



**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

DOKUMEN SEBUTHARGA

BILANGAN SEBUTHARGA: KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

**TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND
GRASSCUTTING WORKS TO INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL
BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA,
NEGARA BRUNEI DARUSSALAM**

TARIKH TUTUP:

Hari Rabu, 13 Zulkaedah 1445H / 22 Mei 2024, tidak lewat jam 2.00 petang.

CLASS : I & II

CATEGORY : SO3 & KPB12

**SUBMISSION : PETI KOTAK SEBUTHARGA
TINGKAT 1 BAHAGIAN KEWANGAN
BANGUNAN IBU PEJABAT
JALAN MENTERI BESAR
KEMENTERIAN HAL EHWAL
NEGARA BRUNEI DARUSSALAM**





**INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM**

PROJECT : TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

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INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

BILANGAN SEBUTHARGA: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

SYARAT-SYARAT DAN PERATURAN PENYERTAAN SEBUTHARGA

TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM

1. Tawaran hanyalah dipelawa kepada Syarikat-Syarikat / Pemborong-Pemborong yang berdaftar dengan Kementerian Pembangunan **Kelas I & II Kategori S 02 SAHAJA** Di Negara Brunei Darussalam.
2. Pemohon hendaklah menggunakan borang asal yang dikeluarkan oleh Institut Tahfiz Al-Quran Sultan Haji Hassanal Bolkiah, Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam dan borang asal bolehlah dimuat turun melalui laman sesawang <http://www.kheu.gov.bn/> (**tender dan sebutarga**) atau menghubungi pihak ITQSHHB di talian 2222090/093 sambungan 235.
3. Pembayaran sebanyak **B\$5.00 (Tender Fee)** beserta salinan **lesen 16 & 17** atau **Form X** hendaklah dimasukkan dalam sarung surat yang berasingan dengan borang dokumen dengan menjelaskan nama syarikat, orang yang boleh dihubungi dan nombor telipon. Cover sarung surat pembayaran ada disediakan (bayaran tidak dikembalikan)
4. Cara bayaran adalah melalui **BIBD QuickPay / Progresif Pay** atau **BIBD Nexgen**. Tatacara pembayaran BIBD Online Payment adalah seperti berikut:
 - i) Klik '**PAYMENT**', pilih – **KEMENTERIAN HAL EHWAL UGAMA**, masukkan **Kod 1 – H2 (Jawatankuasa Sebutarga)**, **Kod 2 – No. Tawaran Sebutarga** dan kemudian tekan **NEXT** untuk submit/mengesahkan pembayaran. Bukti pembayaran yang telah selesai dibuat hendaklah dihantar ke talian **hotline (Hasil & Pembayaran)**, **KHEU : +673 8338400**.
5. Borang permohonan asal yang lengkap **HENDAKLAH DIHANTAR BERSERTA 02 (DUA) SALINAN** dengan lengkap. Dan hendaklah diisikan dan di Cap Syarikat dengan menggunakan dakwat berwarna **BIRU** sahaja.
6. Harga barang-barang yang dimasukkan dalam Borang Tawaran hendaklah termasuk perbelanjaan menghantar.
7. Salinan Sijil Pendaftaran Perniagaan 16 & 17 hendaklah disertakan bersama.
8. Permohonan Tawaran ini akan **diTOLAK** jika:-
 - i. Segala kehendak dalam borang ini tidak ditulis dan diisi dengan betul, terang dan lengkap.
 - ii. Sebarang perubahan Harga Tawaran (menggunakan "**Blanco**" atau tulisan berulang-ulang / bertindih) yang tidak ditandatangani / initial.



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- iii. Borang Tawaran ditandatangani menggunakan **CAP JARI**.
 - iv. Salinan Sijil Pendaftaran Perniagaan 16 & 17 tidak disertakan dengan Borang Tawaran.
 - v. Pemohon didapati menggunakan Sijil Pendaftaran Perniagaan 16 & 17 orang yang sudah meninggal dunia.
9. Pemohon dikehendaki mengisi **Borang DEC (Declaration Form)** seperti yang dilampirkan bersama Borang Tawaran. Jika pemohon mempunyai lebih satu Syarikat dan / atau mempunyai pertalian keluarga dalam Syarikat-Syarikat lain yang menyertai tawaran yang sama hendaklah menulis dan menyenaraikan dalam Borang Pengakuan.
 10. Pemohon yang mempunyai "**Nature of Business**" didalam bidang pembekalan berkenaan, sebagaimana yang dinyatakan didalam Sijil Pendaftaran Perniagaan 16 & 17, akan diutamakan.
 11. Jika Tuan Punya Syarikat berlainan dengan Pengurus Syarikat, hendaklah menyertakan Surat Pengesahan / Pengakuan Lantikan Pengurus Syarikat berkenaan oleh Tuan Punya Syarikat itu.
 12. Syarikat yang berdaftar sebagai Sendirian Berhad hendaklah menyertakan salinan Certificate of Tax Compliance (COTC).
 13. Syarikat hendaklah menyertakan salinan Sijil Pendaftaran Tabung Amanah Pekerja (TAP) dan salinan Penyata Pekerja Tabung Amanah Pekerja (TAP) yang TERKINI.
 14. Setiap Borang Tawaran yang telah ditulis dan diisikan dengan lengkap hendaklah disertakan dengan **salinan Sijil Pendaftaran Perniagaan 16 & 17**.
 15. Tawaran-tawaran serta salinan Sijil Pendaftaran Perniagaan 16 & 17 hendaklah dihantar dalam **SAMPUL SURAT BIASA YANG TERTUTUP**, pada bahagian atas sampul surat tersebut ditulis dengan jelas **TAJUK** dan **BILANGAN TAWARAN** sebagaimana yang diiklankan serta tanpa menunjukkan identiti Pembekal dan dimasukkan kedalam **PETI TAWARAN** yang ditujukan kepada :-



**Pengerusi,
Jawatankuasa Sebutharga,
Tingkat 1, Bahagian Kewangan,
Kementerian Hal Ehwal Ugama,
Jalan Dewan Majlis,
Negara Brunei Darussalam**

16. Pembekal yang berjaya hendaklah mempunyai kewangan yang mencukupi bagi menjalankan perniagaan ini serta bersedia menyediakan kenderaan pengangkutan yang bersesuaian.
17. Hanya Pembekal yang berjaya / diberikan kebenaran bagi tawaran tersebut sahaja akan dibenarkan untuk mengendalikan perkhidmatannya (tidak dibenarkan / melibatkan sub-kontraktor).
18. Pembekal yang berjaya mestilah menyediakan kotak yang bersesuaian bagi penghantaran perkara tersebut.

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19. Pembekal yang berjaya hendaklah mematuhi setiap Peraturan dan Perjanjian yang telah dipersetujui termasuk apa-apa jua maklumat yang terkandung didalam Borang Tawaran yang diisikan oleh Pemohon berkenaan.
20. Jika Pihak Tuan/Puan tidak menerima sebarang jawapan mengenai tawaran ini dalam tempoh 02 (dua) bulan dari Tarikh tutup, bermakna penyertaan pihak tuan /Puan adalah **tidak Berjaya**

BILANGAN SEBUTHARGA: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

**TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO
INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND,
JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM**

KHEU/ITQ/PK/T/01/B00405(24-26) - LANDSCAPING

Yang Mulia,

Pengerusi,
Jawatankuasa Sebutharga.
Tingkat 1, Bahagian Kewangan,
Kementerian Hal Ehwal Ugama,
Jalan Dewan Majlis,
Negara Brunei Darussalam.

Tarikh tutup :

Hari Rabu, 13hb Zulkaedah 1445H / 22hb Mei 2024M, tidak lewat jam 2.00 petang.



NOTA:

- Keratan di atas hendaklah ditampal pada sampul surat dokumen sebutharga yang tertutup.
- Borang Tawaran Asal yang telah lengkap diisikan beserta dokumen hendaklah juga disertakan dengan Satu (01) Set Salinan yang lengkap tanpa binding ring atau tanpa difailkan

BILANGAN SEBUTHARGA: KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

Nama Syarikat: _____

Nama Orang yang boleh dihubungi: _____

Nombor telefon: _____



NOTA: Keratan atas hendaklah ditampal bagi kegunaan sampul surat pembayaran





INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

BIL. TAWARAN: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

BORANG SEBUTHARGA

TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS TO INSTITUT
TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND,
JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM

Borang Sebutharga asal yang telah lengkap diisikan berserta dokumen hendaklah juga disertakan dengan 01 (satu)
salinan yang lengkap. Setiap Borang Tawaran hanya digunakan SATU (01) harga Tawaran / Offer Sahaja

1. **SEBUTHARGA BAGI:**

KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

**TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORK TO
INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND,
JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM**

2. **NAMA SYARIKAT:**

Seperi didaftarkan dalam Certificate of Registration - Sec. 16 atau Form X

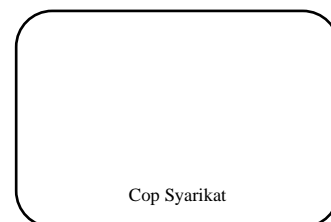
(HURUF BESAR)

Bil. Sijil Pendaftaran Perniagaan : _____ Tarikh Pendaftaran : _____
Alamat : _____

Poskod : _____

No. Peti Surat : _____ No. Mobile : _____
No. Telefon (R) : _____ No. Telefon Pejabat : _____
No. Fax : _____ E-Mail Syarikat : _____

Tandatangan Pemilik Syarikat / CEO / Pengarah _____



Cop Syarikat

KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

3. PEMILIK SYARIKAT:

Seperti didaftarkan dalam Certificate of Registration - Sec. 17 atau Form X

Nama Tuan Punya : _____
(HURUF BESAR)
Tarikh Lahir : _____ Umur : _____ tahun
Bil. Kad Pintar : _____ Warna : _____
Bangsa/ Kaum : _____ Ugama : _____
Alamat Tempat Tinggal : _____

Poskod: _____
No. Telefon : _____ (Rumah) _____ (Mobile)
: _____ (Fax) _____ (e.mail)

Nama Suami / Isteri : _____
(HURUF BESAR)
Tarikh Lahir : _____ Umur : _____ tahun
Bil. Kad Pintar : _____ Warna : _____
Bangsa/ Kaum : _____ Ugama : _____
Alamat Pejabat : _____

Poskod: _____
No. Telepon Pejabat : _____ No. Telepon (Rumah) : _____ (Mobile) : _____

4. PENGURUS SYARIKAT:

Seperti didaftarkan dalam Certificate of Registration - Sec. 17

Nama : _____
(HURUF BESAR)
Tarikh Lahir : _____ Umur : _____ tahun
Bil. Kad Pintar : _____ Warna : _____
Bangsa/ Kaum : _____ Ugama : _____
Alamat Tempat Tinggal : _____

Poskod : _____
No. Telefon : _____ (Rumah) : _____ (Mobile) : _____

5. PENDAPATAN SYARIKAT SEBULAN:

- \$1,000.00 kebawah \$2,000.00 hingga \$5,000.00
 \$1,000.00 hingga \$2,000.00 \$ 5,000.00 keatas

**Sila tanda yang berkenaan sahaja.

Tandatangan Pemilik Syarikat
(CEO / Pengarah)



cop syarikat

KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

6. SENARAI NAMA-NAMA PEMILIK SYARIKAT:

| Bil | Nama Pemilik | Bil kad Pintar dan Warna | Beralamat | Peratusan Hak Milik % | Jawatan Dalam Syarikat |
|-----|--------------|--------------------------|-----------|-----------------------|------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

7. Jika pernah berjaya memberikan perkhidmatan pembekalan, sila berikan keterangan berikut. Jika tidak pernah, sila isikan '**Tidak Pernah / Tidak Berkenaan**'.

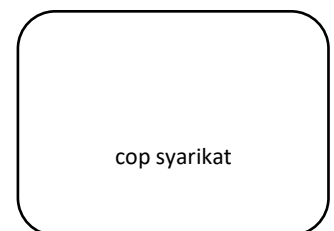
| Bil | JABATAN / KEMENTERIAN | TAHUN |
|-----|-----------------------|-------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

8. Nyatakan jenis Perniagaan / Perusahaan lain yang dibuat pada masa ini. Jika tidak ada, sila isikan '**Tidak Berkenaan**'

| NAMA SYARIKAT | JENIS PERNIAGAAN / PERUSAHAAN SEKARANG | ALAMAT TEMPAT BERNIAGA |
|---------------|--|------------------------|
| | | |
| | | |
| | | |

Tandatangan Pemilik Syarikat

/ : _____
CEO / Pengarah



**RINGKASAN TAWARAN**

SUMMARY OF TENDER

Tajuk / Title : **TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.**

Bil. Sebutharga : **KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING** **Ruj. Permohonan** : **No. JKR** :
Quotation No. : **LANDSCAPING** **Request Ref.:** **PWD No.** :

Muka **Dari**
Page **Of**
 1 2

| Bil. No. | Keterangan Description | Unit Unit | Kadar Rate | Kuantiti Quantity | Jumlah Amount | |
|---|---|--------------|---------------|----------------------|------------------|---|
| | | | | | \$ | ¢ |
| | <p>NOTE:</p> <p>1. Please refer to the attached monthly activity schedule.</p> <p>2. This is required for monthly progress payment.</p> <p>3. It is anticipated that the contractor shall provide two (2) gardener full time to carry out item 1 – 3. This is full-time gardener shall also be available at our disposal for carrying out additional gardening/landscaping works including modification to ground covering/plants as directed by the S.O additional gardener (s) are required for item 2.7.</p> <p>PRELIMINARIES: -</p> <p>1. Allow the sum for preliminaries to comply with the conditions of contract and specification.</p> <p>1.1 Plants, tools, vehicles, scaffolding and ladder etc.</p> <p>1.2 Health and Safety requirement.</p> <p>1.3 Monthly Progress report and photographs.</p> <p>1.4 Insurance's policies inclusive of workmen compensation, public liability and fire insurance.</p> <p>2. THE WHOLE INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH COMPOUND AREA.</p> <p>2.1 DAILY MAINTENANCE WORKS</p> <p>Supply of labour, tools and materials for the watering and weeding of the carpet grass plants/ cow grass and the other ground covering including replacement of dead plants, trees as directed by S.O to the Institut Tahfiz Al-Quran Sultan Haji Hassanal Bolkiah Jalan Tutong Building Compound area and Entrance Landscaping (water to be supplied by KHEU existing water taps).</p> | | | | | |
| | | LS | LS | | | |
| | | LS | LS | | | |
| | | LS | LS | | | |
| | | LS | LS | | | |
| | | Month | | | | |
| JUMLAH DIBAWA KE DEPAN AMOUNT CARRIED FORWARD | | | | | | |



KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

| Bil. No. | Keterangan Description | Unit Unit | Kadar Rate | Kuantiti Quantity | Jumlah Amount | |
|--|--|--------------|---------------|----------------------|------------------|---|
| | | | | | \$ | € |
| Jumlah dibawa dari depan/ Amount brought forward | | | | | | |
| | <u>ONCE A MONTHS</u> | | | | | |
| 2.2 | For the application of fertilizers to the carpet grass and cow grass, shrubs & other ground coverings using either "Hoechst" NPK (15-15-15) or urea N46 as per manufacturer specification and as per directed by the S.O. | Month | | | | |
| 2.3 | For trimming / pruning of plants, shrub, ground coverings and carpet grass / cow grass edging including trimming of the trees frontage area as per directed by S.O. | Month | | | | |
| 2.4 | For the cleaning and desilt of pond water, bed, bank and amamental rocks including removal and disposal of rubbish, dead plants/leaves etc. from water plants. | Month | | | | |
| 2.5 | For the application of "Bayer Tamaron Special" pesticide or approved equivalents as per manufacturer's specification and other required pesticide getting rid of harmful 'bugs' and as per directed by S.O to the carpet grass including plants and ground coverings. | Month | | | | |
| | <u>TWICE A MONTHS</u> | | | | | |
| 2.6 | For twice a month's grass cutting moving or rolling carpet grass using proper lawn mower including close cut grass on level, shapes, side tables, embankments by experienced / expert worker including 1-meter wide grass cutting outside from fencing line, including Blok C3 Flat, Jalan Beribi | Month | | | | |
| | <u>AS REQUIRED</u> | | | | | |
| 2.7 | For the top dressing of carpet grass with approved sand, free from acidic impurities to even the surface as directed by the S.O. | Month | | | | |
| 3 | <u>OUTDOOR PLANTS IN POTS / WALL HANGGING PLANTERS / PLANTER LANDSCAPING</u> | | | | | |
| 3.1 | Wedding the related plants with the use of proper tools as S.O instruction and satisfaction. (8 Times a month's) | Month | | | | |
| 3.2 | Disposal of rubbish debris. (8 Times a months's) | Month | | | | |
| 3.3 | Trimming / Pruning of plants. (8 Times a month's) | Month | | | | |
| 3.4 | Watering a plants (8 Times a month's) | Month | | | | |
| 3.5 | Spraying of fertilizer (NPK 15-15-15) include in the water sprinkler systems (4 Times a month's) | Month | | | | |
| 3.6 | Spraying if insecticides (Decis) (4 Times a month's) | Month | | | | |
| 3.7 | Replace dead or damaged plants (8 Times a month's) | Months | | | | |
| JUMLAH KESELURUHAN BAGI RINGKASAN TAWARAN INI TOTAL AMOUNT FOR THIS SUMMARY OF TENDER | | | | | | |



KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

PART A - 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.), Building Services Department, Ministry Of Religious Affairs. 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 **3 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. No unauthorised alteration or use of 'correction pen' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialled.
8. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.

The completed tender documents are to be lodged on or before 02:00 PM on 22th MAY 2024 in a sealed enveloped addressed to :-

TENDER / QUOTATION (QTN) BOX

**Peti Kotak Sebutharga
Tingkat 1, Bahagian Kewangan
Bangunan Ibu Pejabat , Jalan Menteri Besar
Kementerian Hal Ehwal Ugama
Negara Brunei Darussalam**

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

Quotation No : KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

Quotation Closing Date : 22th MAY 2024

Project Title : TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.



KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

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 Works.**
- 1.1.2 **To provide all information and facilities stated in this Contract to enable the Contractor to do his Works.**
- 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 collateral warranty and insurance as referred to in Clause 1.2.3 and 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 Completion Date(s) and Contract 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 their Works.**
- 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 & Job Orders

- 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 and Job Orders.
- 1.3.3 For each Job Order, the Contract Administrator must state a commencement date and a reasonable date for its completion and the Contractor must complete each Job Order by that completion date.
- 1.3.4 The minimum and maximum of any one Job Order to be issued as stated in the Appendix Item 5.0 and the maximum to be issued must be capable of being carried out and completed within the Contract Period.
- 1.3.5 **The Contractor must comply with all instructions, certifications and Job Orders issued by the Contract Administrator.**
- 1.3.6 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.5, and the Contractor shall pay for all extra costs incurred.

2 QUALITY, HEALTH, SAFETY AND ENVIRONMENT

2.1 Quality

- 2.1.1 **The Contractor must do his Works 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 shall inform the Contractor of the shortfall(s) in writing. 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 Item No. 3.0) after the Contract Administrator confirms the Works is complete as provided in the Completion Clause.

2.2 Health, Safety And Environment

- 2.2.1 **The Contractor must keep the site clean and safe at all times.**
- 2.2.2 **The Contractor must comply with all laws and regulations relating to Health, Safety and Environment Act, if any.**

3 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. The Contractor shall not be entitled to claim for any loss or damage caused by any delay of possession of site.**
- 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 Completion Date(s) 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**



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finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's Works.

- 3.2.2 If any Completion Date(s) is affected the Contract Administrator must adjust the Completion Date(s).
- 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 completed all the Works, he shall inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works has 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 Item No. 3.0) 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 by the date stated in the Contract or Job Order, 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 Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completed the Works.

4 VARIATIONS TO WORK

- 4.1.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 4.1.2 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 Certification Clause.
- 4.1.3 The Contract Administrator must value the variation work using the Summary of Works rates and/or adjusted Schedule of Rates. If neither are available then using fair market rates.
- 4.1.4 This shall be done in a written certificate clearly identified as Variation Order certificate.

5 PAYMENT CERTIFICATION

5.1 Claims and Payment Certificate

- 5.1.1 The Contractor must submit a claim for the Works done before any payment certificate can be issued.

5.2 Contents of Payment Certificate:

- 5.2.1 The payment certificate must include the following:
- 5.2.2 Add the following:
 - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates and/or adjusted 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.
- 5.2.3 Deduct the following:
 - (a) Liquidated and Ascertained Damages which is calculated for delay between when the Contractor should have completed the Works and when he actually practically completed the Works.
 - (b) The value of any shortfall(s) due to Works 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 Works that are not done according to this Contract and any other breach of contract by the Contractor identified by the Contract Administrator.
- (d) 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.

The Contract Administrator may deduct any monies owed by the Contractor to the Government under this Contract or any contract(s) from the Contractor's payments.



6.0 TERMINATION OF CONTRACT

6.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause; and/or
- (b) Fails to proceed with the Works within the time stated in the Contract Administrator's Instructions; and/or
- (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.

6.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this Contract with the Government, or for showing or forbearing to show favour or disfavour to any person in relation to this Contract or any other contract with the Government or the like acts shall have been done by any person employed by the Contractor or acting on his behalf (with or without the knowledge of the Contractor), or if, in relation to this Contract or any other contract with the Government, the Contractor, or any person employed by the Contractor or acting on his behalf shall have committed or abetted to commit an offence under the Prevention of Corruption Act (Chapter 131) or section 161, 162, 163, 164, 165, 213, 214 or 215 of the Penal Code (Chapter 22)

this Contract is terminated by a written notice.

6.3 In either (6.1) or (6.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

6.4 Termination For Convenience

- (a) The Government may at any time, give the Contractor a written notice to terminate the employment of the Contractor under the Contract and the Contractor shall immediately or upon such other date as specified in the written notice;
 - i. cease all works under the Contract, which shall include, but be not limited to such work for the purpose of protecting, making safe or tidying up such part of the works as may already have been executed, or may be in the course of execution.
 - ii. vacate the site, remove all his plant, tools, equipment, goods and unfixed materials which have not been paid by the Government and handback possession of the site to the Government.
- (b) In the event of termination under this Clause, Contract Administrator shall certify the amounts payable to the Contractor and the Contractor shall provide all reasonable assistance to the Contract Administrator. In the event that the Contractor does not submit the necessary information required, the Contract Administrator shall make his certification on the information available. The amount certified shall be paid by the Government less any sums previously paid or due to or recoverable by the Government from the Contractor.



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PART C - APPENDIX

| | | |
|-----|--|---|
| 1.0 | <p>Completion Date:</p> <p>(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)</p> <p>For Term Contract, the Contract shall ends when the following conditions are met:</p> <p>(a) The actual expiration of the Contract Period; or</p> <p>(b) The limit of the Approximate Maximum Total Value of All Job Orders have been reached;</p> <p>Whichever of the above comes first but subject to Clause 3.2 and Clause 4.0.</p> | <p>(24 MONTHS)</p> <hr style="width: 100px; margin: auto;"/> |
| 2.0 | <p>Liquidated and Ascertained Damages (LAD):</p> <p>(If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)</p> | $\text{LAD} = \text{B\$} \frac{\quad}{\text{No. of Days}} \times 0.15$ |
| 3.0 | <p>Shortfalls / Defects Liability Period:</p> <p>(If none stated, SIX (6) MONTHS from the date of completion)</p> | <p>(-) Months</p> <hr style="width: 100px; margin: auto;"/> |
| 4.0 | <p>Retention Sum:</p> <p>(If none stated, FIVE (5%) PERCENT of the Contract Sum)</p> | <p>(-) % of the Contract Sum</p> <hr style="width: 100px; margin: auto;"/> |
| 5.0 | <p>Minimum and Maximum Values of Job Orders:</p> <p>Minimum value of any one Job Order to be issued</p> <p>Maximum value of any one Job Order to be issued</p> <p>(If none stated, the maximum value to be issued must be capable of being carried out and completed within the Contract Period)</p> | <p>≤ B\$ (-)</p> <hr style="width: 100px; margin: auto;"/> <p>≥ B\$ (-)</p> <hr style="width: 100px; margin: auto;"/> |
| 6.0 | <p>Approximate Maximum Total Value of All Job Orders for the Contract Period:</p> <p>(If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSANDS)</p> <p>The Contract Administrator gives no warranty or undertaking as to the actual amount of Works that will be issued through Job Orders and no variance in the actual value of Works ordered shall give rise to a change in any rate, price or percentage adjustment.</p> | <p>≤ B\$ (-)</p> <hr style="width: 100px; margin: auto;"/> |





INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

BILANGAN SEBUTHARGA: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

PENGAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION

TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM

| | |
|--|--|
| Rujukan Tawaran / Sebutharga Tender Reference | KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING |
| Tajuk Tawaran / Sebutharga Tender Title | TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM. |
| Kementerian / Jabatan Ministry / Department | KEMENTERIAN HAL EHWAL UGAMA / INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH |

Saya / Kami, (isikan nama setiap Pemilik Syarikat / Pemegang Saham di bawah)
I / We, (fill in all the Proprietor / Shareholder's name below)

| Bil. No. | Nama Name | Bil. Kad Pintar Brunei & Warna / Bil. Paspot Antarabangsa Brunei Smart Card No. & Colour / International Passport No. | Tandatangan Signature |
|-------------|--------------|--|--------------------------|
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Beralamat
/ Address

dengan ini membuat **PENGAKUAN** seperti berikut / *make the following **DECLARATION**.*

- 1. Saya / Kami yang bernama di atas,
I / We as the name stated above,
i adalah Pemilik berdaftar sebuah Firma yang bernama
a registered Proprietor of

_____ (isikan nama Firma / *fill in the Firm's name*)

dengan alamat perniagaan di,
with its place of business at
(atau / *or*)

ii adalah Pemegang Saham dalam sebuah Syarikat yang bernama
a Shareholder in a Company,

_____, dengan alamat berdaftar di / *having its registered address at*

yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;
which has submitted a Tender Proposal in the above mentioned project;

- 2. iii Saya/Kami **telah menghantar Penyata Tahunan** kepada Pendaftar Syarikat-Syarikat pada _____ (sila nyatakan tarikh terakhir menghantar Penyata Tahunan berkenaan).
*I/We have **submitted Annual Returns** to Registrar of Companies on _____*
(please state the date of latest Annual Returns submitted to Registrar of Companies).
- 3. iv Saya / Kami **tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain);** (sila lihat nota 3 dan 4 di bawah dan potong jika tidak berkenaan).
I / We do not own any other Firm(s) / Company(ies); (see notes 3 and 4 below and delete where appropriate).
- 4. v Saya / Kami adalah juga **Pemilik / Pemegang Saham** dalam senarai **Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran I.**
I / We also the Proprietor / Shareholder in the list of Firm(s) / Company(ies) described at Annex I.

DAN saya / kami selanjutnya membuat **PENGAKUAN** bahawa sepanjang pengetahuan saya / kami, Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) saya / kami yang dinyatakan dalam Lampiran 1 ini, tidak mengemukakan Tawaran untuk projek yang disebutkan di atas.

*AND I / WE further **DECLARE** that to the best of my / our knowledge, none of my / our other Firm(s) / Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.*

- 5. Saya / Kami juga membuat **PENGAKUAN** selanjutnya:
*I / We also hereby **DECLARE**:*
 - a. bahawa sepanjang pengetahuan saya / kami, isteri / suami saya / kami atau Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) kepunyaan isteri / suami saya / kami, tidak menghadapkan Tawaran untuk projek yang disebutkan di atas;
and that to the best of my / our knowledge, neither my / our spouse or his / her Firm(s) / Company(ies) have submitted a Tender Proposal for the above mentioned project; and



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- b. bahawa saya / kami tidak berpakat sulit dengan Firma (Firma-Firm) / Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan di atas.
that I / We have not colluded with any other Firm(s) / Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.
6. vi Saya / Kami seterusnya membuat **PENGAKUAN** bahawa Pemilik-Pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam Tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.
- I / We also **DECLARE** that neither I nor the other Owners of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this Tender is / are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.*
(Atau / Or)
Saya / Kami sedang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan sukacita **disertakan Surat Kebenaran untuk berniaga daripada Jabatan Perdana Menteri.**
*I / We **DECLARE** that I am / we are public officers and enclose **herewith the Letter of Approval to engage in business issued by the Prime Minister's Office.***
7. Saya / Kami membuat **PENGAKUAN** bahawa saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami akan mematuhi segala peraturan dan undang-undang Negara Brunei Darussalam dan tidak akan melakukan mana-mana kesalahan yang berkaitan dengan perolehan Kerajaan seperti yang disertakan di Lampiran 1. Saya / Kami akan memastikan bahawa penyertaan / penglibatan Syarikat saya / kami dalam sebutbarga / tawaran bagi projek yang disebutkan di atas atau sebarang sebutbarga / tawaran dengan Kerajaan adalah secara adil, bersih dan telus.
*I / We **DECLARE** that I / We or any person representing my / our Firm / Company will obey all regulations and laws in Brunei Darussalam and will not commit any offence related to Government procurement, as reproduced in Annex 1. I / We will ensure that my / our Company's participation / involvement in the tender / quotation for the above mentioned project or any other tender / quotation with the Government is fair, clean and transparent.*
8. Saya / Kami seterusnya membuat **PENGAKUAN** bahawa saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami tidak akan menawarkan atau memberi atau bersetuju untuk memberi kepada sesiapa sebarang hadiah, suapan atau balasan dalam bentuk apa pun sebagai dorongan atau ganjaran bagi melakukan atau tidak melakukan atau kerana telah melakukan atau tidak melakukan apa-apa jua perbuatan yang berkaitan dengan mendapatkan atau melaksanakan sebutbarga / tawaran bagi projek yang disebutkan di atas atau sebarang sebutbarga / tawaran dengan Kerajaan. Saya / Kami menyedari sepenuhnya bahawa jika saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami melanggar pengakuan ini, saya / kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami telah melakukan atau bersubahat, mencuba, berkomplot untuk melakukan jenayah di bawah Akta Pencegahan Rasuah (Penggagal 131), atau Bab 161 hingga 165 dari Kanun Hukuman Jenayah (Penggagal 22) dibaca bersama Bab 109 atau Bab 120B atau Bab 511 dari Kanun yang sama seperti disertakan di Lampiran 1.
*I / We also **DECLARE** that I / We or any person representing my / our Firm / Company will not offer or give or agree to give to any person any gift, gratification or consideration of any kind as an inducement or reward for doing of forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the tender / quotation for the above mentioned project or any other tender / quotation with the Government. I / We am / are fully aware that if I / we or any person representing my / our Firm / Company breached this declaration, I / we or any person representing my / our Firm / Company shall have committed or abetted, attempted, conspired to commit an offence under the Prevention of Corruption Act (Cap.131) or Section 161 to 165 of the Penal Code (Cap. 22) read with Section 109 or Section 120B or Section 511 of the same as reproduced in Annex 1.*
9. Saya / Kami bersetuju bagi pengakuan di atas. Jika sekiranya saya/ kami atau mana-mana individu yang mewakili Firma / Syarikat saya / kami didapati melanggar syarat-syarat di atas, maka saya / kami sebagai wakil Syarikat bersetuju tindakan-tindakan berikut diambil:
- I / We agree to the declaration as above. In the event I / we or any person representing my / our Firm / Company found in violation of the terms above, I / we, as representative of the Company have agreed the following actions to be taken:*
- Penarikan balik tawaran kontrak bagi tawaran / sebutbarga yang disebutkan di atas; atau
The withdrawal of the contract for the above tender / quotation; or
 - Penamatan kontrak bagi tawaran / sebutbarga yang disebutkan di atas;
Termination of the above tender / quotation;
 - Lain-lain tindakan tatatertib mengikut Peraturan Perolehan Kerajaan yang berkuatkuasa; dan
Other disciplinary action in accordance with the Government Procurement Regulations in force; and
 - Tindakan undang-undang mengikut undang-undang Negara Brunei Darussalam.
Legal action in accordance to the Law of Brunei Darussalam.
10. Saya / Kami menyedari sepenuhnya, jika saya / kami memberi maklumat yang palsu bagi pengakuan ini, saya / kami akan melakukan kesalahan yang boleh didakwa dibawah Kanun Hukuman Jenayah Bab 177 dan 182 yang disertakan di LAMPIRAN 1.



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I/We fully aware that if I / we gave any information which is false, I /we committing an offence for which I / we liable to prosecution under the Penal Code. I/We also aware of Section 177 and 182 of the Penal Code reproduced below in Annex 1.

11. Saya / Kami juga difahamkan bahawa Firma / Syarikat saya / kami tidak akan dipertimbangkan bagi mengikut Tawaran Projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.
I / We also understand that my / our Firm / Company will be disqualified for this Tender in the event any information given herein is found to be false.

12. Saya / Kami memberi kuasa kepada _____
untuk menandatangani Surat Pengakuan ini sebagai pihak saya / kami sendiri dan sebagai wakil saya / kami untuk mengikatkan saya / kami dan Penender kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan Integriti ini.

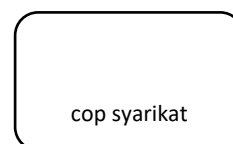
I / We hereby authorize _____

to sign this Tenderer's Integrity Declaration on my / our behalf and also on behalf of the Tenderer to bind ourselves and the Tenderer to the matters set out in this declaration.

Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya / kami mewakili Syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.

Attached herewith Letter of Representation for me / us to represent the Company as noted above to make tis declaration.

Pada hari ini _____ haribulan _____,20 _____
Dated this day _____ of _____,20 _____



(Nama dan Tandatangan)

(Name and Signature)

vii (Pemilik Syarikat / CEO / Pengarah)

(The Owner of Co. / CEO / Director)

(Cop Syarikat)

(Company's Stamp)

- i Masukkan disini jika orang yang membuat pengakuan adalah Pemilik atau adalah seorang Pemilik berdaftar Syarikat atau Nama Perniagaan.
Fill in here if an Owner of a Business Name.
- ii Masukkan disini jika orang yang membuat pengakuan adalah Pemegang Saham dalam sebuah Syarikat (Sdn. Bhd.).
Fill in here if a Shareholder in a Company (Sdn. Bhd.).
- iii Hanya untuk diisi oleh Syarikat Berhad atau Syarikat Sendirian Berhad sahaja.
To be fill by Limited or Private Limited Company only.
- iv Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain.
If you DO NOT own other Firms / Companies, please delete paragraph 3.
- v Potong perenggan 2 jika orang yang membuat pengakuan adalah Pemilik atau Pemegang Saham dalam Firma-Firma / Syarikat-Syarikat lain.
If you the Owner or Shareholder of other Firms / Companies, please delete paragraph 2.
- vi Potong perenggan yang tidak berkenaan.
Delete where inapplicable.
- vii Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.
Must be signed by the Owner of Co. or CEO or Director



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ANNEX I

Mengikut perenggan 3 dalam pengakuan di atas, saya / kami menghadapkan senarai Firma (Firma-Firma) yang saya / kami menjadi pemiliknya seperti berikut:

Pursuant to paragraph 3 of the above declaration, I / We submit the following list of Firm(s) which I / We the proprietor of:

| Bil. / No. | Nama / Name | Firma / Firm |
|------------|-------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

Mengikut perenggan 3 dalam pengakuan di atas, saya / kami menghadapkan senarai Syarikat (Syarikat-Syarikat Sendirian Berhad) yang saya / kami menjadi pemiliknya seperti berikut:

Pursuant to paragraph 3 of the above declaration, I / We submit the following list of Company(ies) which I / We a shareholder of:

| Bil. / No. | Nama / Name | Syarikat / Company |
|------------|-------------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

Bab 177 Kanun Hukum Jenayah (Penggalt 22 Undang-Undang Negara Brunei Darussalam)

Section 177 of the Penal Code (Cap 22 of the Laws of Brunei)

177 Barangsiapa, yang terikat disisi undang-undang untuk memberi maklumat mengenai apa-apa perkara kepada mana-mana penjawat awam, telah memberikannya sebagai benar, maklumat mengenai perkara itu yang dia tahu atau mempunyai sebab untuk mempercayai sebagai palsu, boleh dihukum penjara sehingga 6 bulan, atau denda sehingga \$4,000.00, atau kedua-duanya sekali, atau, jika maklumat yang dia terikat disisi undang-undang untuk memberi itu adalah mengenai sesuatu kesalahan yang dilakukan atau untuk mencegah sesuatu kesalahan daripada dilakukan, atau bagi penangkapan seorang pesalah, boleh dihukum penjara sehingga 2 tahun, atau dengan denda, atau kedua-duanya.

Whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shall be punished with imprisonment for a term which may extend to 6 months, or with fine which may extend to \$4,000.00, or with both; or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment for a term which may extend to 2 years, or with fine, or with both.

Bab 182 Kanun Hukum Jenayah (Penggalt 22 Undang-Undang Negara Brunei Darussalam)

Section 182 of the Penal Code (Cap 22 of the Laws of Brunei)

182 Barang siapa memberi kepada seseorang pegawai awam apa-apa maklumat yang diketahui atau dipercayai sebagai palsu, dengan maksud menyebabkan, atau dengan mengetahui kemungkinan akan menyebabkan pegawai awam tersebut:-

Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant:-

(a) melakukan atau meninggalkan apa-apa perkara yang pegawai awam itu seharusnya tidak melakukan atau tidak meninggalkan sekiranya keadaan yang sebenar, berkenaan dengan hal yang dimaklumkan itu, telah diketahui; atau

to do or omit anything which such public servant ought not do or omit if the true state of facts respecting which such information is given were known by him; or

(b) menggunakan kuasanya yang sah disisi undang-undang yang mendatangkan kecederaan atau gangguan kepada seseorang,

to use lawful power of such public officer to the injury or annoyance of any person.

Akan menerima hukuman penjara sehingga 6 bulan atau didenda sebanyak \$4,000.00 atau dengan kedua-keduanya. *Shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00 or with both.*



Bab 6(b) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)
Section 6(b) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)

- 6(b) Jika sesiapa jua dengan secara tidak jujur memberi atau bersetuju memberi atau menawarkan sebarang suapan kepada mana-mana agen sebagai dorongan atau ganjaran kerana melakukan atau menahan diri dari melakukan, atau kerana telah melakukan atau menahan diri dari melakukan apa jua perbuatan berhubung dengan hal-hal atau urusan orang yang utamanya, atau kerana memberi atau menahan diri dari memberi atau tidak memberi pertolongan kepada sesiapa pun jua berhubung dengan hal-hal atau urusan orang yang utamanya;
- If any person corruptly gives or agrees to give or offers any gratification to any agent as an inducement or reward for doing or forbearing to do, or for having done or forborne to do any act in relation to his principal's affairs of business, or for showing or forbearing to show favour or disfavour to any person in relation to his principal's affairs or business;*

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.
He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.

Bab 6(c) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)
Section 6(c) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)

- 6(c) Jika sesiapa jua dengan setahunya memberi kepada seseorang agen atau jika seorang agen dengan setahunya menggunakan dengan tujuan untuk menipu orang yang utamanya, sebarang resit, kira-kira atau dokumen lain bersabit dengan mana orang yang utama itu mempunyai kepentingan, dan yang mengandungi sebarang kenyataan yang tidak benar atau salah atau tidak sempurna dalam mana-mana perkara mustahak, dan yang pada pengetahuannya adalah dimaksudkan untuk mengelirukan orang yang utama itu;
- If any person knowingly gives to an agent, or if an agent knowingly uses with intent to deceive his principal, any receipt, account or other document in respect of which the principal is interested, and which contains any statement which is false or erroneous or defective in any material particular, and which to his knowledge is intended to mislead the principal;*

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.
He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.

Bab 9(a) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)
Section 9(a) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)

- 9(a) Seseorang yang dengan tujuan untuk memperolehi daripada mana-mana badan awam sesuatu kontrak bagi menjalankan sebarang kerja, memberikan sebarang perkhidmatan, melakukan sesuatu, atau membekalkan sebarang benda, perkakas atau bahan, menawarkan sebarang suapan kepada mana-mana orang yang telah membuat sesuatu tawaran (tender) bagi kontrak itu, sebagai dorongan atau ganjaran kerana penarikan balik tender itu;
- A person who, with intent to obtain from any public body a contract for performing any work, providing any service, doing anything, or supplying any article, material or substance, offers any gratification to any person who has made a tender for the contract, as an inducement or a reward for his withdrawing the tender;*

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.
He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.

Bab 9(b) Akta Pencegahan Rasuah (Penggagal 131 Undang-Undang Negara Brunei Darussalam)
Section 9(b) Prevention of Corrupt Act (Cap 131 of the Laws of Brunei)

- 9(b) Seseorang yang memujuk atau menerima sebarang suapan sebagai dorongan atau ganjaran kerana penarikan balik suatu tawaran yang telah dibuatnya bagi suatu kontrak;
- A person who solicits or accepts any gratification as an inducement or a reward for his withdrawing a tender made by him for contract;*

Maka ia adalah bersalah dan hukuman; Denda \$30,000.00 dan penjara 7 tahun.
He shall be guilty of an offence and penalty; A fine of \$30,000.00 and to imprisonment for 7 years.



Bab 161 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 161 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 161 Barangsiapa, yang menjadi atau menjangka akan menjadi seorang penjawat awam, menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, daripada seseorang, untuk dirinya atau untuk seseorang lain, apa-apa jua suapan, kecuali bayaran disisi undang-undang, sebagai suatu galakan atau hadiah bagi melakukan atau supaya jangan melakukan apa-apa perbuatan rasmi, atau bagi memberi atau supaya jangan memberi, kemudahan atau kepayahan kepada seseorang, atau bagi memberi atau mencuba memberi apa-apa perkhidmatan atau halangan kepayahan kepada seseorang, pada menjalankan kerja-kerja rasminya, dengan Kerajaan atau dengan seseorang penjawat awam;
Whoever, being or expecting to be a public servant, accepts or obtains, or agrees to accept, or attempts to obtain from any person, for himself or for any other person, any gratification whatever, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act, or for showing or forbearing to show in the exercise of his official functions, favour or disfavour to any person, or for rendering or attempting to render any service or disservice to any person, with Government, or with any public servant as such;

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

Bab 162 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 162 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 162 Barangsiapa menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, daripada seseorang untuk dirinya atau untuk seseorang lain, apa-apa jua suapan, sebagai suatu galakan atau hadiah bagi mendorong, dengan secara tidak jujur atau menyalahi undang-undang, seseorang penjawat awam supaya melakukan atau jangan melakukan sesuatu, perbuatan rasmi, atau supaya memberi kemudahan atau kepayahan kepada seseorang, atau supaya memberi atau mencuba memberi apa-apa perkhidmatan atau halangan kepada seseorang, pada menjalankan kerja-kerja rasmi penjawat awam itu, dengan Kerajaan, atau dengan seseorang penjawat awam, sebagai yang demikian;
Whoever accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification whatever as a motive or reward for inducing, by corrupt or illegal means, any public servant to do or to forbear to do any official act or in the exercise of the official functions of such public servant to show favour or disfavour to any person, or to render or attempt to render any service or disservice to any person with the Government, or with any public servant, as such;

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

Bab 163 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 163 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 163 Barangsiapa menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, daripada seseorang untuk dirinya atau untuk seseorang lain, apa-apa jua suapan, sebagai suatu galakan atau hadiah bagi mendorong, dengan cara menjalankan pengaruh peribadi, seseorang penjawat awam supaya melakukan atau jangan melakukan sesuatu, perbuatan rasmi, atau supaya memberi kemudahan atau kepayahan kepada seseorang, atau supaya memberi atau mencuba memberi apa-apa perkhidmatan atau halangan kepada seseorang, pada menjalankan kerja-kerja rasmi penjawat awam itu, dengan Kerajaan, atau dengan seseorang penjawat awam, sebagai yang demikian;
Whoever accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification whatever as a motive or reward for inducing, by the exercise of personal influence, any public servant to do or to forbear to do any official act or in the exercise of the official functions of such public servant to show favour or disfavour to any person, or to render or attempt to render any service or disservice to any person with the Government, or with any public servant, as such;

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

Bab 164 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 164 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 164 Barangsiapa, yang menjadi seorang penjawat awam, yang berkenaan dengannya salah satu kesalahan yang ditakrifkan dalam dua bab terakhir itu dilakukan, menyubahati kesalahan itu;
Whoever, being a public servant, in respect of whom either of the offences defined in the last two preceding sections is committed, abets the offence;

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.



Bab 165 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 165 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 165 Barangsiapa, yang menjadi seorang penjawat awam, menerima atau mendapat, atau bersetuju menerima atau mencuba mendapat, untuk dirinya atau untuk seseorang lain, sesuatu benda yang berharga, dengan tiada balasan atau dengan suatu balasan yang ia ketahui tidak mencukupi, daripada seseorang yang ia ketahui telah, atau sedang, atau mungkin ada kena mengena dalam apa-apa pembicaraan atau urusan yang telah dijalankan, atau yang akan dijalankan, oleh penjawat awam itu, atau yang ada apa-apa perhubungan dengan kerja-kerja rasminya sendiri atau dengan kerja-kerja rasmi seorang penjawat awam yang dibawahnya ia bekerja, atau daripada seseorang yang ia ketahui sebagai ada kepentingan atau bersangkutan dengan orang yang ada kena mengena demikian itu;
- Whoever, being a public servant, accepts or obtains, or agrees to accept or attempts to obtain, for himself or for any other person, any valuable thing, without consideration, or for a consideration which he knows to be inadequate, from any person whom he knows to have been, or to be, or to be likely to be concerned in any proceeding or business transacted or about to be transacted by such public servant, or having any connection with the official functions of himself or of any public servant to whom he is subordinate, or from any person whom he knows to be interested in or related to the person so concerned;*

Hendaklah dihukum dengan penjara selama tempoh yang boleh sampai 7 tahun dan denda.
Shall be punished with imprisonment for a term which may extend to 7 years and with fine.

Bab 109 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 109 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 109 Barangsiapa yang menyubahati sesuatu kesalahan hendaklah jika perbuatan yang disubahati itu dilakukan oleh sebab subahat itu, dan tiada peruntukan yang nyata dibuat oleh Kanun ini berkenaan dengan seksaan bagi subahat itu, diseksa dengan seksaan yang diperuntukan bagi kesalahan itu.
- Whoever abets any offence shall, if the act abetted is committed in consequences of the abetment, and no express provision is made by this Code for the punishment of such abetment, be punished with the punishment provided for the offence.*

Bab 120B Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 120B of the Penal Code (Cap 22 of the Laws of Brunei)**

- 120B (1) Barangsiapa yang menjadi satu pihak dalam suatu pakatjahat jenayah bagi melakukan suatu kesalahan yang boleh dihukum dengan bunuh, atau penjara selama tempoh dua tahun atau lebih, hendaklah jika tiada apa-apa peruntukan yang nyata ditetapkan oleh Kanun ini berkenaan dengan hukuman bagi pakatjahat itu, dihukum sama seperti seolah-olah ia telah menyubahati kesalahan itu.
- (1) *Whoever is a party to a criminal conspiracy to commit an offence punishable with death, or imprisonment for a term of 2 years or upwards, shall, where no express provision is made in this Code for the punishment of such a conspiracy, be punished in the same manner as if he had abetted such offence.*
- (2) Barangsiapa menjadi satu pihak dalam suatu pakatjahat jenayah yang lain daripada pakatjahat jenayah bagi melakukan suatu kesalahan yang boleh dihukum sebagaimana yang tersebut di atas, hendaklah dihukum dengan penjara sepuluh tahun dan denda.
- (2) *whoever is a party to a criminal conspiracy other than a criminal conspiracy to commit an offence punishable as aforesaid shall be punishable with for 10 years and with fine.*

Bab 511 Kanun Hukum Jenayah (Penggagal 22 Undang-Undang Negara Brunei Darussalam) **Section 511 of the Penal Code (Cap 22 of the Laws of Brunei)**

- 511 Barangsiapa mencuba melakukan sesuatu kesalahan yang boleh dihukum di bawah Kanun ini atau di bawah mana-mana undang-undang bertulis yang lain dengan penjara, denda atau sebatan atau dengan campuran hukuman-hukuman itu, atau mencuba menyebabkan kesalahan itu dilakukan, dan dalam percubaan itu membuat apa-apa perbuatan bagi melakukan kesalahan itu, hendaklah jika tiada peruntukan yang nyata dibuat di bawah Kanun ini atau di bawah undang-undang bertulis yang lain itu, mengikut mana yang berkenaan, bagi hukuman percubaan itu, dihukum dengan hukuman yang ada diperuntukan bagi kesalahan itu;
- Dengan syarat bahawa apa-apa tempoh penjara yang dikenakan tidaklah boleh lebih daripada setengah daripada tempoh yang lama sekali diperuntukan bagi kesalahan itu.

Whoever attempts to commit an offence punishable by this Code or by any other written law with imprisonment, fine or whipping or with a combination of such punishments, or attempts to cause such an offence to be committed, and in such attempt does any act towards the commission of the offence, shall, where no express provision is made by this Code or by such other written law, as the case may be, for the punishment of such attempt, be punished with such punishment as is provided for the offence;
Provided that any term of imprisonment imposed shall not exceed one half of the longest term provided for the offence.



KHEU/ITQ/T/01/B00405(24-26) - LANDSCAPING

Peraturan 12(a) dari Peraturan 12, Peraturan-Peraturan Pegawai-Pegawai Kerajaan (Kelakuan dan Tatatertib), Akta Suruhanjaya Perkhidmatan Awam (Penggag 83 Undang-Undang Negara Brunei Darussalam)
Regulation 12(a) from Regulation 12 of Public Officers (Conduct and Discipline) Regulations, Public Service Commission Act (Cap 83 of the Laws of Brunei)

12(a) Pegawai-Pegawai dan keluarga-keluarga mereka adalah ditegah daripada menerima hadiah-hadiah (selain daripada hadiah-hadiah daripada sahabat-sahabatnya sendiri atau waris-waris) samaada yang berupa wang, barang-barang, tambang-tambang percuma atau faedah-faedah yang lain, dan daripada memberi hadiah-hadiah yang sedemikian.

Officers and their families are prohibited from receiving presents (other than gifts of personal friends or relatives) whether in the shape of money, goods, free passages or other pecuniary benefits, and from giving such presents.

Pengkakuan Integriti Penender
Tenderer's Integrity Declaration & Cop Syarikat

Tarikh: _____

cop syarikat

Note: These offences are subject to other and amended legislation, which are given from time to time.





INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

BILANGAN SEBUTHARGA: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

BORANG PENGAKUAN SYARIKAT / PEMBEKAL (DECLARATION FORM)

TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Syarikat saya / kami yang tersebut dibawah ini mengaku dan sanggup untuk memberikan perkhidmatan seperti yang dimaksudkan, jika Syarikat saya / kami terpilih didalam sebutharga ini dan akan mematuhi syarat-syarat yang telah ditentukan.

| NAMA SYARIKAT DAN ALAMAT | COP SYARIKAT |
|--------------------------|--------------|
| | |
| | |
| | |
| | |

Nama & Tandatangan Pemilik

Jika pemohon mempunyai lebih dari satu Syarikat dan / atau mempunyai pertalian keluarga dalam Syarikat-Syarikat lain yang menyertai tawaran yang sama hendaklah menyenaraikan seperti dibawah.

| NAMA SYARIKAT | NAMA PEMILIK SYARIKAT | NO. KAD PINTAR |
|---------------|-----------------------|----------------|
| | | |
| | | |
| | | |

No. Telefon

_____ (Rumah)
 _____ (Pejabat)
 _____ (Fax)
 _____ Telefon Bimbit

Tarikh

cop syarikat





INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

BILANGAN SEBUTHARGA: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

PENGALAMAN SYARIKAT / PENENDER

TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Disenaraikan projek-projek yang selesai dan sedang dilaksanakan oleh syarikat kami

_____ (Nama syarikat).

| BIL. | TAJUK PROJEK | NAMA JABATAN/ KEMENTERIAN | TARIKH PROJEK BERMULA | TARIKH PROJEK BERAKHIR |
|------|--------------|------------------------------|-----------------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*Sila lampirkan maklumat-maklumat yang berkaitan sekiranya ruang yang disediakan tidak mencukupi

Nama
& Tandatangan Pemilik Syarikat
/ CEO / Pengarah

Bil. & Warna Kad Pintar

Tarikh

cop syarikat





INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

BILANGAN SEBUTHARGA: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

TEMPOH SAHLAKU HARGA TAWARAN

TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

| UNTUK DIISIKAN OLEH JABATAN FOR DEPARTMENT TO FILL IN | | UNTUK DIISIKAN OLEH SYARIKAT FOR COMPANY TO FILL IN | | |
|--|--|---|----------------|---------------|
| KETERANGAN DESCRIPTION | | | | |
| A. | TEMPOH SAHLAKU TAWARAN DAN HARGA TAWARAN <i>(Minima 06 (enam bulan))</i> | TARIKH BERMULA | | |
| | | <i>Hari Rabu, 13hb Zulkaedah 1445H / 22hb Mei 2024M</i> | | |
| | | TARIKH BERAKHIR | | |
| | | Hari Day | Bulan Month | Tahun Year |
| B. | TEMPOH PEMBEKALAN <i>Delivery's Period</i> | | | |

Nama
& Tandatangan Pemilik Syarikat
/ CEO / Pengarah

Bil. & Warna Kad Pintar

Tarikh

cop syarikat





INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH
KEMENTERIAN HAL EHWAL UGAMA
NEGARA BRUNEI DARUSSALAM

BILANGAN SEBUTHARGA: KHEU/ITQ/ T/01/B00405(24-26) - LANDSCAPING

BORANG NAMA PENJAGA / PEKERJA

TERM CONTRACT (24 MONTHS) FOR MAINTENANCE OF LANDSCAPING AND GRASSCUTTING WORKS INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH BUILDING COMPOUND, JALAN RAJA ISTERI PENGIRAN ANAK SALEHA, NEGARA BRUNEI DARUSSALAM.

Syarikat tempatan (Negara Brunei Darussalam) adalah dimestikan untuk menyenaraikan dan melengkapkan maklumat pekerja tempatan yang sedang dalam perkhidmatan dengan syarikat untuk pelaksanaan cadangan tawaran projek.

1. **PEKERJA TEMPATAN/ LOCAL CONTENT**

| BIL | NAMA PEKERJA TEMPATAN | BIL. KAD PINTAR WARNA (K/U) | GELARAN DALAM JAWATAN | KADAR GAJI SEBULAN | TAP | | LAIN-LAIN KEMUDAHAN |
|-----|-----------------------|-----------------------------|-----------------------|--------------------|----------------|---------|---------------------|
| | | | | | NO PENDAFTARAN | CARUMAN | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |

*** PERHATIAN:**

Sila sertakan salinan sijil TABUNG AMANAH PEKERJA PENGGAL 167 (TAP) syarikat dan salinan penyata kira-kira bagi pekerja dibawah tanggungan syarikat yang TERKINI.

2. **PEKERJA ASING/ FOREIGNER CONTENT**

| BIL | NAMA PEKERJA | BIL. KAD PINTAR WARNA (H) | GELARAN DALAM JAWATAN | KADAR GAJI SEBULAN | LAIN-LAIN KEMUDAHAN |
|-----|--------------|---------------------------|-----------------------|--------------------|---------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |



3. SENARAI JUMLAH TENAGA MANUSIA YANG AKAN DISERTAKAN UNTUK MEMBUAT PROJEK INI (JIKA BERJAYA):
Proposed Manpower Allocation and Additional Labour Quota Required (If Successful):

| Bil. No. | Nama Jawatan Name of Posts | Jumlah Tenaga Manusia Total Manpower |
|-------------|-------------------------------|---|
| | | |
| | Jumlah Total | |

Jumlah Quota buruh yang masih ada:

No. of labour Quota still available :

Jumlah Quota buruh yang dikehendaki:

Total additional labour quota required:

4. SENARAI PERALATAN YANG AKAN DIGUNAKAN UNTUK PEKERJAAN INI (JIKA BERJAYA) :

Proposed List of Equipment To Be Used For This Job:

| Bil. No. | Jenis Type | Kuantiti Quantity | No Modal Model No. | Kapasiti Capacity | Remarks |
|-------------|---------------|----------------------|-----------------------|----------------------|---------|
| | | | | | |



5. SENARAI PEKERJAAN YANG AKAN DI SUB-KONTRAK.

Proposed List of Jobs To Be Sub-Contracted :

| Bil. No. | Kerja Works | Kepada To | Remarks |
|-------------|----------------|--------------|---------|
| | | | |

Tandatangan Saksi:
Signature of Witness:

.....

Tarikh:
Date:

Tandatangan Penender:
Signature of Tenderer:

.....

Tarikh:
Date:

Tandatangan Pemilik : _____
Syarikat : _____
Nama Pemilik Syarikat : _____
Tarikh : _____



PERHATIAN:
Jika ruang untuk senarai nama pekerja tidak mencukupi, hendaklah disertakan LAMPIRAN TAMBAHAN



**SITE VISIT DECLARATION FORM
(Tenderer's Confirmation of Visit Project Site)**

Quotation No. : _____

Title : _____

Name of Tenderer : _____

Date of Site Visit : ____ / ____ / 2024 Time : _____ AM/PM

I/We hereby confirmed that I/We have :-

- Visited the site.
- A clear understanding on the nature and scope of works.
- Anticipated the constraints/restriction, etc. of the work site.
- Acknowledge the requirements to submit working drawing/any related works in quotation submission
- The Tenderer inquiries (please specify, if any):

Note:

Please attach this Form together with the quotation submission

Tenderer's Signature : _____

Tenderer's Name : _____

Date : _____

| |
|-----------------|
| Company's Stamp |
|-----------------|

Site Visit attendance:

| No. | Name | Organisation | Contact No. | Signature |
|-----|------|--------------|-------------|-----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |



SENARAI SEMAK BAGI SALINAN-SALINAN YANG PERLU DISERTAKAN

- Bahagian A – H
- Salinan Sijil Pendaftaran Perniagaan 16 & 17 / Form X
- Salinan Kad Pintar Pemilik
- Salinan Kad Pintar Pengurus (jika berkenaan)
- Surat Pengesahan / Pengakuan Lantikan Pengurus Syarikat oleh Pemilik Syarikat (jika berkenaan)
- Pengesahan Prestasi Syarikat (jika pernah berkontrak dengan kementerian lain)
- Salinan Pas Pekerja Asing (jika berkenaan)
- Salinan Sijil Pematuhan Cukai (dikeluarkan oleh Pihak Pemungut Cukai Pendapatan)
- Salinan Nombor Rujukan Pendaftaran dan caruman Tabung Amanah Pekerja (bagi setiap pekerja kontrak, bergaji hari dan sementara)
- SATU (1) SET BORANG TAWARAN ASAL** yang telah lengkap diisi bersama dokumen hendaklah juga disertakan dengan **SATU (1) SET SALINAN** yang lengkap **tanpa binding ring atau difailkan**

Tandatangan Pemilik Syarikat : _____
Nama Pemilik Syarikat : _____
Tarikh : _____



LAYOUT KAWASAN
INSTITUT TAHFIZ AL-QURAN SULTAN HAJI HASSANAL BOLKIAH

