- Cost to comply with client's requirement and the conditions & specifications of contract.
- Cost for complying with the safety requirement and regulations. Workers must wear their Personal Protective Equipment (PPE).



**NOTE:**

1. 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.
2. Sample of replacement materials/items should be submitted to S.O Prior to installation / application.
3. 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.
4. For inquiries, please contact: +6732461020-9 extension 1116 or email [awa.mahmud@utb.edu.bn](mailto:awa.mahmud@utb.edu.bn)
5. To make an appointment for site visit please contact +6732461020-9 extension 1117.

**Company Name:**

**Quotation Validity (minimum six (6) months):**

**Completion Period or Delivery Period  
(maximum two (2) month after award letter /  
purchase order is issued):**

**Contact Name:**

**Contact Tel:**

**Designation:**

**Email address:**

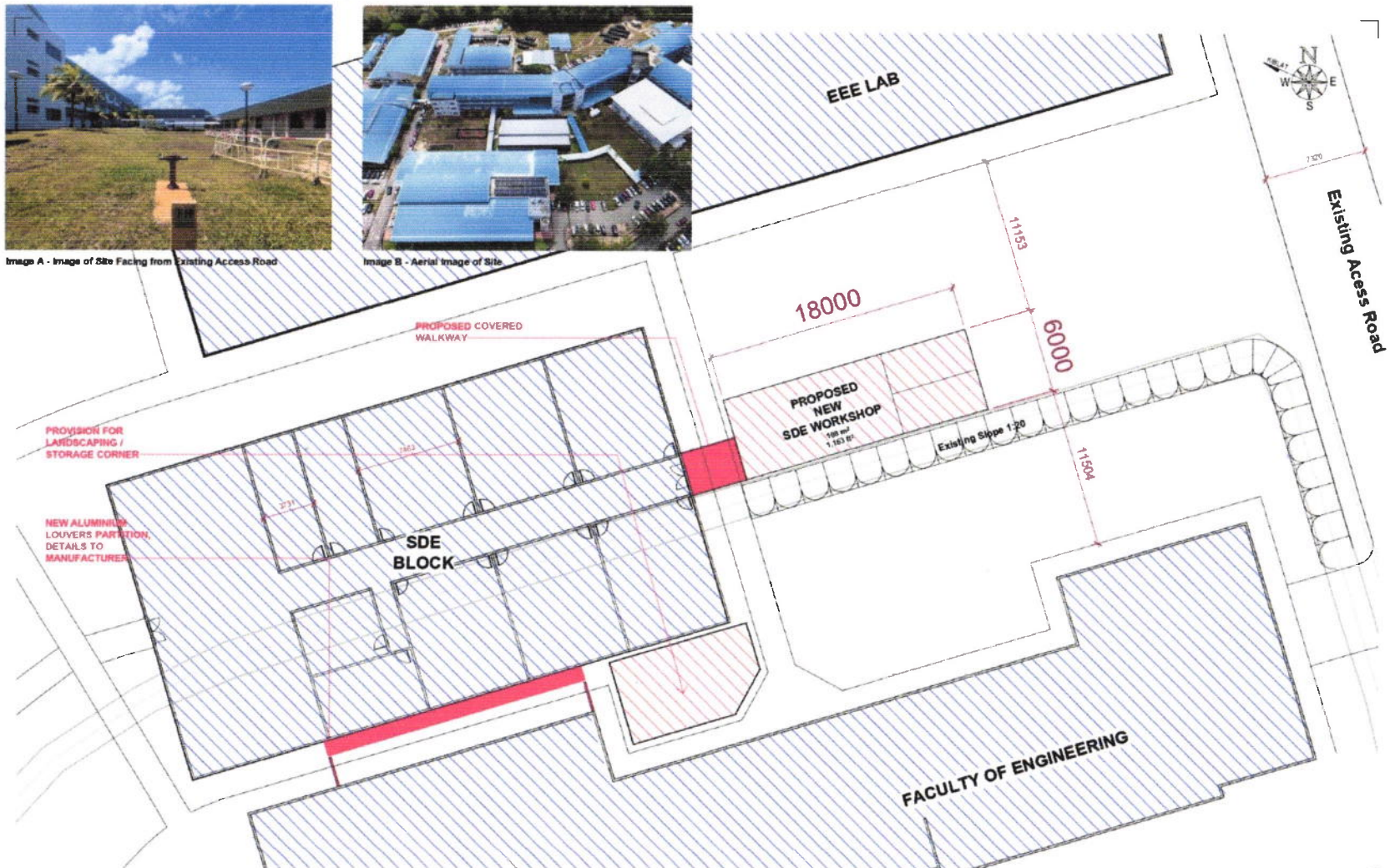




Image A - Image of Site Facing from Existing Access Road



Image B - Aerial Image of Site



Site Development Plan (SDe Workshop)

1:250





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<br>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

## 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 printable/downloadable from **UNIVERSITI TEKNOLOGI BRUNEI website at [www.utb.edu.bn](http://www.utb.edu.bn) on the page of "Tender and Quotation"**.

The completed tender documents are to be lodged on or before 2.00 PM on 23 DECEMBER 2025 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/2025-2026/EST/22      Quotation Closing Date : 23 DECEMBER 2025  
Title : DESIGN AND BUILD WORK FOR AN OPEN WORKSHOP, SCHOOL OF DESIGN,  
UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM.

\* Delete As Necessary



UNIVERSITI TEKNOLOGI BRUNEI  
ESTATE OFFICE  
NEGARA BRUNEI DARUSSALAM

Quotation For : DESIGN AND BUILD WORK FOR AN OPEN WORKSHOP, SCHOOL OF DESIGN,  
UNIVERSITI TEKNOLOGI BRUNEI, NEGARA BRUNEI DARUSSALAM.

Quotation No : UTB/QTN/2025-2026/EST/22 Closed On : 23/12/2025 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 Registrar of Universiti Teknologi Brunei

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><br>(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) | <b>2</b> Months   |
| 2.0 | <b>Liquidated and Ascertained Damages (LAD):</b><br>(If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)                           | B\$ <b>25.00</b> Per Day<br>(with a maximum limit of 155 of the contract price value) |
| 3.0 | <b>Shortfalls / Defects Liability Period:</b><br>(If none stated, <b>SIX (6) MONTHS</b> from the date of completion)   | <b>06</b> Months  |
| 4.0 | <b>Retention Sum</b>   | <b>05</b> % of the Contract Sum   |