

BAHAGIAN BANGUNAN DAN PEMELIHARAAN  
KEMENTERIAN HAL EHWAL UGAMA  
NEGARA BRUNEI DARUSSALAM

TAWARAN SEBUT HARGA

BIL. SEBUT HARGA: KHEU / BDP / 164 / 003 / 2025

12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY WORKS TO BUILDING INCLUDING COMPOUND AREA OF ARABIC SCHOOL @ SMALHB AND SUAMPRIPAD - UNDER THE CONTROL OF THE ISLAMIC STUDIES DEPARTMENT, MINISTRY OF RELIGIOUS AFFAIRS, NEGARA BRUNEI DARUSSALAM

TARIKH TUTUP TAWARAN : 26 Februari 2025 Jam 2.00 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** II & III dan **Kategori** KA01 & B01 **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
  - 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

S.k. Pengerusi Jawatankuasa Sebut harga, KHEU





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

**QUOTATION NO.:** KHEU / BDP / 164 / 003 / 2025

**PROJECT : 12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY  
WORKS TO BUILDING INCLUDING COMPOUND AREA OF ARABIC  
SCHOOL @ SMALHB AND SUAMPRIPAD - UNDER THE CONTROL OF THE  
ISLAMIC STUDIES DEPARTMENT, MINISTRY OF RELIGIOUS AFFAIRS,  
NEGARA BRUNEI DARUSSALAM**

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**CLASS : II & III**

**CATEGORY : KA01 & B01**

**CLOSING DATE : WEDNESDAY 26 FEBRUARY 2025 NOT LATER THAN 2.00 PM**

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



12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY WORKS TO BUILDING INCLUDING  
COMPOUND AREA OF ARABIC SCHOOL @ SMALHB AND SUAMPRIPAD - UNDER THE CONTROL OF THE ISLAMIC  
STUDIES DEPARTMENT, MINISTRY OF RELIGIOUS AFFAIRS, NEGARA BRUNEI DARUSSALAM

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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 **B\$ 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/Senarai%20SebutHarga.aspx>**

The completed tender documents are to be lodged on or before 2.00 PM on 26 Februari 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 / 003 / 2025 Quotation Closing Date : 26 Februari 2025  
Project Title : 12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY WORKS TO BUILDING INCLUDING COMPOUND AREA OF ARABIC SCHOOL @ SMALHB AND SUAMPRI PAD - UNDER THE CONTROL OF THE ISLAMIC STUDIES DEPARTMENT, MINISTRY OF RELIGIOUS AFFAIRS, NEGARA BRUNEI DARUSSALAM



BUILDING AND MAINTENANCE SECTION  
MINISTRY OF RELIGIOUS AFFAIRS  
NEGARA BRUNEI DARUSSALAM

Quotation For : 12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY WORKS TO BUILDING INCLUDING COMPOUND AREA OF ARABIC SCHOOL @ SMALHB AND SUAMPRI PAD - UNDER THE CONTROL OF THE ISLAMIC STUDIES DEPARTMENT, MINISTRY OF RELIGIOUS AFFAIRS, NEGARA BRUNEI DARUSSALAM

Quotation No. : KHEU / BDP / 164 / 003 / 2025 Closed on : 26 Februari 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.

2.0 Owner / Director\*\*s : \_\_\_\_\_  
Signature & Name : \_\_\_\_\_  
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 forbore 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>                  (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)                  For Term Contract, the Contract shall ends when the following conditions are met:                  (a) The actual expiration of the Contract Period; or                  (b) The limit of the Approximate Maximum Total Value of All Job Orders have been reached;                  Whichever of the above comes first but subject to Clause 3.2 and Clause 4.0.</p>	<p><u>12 Months</u></p>
<p><b>2.0</b></p>	<p><b>Liquidated and Ascertained Damages (LAD):</b>                  (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay)</p> $\frac{\text{Total Contract Sum}}{\text{Total Contract Period (No. of Days)}} \times 15\%$	<p>B\$ _____ per day</p>
<p><b>3.0</b></p>	<p><b>Shortfalls / Defects Liability Period:</b>                  (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>                  (If none stated, FIVE (5%) PERCENT of the Contract Sum)</p>	<p>_____ % of the Contract  <u>5.00</u></p>
<p><b>5.0</b></p>	<p><b>Minimum and Maximum Values of Job Orders:</b>                  Minimum value of any one Job Order to be issued                  Maximum value of any one Job Order to be issued                  (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\$ _____                  ≥ B\$ _____</p>
<p><b>6.0</b></p>	<p><b>Approximate Maximum Total Value of All Job Orders for the Contract Period:</b>                  (If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSANDS)                  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>



**BORANG PENGAKUAN**  
*DECLARATION FORM*

<b>BILANGAN SEBUT HARGA</b> <i>(QUOTATION NO.)</i>	: KHEU / BDP / 164 / / 2025
<b>TAJUK SEBUT HARGA</b> <i>(QUOTATION TITLE)</i>	: 12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY WORKS TO BUILDING INCLUDING COMPOUND AREA OF ARABIC SCHOOL @ SMALHB AND SUAMPRIPAD - UNDER THE CONTROL OF THE ISLAMIC STUDIES DEPARTMENT, MINISTRY OF RELIGIOUS AFFAIRS, NEGARA BRUNEI DARUSSALAM
<b>KEMENTERIAN / JABATAN</b> <i>(MINISTRY / DEPARTMENT)</i>	:

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

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

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)*



DF/1

## BILL OF QUANTITIES

12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY WORKS TO ARABIC RELIGIOUS SCHOOL BUILDING INCLUDING COMPOUND AREA UNDER JABATAN PENGAJIAN ISLAM, MINISTRY OF RELIGIOUS AFFAIRS, NEGARA BRUNEI DARUSSALAM.

**BILL NO. 1**  
**GENERAL & PRELIMINARIES**

Item No.	Description	Unit	Rate
	<p><b><u>BILL NO. 1 - GENERAL &amp; PRELIMINARIES</u></b></p> <p><b><u>GENERAL REQUIREMENTS:</u></b></p> <p>Supply of all necessary, appropriate labour, approved materials, proper and safe hand and / or powered tools and equipment including scaffolding and transportation (where necessary) for the proper, safe execution, completion inclusive contractor's own electrical and water generator and accordance to the S.O or O.I.C's instructions and satisfaction.</p> <p>Only materials approved by ABCi, Ministry of Development and Ministry of Health can be used for the contract. Contractor to submit all necessary approval documentation for consideration, all to the satisfaction of the O.I.C.</p> <p>Contractors to work when access to site is available. No. claims will be entertained even if access is after normal office hour or during public holiday.</p> <p>Normal working time:-                      monday from: 7.45am - 4.30pm                      Tuesday from: 7.45am - 4.30pm                      Wednesday from: 7.45am - 4.30pm                      Thursday from: 7.45am - 4.30pm                      Saturday from: 7.45am - 4.30pm</p> <p>Contractor to comply all work instruction urgently within the same day of issuance of instruction of work order / Job order by the S.O or O.I.C.</p> <p>Contractor to make good and match to all adjacent of all affected of all affected areas as per to O.I.C's instructions and satisfaction.</p> <p>Contractor to keep all site clean and tidy at all times. Unwanted materials and debries to be removed and disposed to contractor's own dumping ground which is approved by the O.I.C. All in accordance to current Brunei Government Law and Regulation.</p> <p>Contractor to clean up work area after each completion work. All equipments, materials and tools must be remove from site immediately once work is completed.</p> <p>If any damages found to the tenant's property done by the works, the Contractor shall be held fully responsible and bear all the repair cost.</p> <p>Co-operate with all other persons who are on the site with the authority of the superintending officer. Co-ordinate the works such that they maybe completed in the most efficient and acceptable manner.</p> <p>The contractor shall permit other contractor and the superintending officer to use any part of the works.</p> <p>If main contractor do not have any of these category and are not eligible to carry out these specialist works, the main contractor need to assign sub contractor to do the specific works base on the category as per ABCI requirements. Below are the categories:</p> <p>KPB02 - Waterproofing</p>		



Item No.	Description	Unit	Rate
	KPB04 - Plumbing and Sanitary Works KPB05 - Pest Control KPB11A - Structural Repair		
<b>1.0</b>	<b><u>PRELIMINIARIES</u></b>		
<b>1.1</b>	Allow for sum considered necessary to comply with the requirement of Preliminaries and Condition of Contract and including site cleaning & clearing up after completion, site safety & health and for every item of cost the contractors is required to provide for the proper execution and completion of the works.	LS	\$ 1,000.00
<b>1.2</b>	<b><u>Insurances</u></b> <u>Allow for all expenses incurred including payments of premium for providing</u>		
<b>1.2.1</b>	a) Public liability Policy in the joint names of the Government and the contractor	LS	\$ 500.00
<b>1.2.2</b>	b) Fire Policy in the joint names of the Government and the contractor	LS	\$ 300.00
<b>1.2.3</b>	c) Workmen's compensation policy in the joint names of the government and the contractor	LS	\$ 300.00
<b>1.3</b>	<b><u>Health and Safety</u></b> To provide tools and testing equipment up to standard requirements as stipulated in any international / local approved guidelines i.e General practise of Maintenance Engineering of DES for Electrical installation Regulation (2011 - 1st Edition) and IEE regulation  To ensure and monitor through out the contract period all works to be carried out must meet the safety and health requirement for the workers on site as required by PWD  <b>Note: OSH must be comply with PWD HSE policy / rules / guidelines and ministry of Health Guidelines</b>	LS	\$ 1,000.00
<b>1.4</b>	<b><u>Hoisting and Others Lifting Facilities</u></b> To provide hoisting equipment or any required machine for working at height maintenance (for requirement above 30 meter high) required by BBDP, KHEU for transporting goods to assigned place.	LS	\$ 500.00



Item No.	Description	Unit	Rate
1.5	<p><b><u>Programme Charts</u></b></p> <p>within seven (7) days after the date of possession, the contractor shall submit a detailed programme to complete the various operations and section of work including nominated sub contracts (if any) to comply with the contract period. He shall submit four (4) copies of this programme to the superintending officer.</p> <p>The Programme charts shall be in the form of detailed bar chart, accompanied by a critical path network analysis showing each main construction sequence if required.</p> <p>Up-to-date records of progress shall be kept by the contractor and a comparison between actual and planned progress submitted to the superintending officer at weekly / monthly intervals or as instructed by OIC.</p> <p>Submit a weely/monthly progress report on the superintending officer form of all matters affecting the contract, including record of inclement weather, strikes, breakdown of machinery and shortage or late delivery of materials.</p> <p>Submit progress (S-Curve) payement weekly / monthly including supported documents (Data, pictures, client endorsement, etc)</p>	LS	\$ 400.00
1.6	<p><b><u>Temporary Scaffolding</u></b></p> <p>Provide, maintain and remove when directed by the S.O. and make good all temporary scaffolding with staging, planked footways, guard-rails and the like and to whatever height as may required for the use of the workmen in accordance of the S.O. and <i>Safety, Health and Environment National Authority (SHENA)</i> .</p> <p>Scaffold board should not be less than 225mm wide. Working platforms for men without materials or only for passage of materials must be 500mm width. For men and materials provided there is 800mm width, provided there is 430mm left clear for the passage men or 600mm if barrows are used. Toe-board must be fitted in conjunction with all guard-rails, a minimum height of 150mm.</p> <p>Only suitable access ladders for scaffolding are to be used which comply with all safety requirements. Home-made ladders are forbidden to be used on scaffolding and must be remove immediately.</p> <p>Should the Contractor strike any of his scaffolding before ascertaining whether it is required by any Sub-Contractor or Public undertaking, he must re-erect it if so required at his own remove immediately.</p> <p>Should the Contractor strike any of his scaffolding before ascertaining whether it is required by any Sub-Contractor or Public undertaking, he must re-erect it if so required at his own expense.</p> <p>The design and construction of scaffolding and staging must comply with all safety requirements according to <b>Safety, Health and Environment National Authority (SHENA)</b>, "<b>Guidelines For The Safe Use Of Scaffolding</b>", Ref No.: IGN 01/2020.</p>	LS	\$ 1,500.00



12 MONTHS - TERM CONTRACT FOR MAINTENANCE AND EMERGENCY WORKS TO ARABIC RELIGIOUS SCHOOL BUILDING INCLUDING COMPOUND AREA UNDER JABATAN PENGAJIAN ISLAM, MINISTRY OF RELIGIOUS AFFAIRS, NEGARA BRUNEI DARUSSALAM.

Item No.	Description	Unit	Rate
	Provide for any modification and/or re-erection to the foregoing or scaffolding which may become		





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**BILL NO. 2**  
**BUILDING WORKS**

Item No.	Description	Unit	Rate
<b>B2</b>	<b><u>BILL NO. 2 - BUILDING WORKS</u></b>		
<b>1.0</b>	<b><u>EARTHWORKS &amp; EXCAVATION</u></b>		
<b>1.1</b>	<b><u>Imported Fill</u></b>		
<b>1.1.1</b>	<u>Selected imported dry earth consolidated in layers</u>		
<b>1.1.1.1</b>	Filling to make up levels	m3	\$ 5.00
<b>1.1.1.2</b>	Backfilling around walls and foundations	m3	\$ 8.50
<b>1.1.2</b>	<u>Hardcore; filling to make up levels well consolidated</u> Over 300mm thick	m3	\$ 50.00
<b>1.1.3</b>	<u>Hardcore; beds well consolidated</u>		
<b>1.1.3.1</b>	100mm thick (average); blinding with sand / concrete	m2	\$ 6.50
<b>1.1.3.2</b>	150mm thick (average); blinding with sand / concrete	m2	\$ 9.00
<b>1.1.4</b>	<u>Sand consolidated in layers</u>		
<b>1.1.4.1</b>	50mm thick (average)	m2	\$ 2.50
<b>1.1.4.2</b>	75mm thick (average)	m2	\$ 3.50
<b>1.1.4.3</b>	50mm - 75mm Top Soil	m2	\$ 3.00
<b>1.1.4.4</b>	Close turfing using cow grass laying to flat ground	m2	\$ 3.50
<b>1.1.4.5</b>	Over 300mm thick	m3	\$ 30.00
<b>1.2</b>	<b><u>Excavation</u></b>		
<b>1.2.1</b>	<u>General excavation depth and dispose off site</u>		
<b>1.2.1.1</b>	average 100mm deep	m2	\$ 1.50
<b>1.2.1.2</b>	average 200mm deep	m2	\$ 2.00
<b>1.2.1.3</b>	over 300mm deep	m3	\$ 6.00
<b>1.2.2</b>	<u>Excavate for footing and likes; dispose off site</u>		
<b>1.2.2.1</b>	Light-weight machinery	m3	\$ 9.00
<b>1.2.2.2</b>	Hand excavation in restricted area	m3	\$ 20.00
<b>2.0</b>	<b><u>DEMOLITION AND ALTERATION</u></b>		
	Note:		
	Break-up concrete including cutting and bending or reinforcement; dispose off site; all necessary excavation and backfilling; make good all work disturbed in material to match existing		
<b>2.1</b>	<u>To demolish and remove existing reinforced concrete superstructures, substructures, ground slabs including any finishes and sub base under and dispose off-site</u>		
<b>2.1.1</b>	100mm thick	m2	\$ 8.00
<b>2.1.2</b>	150mm thick	m2	\$ 10.00
<b>2.1.3</b>	200mm thick	m2	\$ 12.00
<b>2.1.4</b>	250mm thick	m2	\$ 15.00
<b>2.1.5</b>	300mm thick	m2	\$ 18.00



Item No.	Description	Unit	Rate
2.2	<u>Strip off or remove and dispose off-site roof finishes</u>		
2.2.1	Waterproof membrane roof finishes and cleaning surfaces using appropriate solvent to bare concrete; flat roof, side and bottom gutters	m2	\$ 2.00
2.2.2	Roof finishes complete with all flashing, underlaying roofing paper, insulation and weld mech	m2	\$ 8.00
2.2.3	Roof structure and finishes complete with all flashing, underlaying roofing paper, insulation, weld mesh and members / trusses	m2	\$ 11.00
2.3	<u>Removal metal cladding; clear all debris off site</u> Wall cladding including metal or timber framing	m2	\$ 2.50
2.4	<u>Break up, demolish existing wall or partition including any finishes; provide opening including necessary temporary supports; make good works disturbed; clear debris off site</u>		
2.4.1	Brickwall half brick thick	m2	\$ 6.00
2.4.2	Brickwall one brick thick	m2	\$ 11.00
2.4.3	Brickwall one and a half brick thick	m2	\$ 15.00
2.4.4	Brickwall two brick thick	m2	\$ 18.00
2.4.5	Clear glass block	m2	\$ 10.00
2.4.6	Block wall	m2	\$ 7.00
2.4.7	Timber partition	m2	\$ 5.00
2.4.8	Timber partition including framing	m2	\$ 7.00
2.5	<u>Hack or take off existing any wall or floor finishes; clear debris off site</u>		
2.5.1	Cement and sand screed and / or finishes to floor, skirting, landing, walls, etc. and form keys, clean and wash to receive new finishes	m2	\$ 5.00
2.5.2	Floor carpet and the likes complete with any underlay and remove any adhesive	m2	\$ 2.50
2.6	<u>Remove existing ceiling, clear all debris off site</u>		
2.6.1	Softboard, hardboard, gypsum board, cement board or metal ceiling and the likes	m2	\$ 1.60
2.6.2	Softboard, hardboard, gypsum board, cement board or metal ceiling and the likes; complete with all framing or suspension system	m2	\$ 2.00
2.6.3	Timber slate	m2	\$ 3.00
2.7	<u>Remove and dispose offsite timber, glass, aluminium doors and the likes</u>		
2.7.1	Single leaf	No.	\$ 4.00
2.7.2	Double equal leaf	No.	\$ 7.00
2.7.3	Double unequal leaf	No.	\$ 6.50
2.8	<u>Remove and dispose off site timber, glass, aluminium doors and the likes including frames and jambs</u>		
2.8.1	Single leaf	No.	\$ 5.00
2.8.2	Double equal leaf	No.	\$ 8.00
2.8.3	Double unequal leaf	No.	\$ 7.50
2.9	<u>Remove and dispose off site existing frames and jambs; to relocate existing doors and install to new frames and jambs</u>		
2.9.1	Single leaf	No.	\$ 40.00
2.9.2	Double equal leaf	No.	\$ 55.00
2.9.3	Double unequal leaf	No.	\$ 50.00
2.10	<u>Remove and dispose offsite rainwater goods; to hack off concrete including all fittings and brackets</u> UPVC or metal gutter, downpipes etc	m	\$ 1.50

