



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

17 Rabiulawal 1447H
10 September 2025

**Kepada:
Pengurus Syarikat**

Tuan/Puan,

BILANGAN SEBUTHARGA : UTB/QTN/2025-2026/LIB/01-CCTL-SCI-SB

KETERANGAN SEBUTHARGA : FOR SUPPLY AND DELIVERY OF BOOKS FOR THE SCHOOLS AND FACULTY (CCTL/SCI AND SB) OF UNIVERSITI TEKNOLOGI BRUNEI (UTB)

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 SEPTEMBER 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.

**UNIVERSITI TEKNOLOGI BRUNEI
NEGARA BRUNEI DARUSSALAM**

**NOTA:
SILA HANTAR SEBUT HARGA TERUS
KEPADA:
BAHAGIAN KEWANGAN
1F.32, TKT 1, BLOK F,
UNIVERSITI TEKNOLOGI BRUNEI
LEBUHRAYA TUNGKU
GADONG BE1410
NEGARA BRUNEI DARUSSALAM**

TARIKH TUTUP/
CLOSING DATE: **23 SEPTEMBER 2025 (SEPTEMBER) / 2.00 PETANG**

BIL. SEBUTHARGA/ QUOTATION NO: **UTB/QTN/2025-2026/LIB/01- CCTL-SCI-SB**
TARIKH/DATE: **10 SEPTEMBER 2025**

BIL.	KETERANGAN
	TAJUK SEBUTHARGA/ QUOTATION TITLE: FOR SUPPLY AND DELIVERY OF BOOKS FOR THE SCHOOLS AND FACULTY (CCTL/SCI AND SB) OF UNIVERSITI TEKNOLOGI BRUNEI (UTB) Nama (penender) : _____ Tandatangan : _____ Tarikh : _____ COP SYARIKAT

BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
1	The Nonverbal Communication Book	1st ed. 2013	DeVito, J.	Kendall Hunt Publishing	978-1465218988	2		
2	Nonverbal Communication: Forms and Functions	2nd ed. 2007	Andersen, P.	Long Grove, IL: Waveland Press.	978-1577665434	2		
3	The Science of Communication	1st ed. 2020	Hook, G.S	Thomas Nelson	978-1914039065	3		
4	They Say / I Say	6th ed. 2024	Graff, G., & Birkenstein, C.	W.W. Norton & Company	978-1324070030	3		
5	Fundamental Communication Skills	3rd ed. 2020	Butcher, J.	Kendall Hunt Publishing	978-1792429279	2		
6	The Media of Mass Communication	12th ed. 2016	Vivian, J.	Pearson	978-0133931211	2		
7	Mass Communication Living in a Media World	8th ed. 2021	Hanson, R.	SAGE Publications	978-1544382999	2		
8	The practice of public relations	13th ed. 2016	Seitel, F.	Pearson	978-0134170114	2		
9	The Critical Thinking Toolkit: Next-Level Strategies for Problem Solving, Reasoning & Success	1st ed. 2025	Calder, V.	TG Edition	979-1281216839	2		
SUB TOTAL CARRIED FORWARD :-								

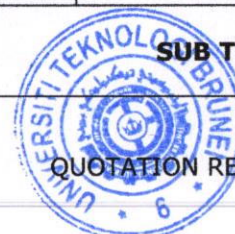
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BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
10	The Critical Thinking Book	1st ed. 2022	Jason, G.	Broadview Press	978-1554813933	2		
11	Difference Matters: Communicating Social Identity	3rd ed. 2023	Allen, B.	Waveland Press	978-1478650034	2		
12	Corporate Communication	8th ed. 2022	Paul, A.	McGraw-Hill College	978-1265092252	2		
13	Introduction to Leadership: Concepts and Practice	6th ed. 2024	Northouse, P.	SAGE Publications, Inc	978-1071884928	2		
14	Successful Writing at Work	12th ed. 2022	Kolin, P.	Cengage Learning	978-0357656471	2		
15	Fundamentals of Digital Communication Systems	1st ed. 2025	Duman, T.	Cambridge University Press	978-1009318112	2		
16	Alter Ego 1+	1st ed. 2012	Véronique M Kizirian Emmanuelle Daill Annie BerthetCatherine HugotMonique Waendendries	Hachette	978-2011558107	2		
17	The Ultimate Turkish Phrase Book: 1001 Turkish Phrases for Beginners and Beyond!	1st ed. 2023	Gee, A.	Independently published	979-8871846711	2		
18	Yedi İklim Türkçe	1st ed. 2021	Gültekin, I., & Kalfa, M.	Yunus Emre Enstitüsü	978-6052097038	2		
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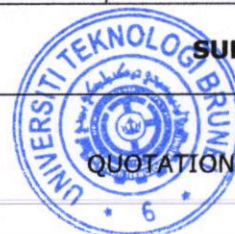


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BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
19	Easy Turkish Grammar with answers: an innovative way of teaching Turkish	1st ed.	Demir, H.	KAMAN Turkish Series	979-8750557301	2		
20	Communication Ethics: Promoting Truth, Responsibility, and Civil Discourse in a Polarized Age	1st ed. 2024	Walters, H.	Cognella Academic Publishing	978-1793571144	2		
21	Approaches to Discourse	1st ed. 1994	Schiffrin, D.	Wiley-Blackwell	978-0631166238	2		
22	Conflict Resolution: How to Thoughtfully Handle Difficult Situations	1st ed. 2022	Bradford, K.	Andrew Zen	978-1774858431	2		
23	Research Design: Qualitative, Quantitative and Mixed Method Approaches	6th ed. 2022	Creswell, J. & Creswell, D.	SAGE Publications Ltd	978-1071817940	2		
24	Research Methods in the Social Sciences: An A-Z of key	1st ed. 2021	Morin, J., Olsson, C., & Atikcan, O.	Oxford University Press	978-0198850298	2		
25	Technical Communication	12th ed. 2020	M. Markel and S.A. Selber	Bedford/ St Martin's	978-1319245009	2		
26	Technical Writing Essentials: Introduction to Professional Communications in the Technical Fields	2020	S.Last	BCcampus Open Education	Open Access	2		
27	Advanced-Level Writing in the University Classroom and Beyond: Mindful Practices for Technical, Business, and Scientific Communication	2024	D. Atkinson and S. Corbitt	Montana Technological University	Open Access	2		
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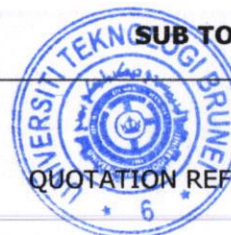


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SUB TOTAL BROUGHT FORWARD:-								
28	Handbook of Technical Writing	12th ed. 2020	Alred, G., Oliu, W., & Brusaw, C. (CHANGE)	Bedford/St. Martin's	978-1319362201	2		
29	The Essentials of Technical Communication	4th ed. 2020	E. Tebeaux and S. and Dragga	Oxford University Press	978-0197539200	2		
30	Malay Islamic Monarchy (MIB): The Journey	1st ed. 2020	Dr Muhammad Hadi bin Muhammad Melayong	Pusat Sejarah Brunei	978-9991799278	2		
31	Brunei Darussalam Negara Melayu Islam Beraja	2nd ed. 2014	Pehin Jawatan Dalam Seri Maharaja Dato Seri Utama (Dr.) Haji Awang Mohd. Jamil Al-Sufri	Pusat Sejarah Brunei	999-1734546	2		
32	Kitab Tamadun Islam	1st ed. 2019	Ibn Jawi	The Patriots	978-9671734407	2		
33	Akhlaq Rasul Al-Bukhari dan Muslim	6th ed. 2016	Abdul Munim Al-Hasyimi	Gema Insani Press	78-979-077-147-5	2		
34	Rampai Budaya: Memperkasa Adat dan adab Anak	1st ed. 2016	Pehin Orang Kaya Amar Diraja Dato Seri Utama Haji Awang Mohd. Jamil Al-Sufri	Pusat Sejarah Brunei	999-1763376	2		
35	Ke Arah Pembentukan Negara Melayu Islam Beraja	1st ed. 2016	Dr Muhammad Hadi bin Muhammad Melayong	Pusat Sejarah Brunei	978-9991763279	2		
36	MIB : Misi Global Ke Arah Negara Zikir Berdasarkan Teori Umran	1st ed. 2014	Profesor Dr. Haji Mahayudin bin Haji Yahaya	UNISSA	978-9991719993	2		
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SUB TOTAL BROUGHT FORWARD:-								
37	Konsep MIB: Analisis Rampaian Laila Syair Muda Omar 'Ali Saifuddin	1st ed. 2012	Muhammad Al-Qusyairi bin Haji Abdul Kahar	Dewan Bahasa dan Pustaka Brunei	999-1708529	2		
38	Research Design Simplified: A Beginner's Guide to Qualitative, Quantitative, and Mixed Methods Research	1st ed. 2024	Muhammad, R.	Mastering Research: Design, Execution, and Publishing Made Simple	978-9198900880	1		
39	The Seven Frequencies of Communication: The Hidden Language of Human Connection	1st ed. 2024	McManus, E.	Arena Publishing	979-8991045612	1		
40	The Psychology of Communication: The Underground Guide to Persuasive Presentations and Easy Eloquence	1st ed. 2022	Andrei, P.	Independently published	979-8355077457	1		
41	Win Every Argument: The Art of Debating, Persuading, and Public Speaking	1st ed. 2023	Hassan, M.	Henry Holt and Co.	978-1250853479	1		
42	Business Writing Today: A Practical Guide	4th ed. 2022	Natalie, C.	Sage Publishing	978-1071854068	1		
43	Effective Public Relations and Media Strategy	3rd ed. 2019	Narasimha, R.	PHI Learning Private Limited	978-9388028899	1		
44	Qualitative Inquiry and Research Design: Choosing Among Five Approaches	5th ed. 2024	Creswell, J. & Poth, C.	SAGE Publications	978-1544398396	1		
45	Management and Business Research	7th ed. 2021	Easterby- Smith, M., Thorpe, R., & Jaspersen, L.	Sage	978-1529734515	1		
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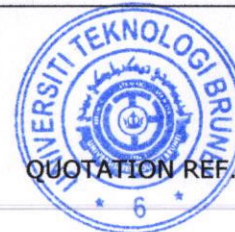


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BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
46	Data Analytics for Cybersecurity	New. 2022	Vandana P.Janeja	Cambridge University Press	978-1108415279 (Hardcover)	1		
47	Wireless Communication Networks and Systems	1st ed. 2015	Cory Beard, William Stallings	Pearson	978-0133594423 (Paperback)	1		
48	Database Systems: A Practical Approach	New. 2025	Mitchell Penn	Willford Press	978-1647288648 (Hardcover)	1		
49	The Graphic Design Bible: The definitive guide to contemporary and historical graphic design	New. 2023	Theo Inglis	Prestel	978-3791389905 (Hardcover)	1		
50	Design, Second Edition: The Definitive Visual Guide (DK Definitive Cultural Histories)	2nd. 2021	DK, Judith Miller, Smithsonian Institution	DK	978-1465491374 (Hardcover)	1		
51	Seeing with Fresh Eyes: Meaning, Space, Data, Truth	New. 2020	Edward R.Tufte	Graphics Press LLC	978-1930824003 (Paperback)	1		
52	Cybersecurity Analytics (Chapman & Hall/CRC Data Science Series)	3rd. 2024	Ellen Lupton	Princeton Architectural Press	978-1797226828 (Paperback)	1		
53	The History of Motion Graphics	New. 2013	Michael Betancourt	Willford Press	978-1434441508 (Paperback)	1		
54	Essentials of Business Statistics	5th ed. 2015	Brunce Bowerman, Richard O'Connell, J. Burdeane Orris and Emily Murphree	McGraw-Hill	978-0078020537 (Paperback)	2		
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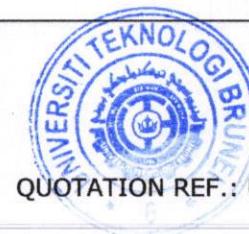
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BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
55	Macroeconomics	11th ed. 2022	N. Gregory Mankiw	Macmillan Learning	978-1319466886 (Paperback)	2		
56	Business Research Methods	4th ed. 2015	Alan Bryman & Emma Bell	Oxford University Press	978-0199668649 (Paperback)	2		
57	Statistical Techniques in Business & Economics	18th ed. 2024	Mason, Robert D	Richard d Irwin	978-1260239478 (Paperback)	1		
58	Statistical Techniques in Business & Economics	18th ed. 2021	D. A. Lind, W. G. Marchal and S. A. Wathen	McGraw-Hill	978-1260239478 (Paperback)	1		
59	Fundamentals of Financial Management	16th ed. 2021	Eugene F. Brigham, Joel F. Houston	Cengage	978-0357517574 (Paperback)	1		
60	Introduction to Islamic Banking & Finance	1st ed. 2020	M. Kabir Hassan Rasem N. Kayed Umar A Oseni	World Scientific	978-9811224218 (Paperback)	1		
61	Handbook on valuation of securities and financial assets	3th ed. 2020	Vikash Goel	Bloomsbury Publishing	978-9389714036 (Paperback)	1		
62	Financial Institution Management: Risk Management Approach	10th ed. 2021	Anthony Sanders and Marcia Come	McGraw-Hill/ Irwin	978-1260013825 (Paperback)	1		
63	Financial Reporting	20th ed. 2020	BPP	BPP	978-1509724062 (Paperback)	1		
SUB TOTAL CARRIED FORWARD :-								



BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
64	Corporate Governance, Risk and Ethics	1st ed. 2021	BPP	BPP	978-1472710857 (Paperback)	1		
65	Financial Analysis with Microsoft Excel	9th ed. 2020	Timothy R. Mayes	Cengage Learning	978-0357442050 (Paperback)	1		
66	Financial Technology: Processes, Architecture, and Solutions	2nd ed. 2018	Randall E. Duran	Cengage Learning	978-9814780865 (Paperback)	1		
67	Corporate Reporting (INT)	1st ed. 2021	BPP	BPP	978-14726803 (Paperback)	1		
68	Performance Management-ACCA Accounting	1st ed. 2022	Kaplan	Kaplan Publishing UK	978-1839961212 (Paperback)	1		
69	Credit Analysis Lending Management	4th ed. 2018	Milind Sathye James Bartle	Mirable Publishin	978-1925716047 (Paperback)	1		
70	Accounting Information Systems	10th ed. 2019	James A, Hall	Cengage	978-9814834506 (Paperback)	1		
71	Strategic Management: An Integrated Approach: Theory and Cases	13th ed. 2020	Hill, C.W.L., Schilling, M.A., Jones, G.R.,	Cengage Learning	978-9814878296 (Paperback)	1		
72	Business Ethics: Ethical Decision Making and Cases	12th ed. 2019	Ferrell, O.C., Fraedrich, J., Ferrell, L.,	Cengage Learning	978-9814846394 (Paperback)	1		
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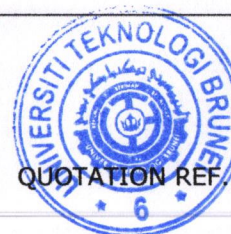


QUOTATION REF.: UTB/QTN/2025-2026/LIB/01-CCTL-SCI-SB

BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
73	MKTG (MindTap Course List)	13th ed. 2023	Charles W. Lamb, Joe F. Hair, Carl McDaniel	Cengage Learning	978-0357127810 (Paperback)	1		
74	Information Technology Law: The Law and Society	4th ed. 2019	Andrew Murray	Oxford University Press	978-0198804727 (Paperback)	1		
75	The Economics of Money, Banking and Financial Markets	13th ed. 2022	Frederic Mishkin	Pearson	978-0136893929 (Paperback)	1		
76	Macroeconomics	5th ed. 2020	Charles I. Jones	W.W. Norton	978-0393417340 (Paperback)	1		
77	E-Commerce 2021: Business, Technology and Society	16th ed. 2021	Kenneth C. Laudon, & Carol Guercio Traver	Pearson	978-0136931829 (Paperback)	1		
78	International Marketing, Asia Pacific Edition	4th ed. 2019	Michael R. Czinkota, Ilkka A. Ronkainen	Cengage Learning	978-0170414036 (Paperback)	1		
79	An Introduction to Islamic Economics & Finance	1st ed. 2008	Sheikh Ghazali Sheikh Abod, Syed Omar Syed Agil, Aidit Hj. Ghazali (eds)	CERT Publication	978-9834278502 (Paperback)	1		
80	Islamic Financial System: Principles & Operations	2th ed. 2019	Marjan Muhammad and Mezbah Uddin Ahmed (eds)	International Shari'ah Research Academy for Islamic Finance (ISRA)	978-9671222010 (Paperback)	1		
81	Introductory Econometrics: A Modern Approach	7th ed. 2019	Jeffrey M. Wooldridge	Cengage	978-9814866088 (Paperback)	1		
SUB TOTAL CARRIED FORWARD :-								

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Company's Stamp and Initial

(9/13)

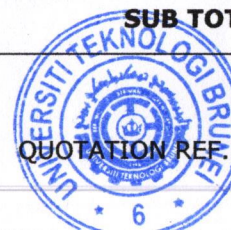


QUOTATION REF.: UTB/QTN/2025-2026/LIB/01-CCTL-SCI-SB

BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
82	Basic Econometrics	5th ed. 2009	Damodar N. Gujarati, Dawn C. Porter	McGraw-Hill	978-0073375779 (Paperback)	1		
83	International Economics	18th ed. 2023	Robert Carbaugh	Cengage	978-0357518915 (Paperback)	1		
84	CB9	9th ed. 2022	Barry J. Babin; Eric Harris	Cengage Learning	978-0357518205 (Paperback)	1		
85	Consumer Behaviour	7th ed. 2018	Wayne D. Hoyer, Deborah J. Macinnis, Rik Pieters	Cengage Learning	978-1305507272 (Paperback)	1		
86	New Products Management	5th ed. 2021	Trott, P	McGrawHill	978-1259911828 (Paperback)	1		
87	Digital Business and ecommerce management	7th ed. 2019	Chaffey, D., Edmundson-Bird, D., & Hemphill, T.	Pearson	978-1292193335 (Paperback)	1		
88	Retail Management: A Strategic Approach	13th ed. 2017	Berman, B., Evans, J.R. & Chatterjee, P.	Pearson	978-0133796841 (Paperback)	1		
89	Retailing	8th ed. 2014	Dunne, P., Lusch, R.F., & Carver, J.R.	Cengage	978-1285091136 (Paperback)	1		
90	Principles of Information Systems	13th ed. 2018	Ralph M. Stairs & George W. Reynolds	Cengage Learning	978-1305971776 (Paperback)	1		
SUB TOTAL CARRIED FORWARD :-								

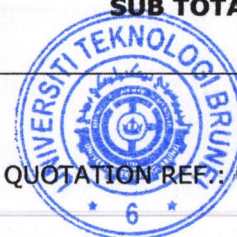
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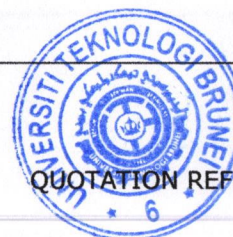
BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
91	Database Principles: Fundamentals of Design, Implementation, and Management	3rd ed. 2020	Carlos Coronel, Steven Morris, Keeley Crockett, Craig Blewett	Cengage Learning	978-1473768048 (Paperback)	1		
92	MGMT: Principles of Management	11th ed. 2018	Chuck Williams	Cengage Learning	978-1337407472 (Paperback)	1		
93	Reading from Programming with Python	1st ed. 2022	Elizabeth Matthews, June Jamrich Parsons	Cengage	978-0357637456 (Paperback)	1		
94	Programming Logic & Design, Comprehensive	10th ed. 2023	Joyce Farrell	Cengage	978-1337102070 (Paperback)	1		
95	Systems Analysis and Design	12th ed. 2020	Scott Tilley	Cengage Learning	978-0357117811 (Paperback)	1		
96	Supply Chain Management: Strategy, Planning and Operation	6th ed. 2016	Chopra & Meindl	Pearson Prentice Hall	978-0133800203 (Paperback)	1		
97	System for Decision Making: Analytics, Data Science, & Artificial Intelligence	11th ed. 2020	Ramesh Sharda, Dursun Delen, and Ufraim Turban	Pearson	978-0135192016 (Paperback)	1		
98	Ionic 6: Create awesome apps for iOS, Android, Desktop and Web	1st ed. 2022	Andreas Dormann	D&D Verlag Bonn	978-3945102572 (Paperback)	1		
99	Launching New Ventures	8th ed 2020	Kathleen R. Allen	McGraw Hill	978-0357039175 (Paperback)	1		
SUB TOTAL CARRIED FORWARD :-								



BIL. NO.	KETERANGAN DESCRIPTION	Edition	Author	Publisher	ISBN	KUANTITI QUANTITY	KADAR RATE (B\$)	JUMLAH AMOUNT (B\$)
SUB TOTAL BROUGHT FORWARD:-								
100	Contemporary Project Management	5th ed. 2023	Timothy Kloppenborg, Vittal S. Anantatmula, Kathryn Wells	Cengage Learning	978-035771573 (Paperback)	1		
101	Operations Management: Sustainability and Supply Chain Management	14th ed. 2022	Heizer J, Render B, Munson C	Pearson	978-0137649136 (Paperback)	1		
102	Managing for Quality and Performance Excellence	11th ed. 2020	James Evans, & William Lindsay	Cengage	978-0357442036 (Paperback)	1		
103	Quality Management for Organizational Excellence: Introduction to Total Quality	9th ed. 2021	David Goetsch & Stanley Davis	Pearson	978-0137848249 (Paperback)	1		
104	Production and Operations analytics	8th ed. 2020	Steven Nahmias, Tava Lennon Olsen	Waveland Pr Inc	978-1478639268 (Paperback)	1		
105	The Applied Business Analytics Casebook: Applications in Supply Chain Management, Operations Management, and Operations Research	1st ed. 2013	Matthew Drake	FT Press Analytics	978-0133407372 (Paperback)	1		
106	Strategic Management: Concepts and Cases: Competitiveness and Globalization	13th ed. 2019	Michael A. Hitt, R. Duane Ireland and Robert E. Hoskisson	Cengage	978-0357033838 (Paperback)	1		
107	A guide to the project management body of knowledge and the standard for project management (PMBOK guide)	8th. Ed 2025	Project Management Institute	Project Management Institute	978-1628258295	1		
TOTAL :-								

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NOTE:

- Latest Edition (if any) is preferable.
- International Edition textbook is not preferred.
- The evaluation of this quotation may be awarded in whole or part.

1. The evaluation of this quotation may be awarded in **WHOLE** or **PART**.
2. For inquiries, please contact, email: noraidah.madin@utb.edu.bn
3. Method of Payment: online payment to **UTB-GOV PAYMENT**
 - Proof of payment must be submitted to payment.info@utb.edu.bn , c.c. procurement.finance@utb.edu.bn
 - Receipt will be issued via email after payment transaction has been verified by BIBD. (after 24 hours)
4. **CASH** payment is **not** accepted.
5. For **urgent submission of quotation, please attach proof of payment.**
6. For company registered under Companies Act, Chapter 39 (Sdn Bhd or Berhad), a valid **Copy of Certificate of Tax Compliance 'COTC'** certified by Revenue Division, Ministry of Finance and Economy must be enclosed with the submitted quotation. **Compulsory***
7. Participating vendor in this open quotation **must** be registered in **TAFIS 2.0.**

Company Name:	Contact Name:
Quotation Validity: NINE (9) months	Contact Tel:
Delivery Period (max. 02 months from date of issued Purchase Order):	Designation:
Warranty:	Email address:

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

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.
 - (e) 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/tender. COTC is **valid for 90 days** from the date it is signed or issued by the Ministry of Finance & Revenue, if the period has expired please **renew**.

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 / as stated in the quotation form** 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 completed in the official printed tender forms which is printable/downloadable from **UNIVERSITI TEKNOLOGI BRUNEI website at www.utb.edu.bn on the homepage page of 'Tender and Quotation'**.

The completed tender documents are to be lodged on or before 2.00 PM on 23 SEP 2025 in a sealed enveloped addressed to :-

TENDER/QUOTATION BOX

**FINANCE SECTION, BURSAR'S OFFICE,
1F.34, 1st FLOOR, BLOCK F, UNIVERSITI TEKNOLOGI BRUNEI,
TUNGKU GADONG HIGHWAY, NEGARA BRUNEI DARUSSALAM. BE1410**

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

Quotation No. : UTB/QTN/2025-2026/LIB-01-CCTL-SCI-SB

Quotation Closing Date : 23 SEP 2025

Title : RENTAL OF PHOTOCOPYING MACHINE C/W SORTER AND DOCUMENT FEEDER FOR UNIVERSITI TEKNOLOGI BRUNEI [ONE (01) YEAR CONTRACT OR NOT EXCEEDING \$50,000.00]

*Delete as necessary



UNIVERSITI TEKNOLOGI BRUNEI
ESTATE OFFICE
NEGARA BRUNEI DARUSSALAM

Quotation For : FOR SUPPLY AND DELIVERY OF BOOKS FOR THE SCHOOLS AND FACULTY (CCTL/SCI AND SB) OF
UNIVERSITI TEKNOLOGI BRUNEI (UTB)

Quotation No : UTB/QTN/2025-2026/LIB/01-CCTL -SCI-SB Closed On : 23/09/2025 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 _____
Registrar and Secretary, Universiti Teknologi Brunei

4.1 Name & Signature : _____
of Witness (_____)

4.2 Address : _____

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

4.4 Date of Contract : _____

5.0 The Contract Administrator is : _____

6.0 The Starting Date is on : _____

* Delete as necessary

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, certification 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 Work 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 completed 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)	_____ Weeks
2.0	Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)	B\$ _____ Per Day
3.0	Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion)	_____ Months
4.0	Retention Sum	_____ % of the Contract Sum