

BAHAGIAN BANGUNAN DAN PEMELIHARAAN  
KEMENTERIAN HAL EHWAL UGAMA  
NEGARA BRUNEI DARUSSALAM

TAWARAN SEBUT HARGA

BIL. SEBUT HARGA: KHEU / BDP / 164 / 007 / 2025

TERM CONTRACT FOR BREAKDOWN, INTERIM MAINTENANCE AND REPAIR WORKS FOR AIR CONDITIONING EQUIPMENT SYSTEM TO  
ESTATE UNDER PUSAT DA'WAH ISLAMIAH IN FOUR DISTRICTS FOR A PERIOD OF TWELVE (12) MONTHS

TARIKH TUTUP TAWARAN : 05 Mac 2025 Jam 12.00 PM

Syarat-syarat untuk mengikuti tawaran kerja sebut harga adalah seperti berikut :

1. Tawaran hanyalah dipelawa kepada syarikat / pemborong yang berdaftar dengan Kementerian Pembangunan **Kelas III & IV** dan **Kategori M01 SAHAJA** di Negara Brunei Darussalam.
2. Tawaran-tawaran mestilah dibuat di atas borang-borang tawaran yang tercetak oleh Kementerian ini dan penerangan lanjut bagi mengikuti sebut harga bolehlah datang terus ke **Unit Penyelaras dan Pemantauan Projek, Bahagian Bangunan Dan Pemeliharaan, Bangunan Pasar Basah, Jalan Residency, BS8111, Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam.**
3. Bagi Syarikat / Pemborong yang berminat untuk mengikuti tawaran sebut harga hendaklah mengikut proses-proses pembelian tawaran sebut harga seperti berikut:
  - i. Syarikat / pemborong hendaklah menyertakan salinan **Sijil Pendaftaran 16 dan 17** yang dikeluarkan oleh Bahagian Pendaftaran Syarikat-Syarikat, Jabatan Peguam Negara, Negara Brunei Darussalam dan juga menyertakan salinan **Sijil Pendaftaran Kontraktor Dan Pembekal, Kementerian Pembangunan, Negara Brunei Darussalam** yang masih sah laku.
  - ii. Syarikat / pemborong hendaklah membuat pembayaran **B\$5.00** di **Bahagian Kewangan, Tingkat 1, Kementerian Hal Ehwal Ugama** atau melalui **BIBD Online Payment** bagi pembelian tawaran sebut harga.
  - iii. Setelah membuat pembayaran dan mendapatkan **Resit Pembayaran** bagi pembelian tawaran sebut harga, syarikat / pemborong hendaklah **memuat turun (download)** dokumen tawaran sebut harga di **laman sesawang Kementerian Hal Ehwal Ugama: <https://www.mora.gov.bn/SitePages/Senarai%20Sebutharga.aspx>.**
4. Borang-borang tawaran sebut harga hendaklah diisi dengan lengkap dan memasukkannya ke dalam sampul surat yang bertutup rapi ("**Sealed Envelope**") dengan menyertakan Salinan **Resit Pembayaran, Sijil Pendaftaran 16 dan 17 dan Sijil Pendaftaran Kontraktor Dan Pembekal, Kementerian Pembangunan** serta menulis **Bilangan Tawaran, Nama Tawaran dan Tarikh Tutup** tanpa membubuh sebarang pengenalan atau identiti syarikat atau pemborong.
5. Semua tawaran hendaklah dimasukkan ke dalam

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

6. Tawaran yang diterima lewat dari tarikh dan masa yang telah ditetapkan atau tawaran yang tidak lengkap, tidak akan dilayan atau diterima dan ianya tidak sah.
7. Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Dan Yang Dipertuan Negara Brunei Darussalam melalui Kementerian Hal Ehwal Ugama, Negara Brunei Darussalam, tidak akan terikat untuk memilih sebarang tawaran yang lebih murah atau yang difikirkan tidak munasabah.

( Ar. HAJI AWANG AZMI BIN HAJI AWANG TAHIR )  
Ketua Bahagian Bangunan dan Pemeliharaan  
Kementerian Hal Ehwal Ugama  
Negara Brunei Darussalam



MINISTRY OF RELIGIOUS AFFAIRS  
JALAN MENTERI BESAR, BERAKAS BB33910  
NEGARA BRUNEI DARUSSALAM

QUOTATION NO.: KHEU / BDP / 164 / 007 / 2025

PROJECT : TERM CONTRACT FOR BREAKDOWN, INTERIM MAINTENANCE AND REPAIR WORKS FOR AIR CONDITIONING EQUIPMENT SYSTEM TO ESTATE UNDER PUSAT DA'WAH ISLAMIAH IN FOUR DISTRICTS FOR A PERIOD OF TWELVE (12) MONTHS

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CLASS : III & IV

CATEGORY : M01

CLOSING DATE : WEDNESDAY 05 MARCH 2025 NOT LATER THAN 12.00 PM

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



**TERM CONTRACT FOR BREAKDOWN, INTERIM MAINTENANCE AND REPAIR WORKS FOR AIR CONDITIONING EQUIPMENT SYSTEM TO ESTATE UNDER PUSAT DA'WAH ISLAMIAH IN FOUR DISTRICTS FOR A PERIOD OF TWELVE (12) MONTHS**

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\* - *Buang jika tidak perlu*





## 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 and Maintenance Section, 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) Copy of Receipt payment for the Quotation document from the Finance Section, Ministry of Religious Affairs.
- (b) Valid Tenderer's Registration Certificate from the Ministry Of Development.
- (c) Business Enactment Act Section 16 & 17.
- (d) 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.
- (e) 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 written in **blue ink ONLY**. 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. The tender fee shall be **BS 5.00** . Payment shall be made at Finance Section, 1st Floor, Ministry of Religious or BIBD Online Payment.
8. 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.
9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.
10. The tender must be done in the **OFFICIAL PRINTED** tender forms which is available from the **Ministry of Religious Affairs official website:** <https://www.mora.gov.bn/SitePages/Senaral%20Sebutharga.aspx>

The completed tender documents are to be lodged on or before 12.00 PM on 05 Mac 2025 in a sealed enveloped addressed to:-

TENDER / QUOTATION (QTN) BOX

PETI KOTAK SEBUT HARGA  
TINGKAT 1 BAHAGIAN KEWANGAN  
BANGUNAN IBU PEJABAT  
JALAN MENTERI BESAR  
KEMENTERIAN HAL EHWAL  
NEGARA BRUNEI DARUSSALAM



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

Quotation No. : KHEU / BDP / 164 / 007 / 2025 Quotation Closing Date : 05 Mac 2025  
Project Title : TERM CONTRACT FOR BREAKDOWN, INTERIM MAINTENANCE AND REPAIR WORKS FOR AIR CONDITIONING EQUIPMENT SYSTEM TO ESTATE UNDER PUSAT DA'WAH ISLAMIAH IN FOUR DISTRICTS FOR A PERIOD OF TWELVE (12) MONTHS



BUILDING AND MAINTENANCE SECTION  
MINISTRY OF RELIGIOUS AFFAIRS  
NEGARA BRUNEI DARUSSALAM

Quotation For : TERM CONTRACT FOR BREAKDOWN, INTERIM MAINTENANCE AND REPAIR WORKS FOR AIR CONDITIONING EQUIPMENT SYSTEM TO ESTATE UNDER PUSAT DA'WAH ISLAMIAH IN FOUR DISTRICTS FOR A PERIOD OF TWELVE (12) MONTHS

Quotation No. : KHEU / BDP / 164 / 007 / 2025      Closed on : 05 Mac 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) \_\_\_\_\_

(or),

At Schedule of Rates attached subject to the adjustment percentage of an additional (+) / a deduction (-)\* \_\_\_\_\_ % with an approximate Maximum Contract Sum as stated in PART C - APPENDIX Item 6.0.

And,

within the Contract Period 12 Days / ~~Weeks~~ / Months \* in accordance with the terms and conditions below below.

2.0 Owner / Director\*'s : \_\_\_\_\_ )  
Signature & Name ( \_\_\_\_\_ ) B  
IC No. : \_\_\_\_\_ )  
2.1 Signature & Name of : \_\_\_\_\_ )  
Witness ( \_\_\_\_\_ )  
IC No. : \_\_\_\_\_ )  
2.2 Company Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Company Stamp

2.3 Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

2.4 Date : \_\_\_\_\_ Email : \_\_\_\_\_

Note : An asterisk \* indicates text that is to be deleted as appropriate





## 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 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.

### 2.0 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.

### 3.0 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. 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 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.
- 3.3.4 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.

## 4.0 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.

## 5.0 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:  
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.
- 5.2.2 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.
- (e) 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.





**PART C - APPENDIX**

<p><b>1.0</b></p>	<p><b>Completion Date:</b></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>_____</p>
<p><b>2.0</b></p>	<p><b>Liquidated and Ascertained Damages (LAD):</b></p> <p>(If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)</p> <p><math display="block">\frac{\text{Total Contract Sum}}{\text{Total Contract Period (No. of Days)}} \times 15\%</math></p>	<p>B\$ _____ per day</p>
<p><b>3.0</b></p>	<p><b>Shortfalls / Defects Liability Period:</b></p> <p>(If none stated, SIX (6) MONTHS from the date of completion)</p>	<p>_____ Months</p>
<p><b>4.0</b></p>	<p><b>Retention Sum:</b></p> <p>(If none stated, FIVE (5%) PERCENT of the Contract Sum)</p>	<p>_____ % of the Contract</p>
<p><b>5.0</b></p>	<p><b>Minimum and Maximum Values of Job Orders:</b></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> <p>≥ B\$ _____</p>
<p><b>6.0</b></p>	<p><b>Approximate Maximum Total Value of All Job Orders for the Contract Period:</b></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\$ <u>50,000.00</u></p>



# DECLARATION FORM



**BORANG PENGAKUAN**  
*DECLARATION FORM*

**BILANGAN SEBUT HARGA** : KHEU / BDP / 164 / 007 / 2025  
*(QUOTATION NO.)*

**TAJUK SEBUT HARGA** : TERM CONTRACT FOR BREAKDOWN, INTERIM MAINTENANCE AND REPAIR WORKS FOR AIR  
CONDITIONING EQUIPMENT SYSTEM TO ESTATE UNDER PUSAT DA'WAH ISLAMIAH IN FOUR  
DISTRICTS FOR A PERIOD OF TWELVE (12) MONTHS  
*(QUOTATION TITLE)*

**KEMENTERIAN / JABATAN** :    
*(MINISTRY / DEPARTMENT)*

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)  
*I/We (Fill in all the proprietor/shareholders' name below)*

Bil. No.	Nama Name	No. Kad Pengenalan Brunei & Warna/ No. Paspas Antarabangsa <i>Brunei Identity Card No. &amp; Colour/ International Passport No.</i>	Tandatangan Signature

Dengan ini membuat PENGAKUAN seperti berikut / *make the following DECLARATION:*

1. Saya/Kami yang bernama diatas, adalah pemilik berdaftar sebuah Firma yang bernama  
*I/We as the name stated above, 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*)

2. adalah pemegang saham dalam sebuah Syarikat yang bernama  
*a shareholder in a Company* \_\_\_\_\_, (isikan nama Syarikat/ *fill in the Company's name*)  
dengan alamat perniagaan di,  
*with its place of business at*  
\_\_\_\_\_  
\_\_\_\_\_

yang ikut serta Sebut harga di atas, dengan ini mengakui bahawa saya atau ahli keluarga saya tidak ada kepentingan dalam lain-lain syarikat yang turut serta  
menghadapkan tawaran yang sama.  
*Which participate in the above mention tender, hereby declare that I or any member of my family do not have any interest in the other companies  
competing for the same tender.*

\_\_\_\_\_  
Tandatangan & Cop Syarikat  
*(Signature & Company Stamp)*





# SCOPE OF WORKS



**SCOPE OF WORKS**

**TERM CONTRACT FOR BREAKDOWN, INTERIM MAINTENANCE AND REPAIR WORKS FOR AIR CONDITIONING EQUIPMENT SYSTEM TO ESTATE UNDER PUSAT DA'WAH ISLAMIAH IN FOUR DISTRICTS FOR A PERIOD OF TWELVE (12) MONTHS**

**1.0 GENERAL**

The works to be performed under this schedule comprises of General and Routine Maintenance of DX Package Type, Split Unit & Room Type of Air Conditioning, breakdown attendance, supply of defective parts and air conditioning replacement works as instructed by and to the satisfaction of OIC/SO for period stipulated in this Tender.

**2.0 MAINTENANCE & SERVICES OF AIR CONDITIONING EQUIPMENT, SYSTEM AND PLANT**

The works to be performed under this Tender is for a period of **TWELVE (12) months**. Contractors shall be responsible to attend, report and investigate all nature of breakdown (location of site as attached), also to attend all minor breakdown in order to put back the plant/equipment into full working condition, in writing, to attend all of breakdown c/w free replacement of defective parts, materials and workmanship for all the equipment that are under defects liability period until the issue of certificate of final acceptance of completion.

**3.0 MANPOWER AND LIST OF LOCATIONS**

Contractor shall provide registered and qualified personal (as approved by OIC/SO) when carrying out Routine and General schedule maintenance works, Interim Maintenance & Breakdown attendance and replacement works for unit/parts of RAC, split, VRF, PAC and DX Package type and other associated equipment.

Manpower as stated above are responsible but not limited to as the following:

- To attend all breakdown calls/complaint as instructed by OIC
- To carry out repair and replacement works where required (parts supplied separately) to run the equipment back to normal working order.
- To ensure and maintain good housekeeping of Condenser Package Unit and AHU rooms.

**4.0 OCCUPATIONAL, SAFETY AND HEALTH**

The Tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein. In the case where the tenderer is found non-compliance to the above regulations, and fails to price accordingly for the items required for the scope of project tendered, the Superintending Officer has the right to instruct the Contractor to provide such services without any cost involved. It is therefore deemed be inclusive in this tender.



**5.0 CONTRACTOR'S MAINTENANCE RESPONSIBILITIES DURING MAINTENANCE PERIOD**

Where specifically required or instructed by OIC/SO in the Contract document, the Contractor shall allow for and carry out services required in the contract document as listed and only be charge accordingly.

**5.1 The Contractor shall be fully responsible for the following within the contract period as and when required:**

- a. Inspection, checking, servicing, maintenance and repair including replacement of parts and components due to normal tears and wears.
- b. Emergency inspection, checking and servicing, repair and rectification work;
- c. Provide skilled and experienced Supervisor, qualified technician and tradesman to assistant the start-up, control, performance monitoring and shut-down of the plant;
- d. Test and commissioning of the new replacement installation after the completion of installation and services, maintenance and repair; 9 months comprehensive warranty of new spare parts and other accessories.
- e. Submission of services record and test report.
- f. To provide photograph / picture (before/after) for submission of payment.

**5.2 The Contractor shall provide labour and consumable materials/items as specified in the following services during the contract Period:**

- a. Consumable materials as listed (LOCI-1)
- b. Repairs including first line attendance, emergency and miscellaneous repairs, plants, tools, vehicles for transportation of material for purpose of execution of work;
- c. Preparation and submission of records/reports, compliance with miscellaneous requirements.
- d. Upon maintenance, repair and replacement period, the Contractor shall provide competent, experienced and qualified staff and workshop facilities to undertake the maintenance works or replacement works during the Maintenance Period. Detailed information of the organization, workshop facilities and list of contact persons of the Contractor's maintenance team shall be submitted to the Supervising Engineer or





Superintendent Officer fourteen (14) days after the commencement date of the maintenance period.

**5.3 Contractor's responsibilities for breakdown call-out**

The Contractor shall offer efficient and prompt response to breakdown call-out for the equipment failure. The expedition of response shall be in accordance with the following categories:

- a. **VERY URGENT** for failure of compressor, pipe burst, water dripping, fire alarm and electricity power failure, the Contractor shall respond and attend to the Very urgent calls immediately.
- b. **URGENT** for abnormality of equipment operation, the Contractor shall respond and attend to the Urgent calls within one hour from the receipt of the calls,
- c. **NON URGENT** for inadequate of room condition, the Contractor shall respond and attend the fault within 4 hours. Investigation report and proposal for repair/ improvement/ modification shall be submitted.

The Contractor shall promptly complete any repair necessary for resuming the breakdown installation. In case immediate permanent repair is not possible due to safety related reason, the following "time for repair" targets counted from the receipt of breakdown or fault call shall be complied with:

- a. Complete temporary repair for resumption of the suspended or breakdown services to a safe operating condition within 24 hours; and
- b. Complete permanent rectification works within 3 and 7 working days unless long component and parts delivery time is required.

**5.4 Maintenance program and schedule**

The Contractor shall prepare, submit and seek endorsement on the maintenance program before the commencement of the Contract Maintenance Period. Upon the approval of the above maintenance program, the Contractor shall prepare a maintenance schedule for all the air-conditioning units/equipment and indicate dates for routine maintenance of the units/equipment before the commencement of the Contract Maintenance Period.

**5.5 Co-ordination**

The Contractor shall co-operate and co-ordinate with the Supervising Engineer or Superintendent Officer, Security agency in the building, utility supply companies, Government agencies and the public authorities for the smooth execution of maintenance works.



5.6 **Routine Servicing of Air Conditioning Type RAC / DX Package / Split unit / VRF / Air Curtain.**

- a. To check any excessive noise to loose parts, slacks bearing or anti-vibration mounts shall be investigate and corrected.
- b. Check air filter by washing and dry and clean evaporator coil with a VACUUM cleaner to avoid blowing dirt into the unit. Submit report to BBDP if filter is to be replaced.
- c. Check that all grilles and coils are free of leaves insect or other foreign matter and that fresh air can circulate freely over the condenser and evaporator coil.
- d. Check selector switch, thermostat and ventilation controls. On no account all controls shall be left set to the position as found before the checks are carried out.
- e. Check that condensate drain pipe run freely away to drain and check water tray is not leaking. Submit to BBDP if the condensate drain pipe and tray is leaking and rusty to be replaced.
- f. Check abnormalities, noisy and megger test all compressor and fan motors. Checked that all fastening are secure and properly tightened and locked.
- g. Check that starter trips under 'no volt' conditions. Check overload setting and submit report to BBDP when the starter is found faulty and need replacement.
- h. Check the Amps plug & socket for overheating due to the bad contactor or loose cable connection. Check the cable for damage to insulation any junction's blocks used to join the cable are tight and properly insulated.
- i. Check for discharge, suction pressure of the refrigerant circuit during operation, condition of the units, check voltage and phase imbalance, power supply, contactor, loose connections and thermostat operation.
- j. Check the amount refrigerant charge which should be within specifications and free of obstruction and restriction and check for leak in the system.
- k. Leak test all the service valves and refrigerant piping and make sure there is no leak in the system, if there is a leak the contractor shall make a report to BBDP.
- l. Check for any damage to suction and liquid line insulation and check liquid line filter for any sign of choked. The Contractor shall make full details of report to BBDP regarding this matter.



- m. To check that the air handling units and related controls (VSD) and control circuits are operating properly. Repair or replace if necessary.
- n. To check and record on log sheets and where appropriate on system performance sheet the air handling units operating conditions including motor current, chilled water inlet and outlet temperatures, return and mix air temperatures, off coil and supply air temperature and humidity.
- o. To check water drain pan, drain pipe and floor drain to ensure no clogging and flooding. Rectify if necessary.
- p. To clean and renew air filter as required.
- q. To check driving belts for proper tension and correct alignment, adjust and renew belts and lubricate bearings as required.
- r. To check the operation of control valves and isolating valves, rectify as required.
- s. To clean the fresh air inlet, exhaust air louvers, air dampers, accessible internal ductwork surfaces and fan blade.
- t. To check heaters for proper operation. Rectify if necessary.
- u. To check proper function of pressure gauge, thermometer, thermostat and motorized valve.

5.7 **Routine Servicing of Dehumidifier / Air Curtain / Portable Unit**

- a. Check air filter by washing and dry and clean cooling coil with a VACUUM cleaner to avoid blowing dirt into the unit. Submit report to BBDP if filter is to be replaced.
- b. Clean the external panel and body of the unit and check and clean drain/tray.
- c. The contractor shall provide report on visual condition of units (eg. Noisy, rusty etc)

5.8 **General Servicing of Room Air Conditioning**

- a. Annual maintenance for full service will be carried out for each Room Air-Conditioning units once a year consisting of monthly maintenance works and the following works.
- b. Remove the units form site and bring to the workshop for general cleaning. Both sides of condenser and evaporator coils to be lean with chemicals and lubricate for motors if required.





- c. Touch-up by first removing any loose rust or old paint and treating any bare metal surface with a zinc rich primer. All inside and outside surface of the casing should be sprayed with a suitable air drying paint in a suitable colour to match the original paint work.
- d. Check running operation, refrigerant charge by observation of performance thermostat operation. Charge up refrigerant if necessary.

**5.9 General Servicing air conditioning Split unit and DX Package Type**

- a. Annual maintenance (General servicing) for each set of split unit Air Conditioning Units which to be done once a year consisting of the monthly works and the following works.
- b. Remove the Fan Coil Units and Condensing Units cover and clean with approved type of chemical and check internal parts.
- c. Lubricated fan motors and all the moving parts if required.
- d. Touch-up by first removing any loose rust or old paint and treating any bare metal surface with a zinc rich primer. All inside and outside surface of the casing should be sprayed with a suitable air drying paint in a suitable colour to match the original paint work.
- e. Check running operation, refrigerant charge by observing the performance of thermostat operation. Charge up refrigerant gas if necessary. Leak test for the entire system, pump down the refrigerant before removing the condensing.
- f. The system should be vacuum (300micrins) using the counter flow vacuum to non-condensable (air) or moisture should be removed in order to avoid the formation of acid in the system.
- g. The contractor shall provide scaffolding for removing the condensing/fan coil units and submit comprehensive report of the Annual Maintenance for any defects.
- h. Checklist and picture (before and after) should be provided and sign/satisfy by client and supervising officer from BBDP for every each of RAC and DX split units.

**6.0 CLEANING AND CLEARING UPON COMPLETION**

- 6.1 The Tenderer shall maintain the site in a clean and tidy condition and remove all scrap caused by the carried out of works at frequent intervals. All equipment and materials are to be kept clean. Damaged or dirty materials will be removed from site and replaced at the Tenderer's expenses.

