

E-GOVERNMENT NATIONAL CENTRE (EGNC)

Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam

Department/References : EGNC/PM/4.2/2015.063 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: QUOTATION TO SUPPLY AND DELIVERY HP TONERS FOR HP COLOR LASERJET 5550

Item	Description	Unit	Qty	Please specify contents of the proposed item/section		Unit Price (BND)	Total Cost (BND)	Department / References
1.	C9730A HP Black Toner	Nos	2	<i>y/n</i>				Contact Person: Dyg Samiah 2424955
2.	C9731A HP Cyan Toner	Unit	2	<i>y/n</i>				
3.	C9732A HP Yellow Toner	Units	1	<i>y/n</i>				
	Quotation validity at least 6 months or more			<i>Month</i>				
				<b>TOTAL COST :</b>				
Please Also Observe The Following:  a. Any vendors that have not completed or properly filling in the form will not be entertained. b. Please provide product brochures c. Quotation Validity: <b>6 months or above</b>  <b>ISSUE QUOTATION : 19 September 2015</b> <b>CLOSE QUOTATION : 29 September 2015 (2.00PM)</b>		<i>Acknowledgement:</i>  <i>Company Ref. No.:</i> .....  I hereby certify the above quote to be correct.  Signature: .....  Designation: .....  Date : .....				<i>Company's Official Stamp:</i>		

**SURAT PENGESAHAN PEMBEKALAN**

Kepada :  
Pengerusi Jawatankuasa Perolehan,  
Pusat Kebangsaan E-Kerajaan,  
Jabatan Perdana Menteri,  
Spg 69-18, Jalan E-Kerajaan  
Gadong BE1110, Negara Brunei Darussalam.

**SEBUTHARGA BILANGAN : EGNC/PM/4.2/2015.063**

Sehubungan dengan sebutharga di atas yang Syarikat kami turut serta, Syarikat kami bersetuju dengan syarat-syarat dibawah :

1. Jika sekiranya Syarikat kami berjaya dalam sebutharga ini, Syarikat kami berjanji akan melaksanakan pembekalan mengikut spesifikasi dan kuantiti dalam tempoh yang ditetapkan dalam Appendix 1 daripada tarikh inden dikeluarkan.
2. Jika sekiranya Syarikat kami tidak dapat membuat pembekalan dalam tempoh asal yang dinyatakan di para 1., pihak Syarikat kami akan:
  - a) Memaklumkan kepada Jabatan Pusat Kebangsaan E-Kerajaan dalam masa 14 hari sebelum tarikh pembekalan dikehendaki dibuat di atas secara bertulis beserta penjelasan. Dalam hal ini, Syarikat kami bersetuju akan melaksanakan salah satu cara berikut :
    - i-) Menggantikan dengan spesifikasi yang hampir sama dengan persetujuan bersama Jabatan Pusat Kebangsaan E-Kerajaan atau
    - ii-) Meminjamkan sementara sehingga pembekalan dibuat dengan persetujuan bersama Pusat Kebangsaan E-Kerajaan.
  - b) Memaklumkan jika sekiranya syarat-syarat dinyatakan diatas para (a) tidak dapat dipenuhi maka Jabatan ini berhak membatalkan sebutharga berkenaan.
3. Jika Syarikat kami gagal melaksanakan membuat pembekalan seperti yang dikehendaki, Syarikat kami akan diharamkan dari mengambil bahagian dalam sebarang tawaran Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di Pertuan Negara Brunei Darussalam.
4. Jika Syarikat kami gagal memenuhi syarat ini, Syarikat kami akan dikenakan denda sebanyak 10% jumlah harga yang lewat atau gagal dibuat pembekalan tanpa ada sebab-sebab yang bolih diterima. Jabatan ini berhak membuat potongan daripada wang cagaran atau mana-mana pembayaran yang akan diterima dari pihak Syarikat Tuan jika sekiranya pihak Syarikat Tuan tidak dapat membuat pembekalan dalam masa tempoh yang ditetapkan.
5. Syarikat kami bersedia menghadapkan laporan status proses pembekalan berkenaan setiap minggu ke Jabatan Pusat Kebangsaan E-Kerajaan bermula satu minggu daripada tarikh pesanan berkenaan dibuat oleh Jabatan ini sehingga pembayaran berkenaan selesai dibuat.

Tandatangan, Nama & Jawatan

Cop Syarikat & Tarikh

**TERMS AND CONDITIONS OF QUOTATION**  
**REF. NO: EGNC/PM/4.2/2015.063**

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- 1.1 The Supplier is required to quote the proposed items (goods and services) which will best meet the requirement as per given in the enclosed Request for Quotation taking into consideration the following :-
- a. **The use of correction fluid is not allowed in the Quotation**
  - b. **Any amendments made should be initialled with the supplier 's stamp**
- 1.2 All prices are to be quoted inclusive of:
- a. Duties where applicable
  - b. as "Ship To Location" indicated in the Request for Quotation.
  - c. minimum validity period of 24 weeks (6 months) from closing date of quotation.
  - d. **ex-stock or immediate** from date of issuance of indent.
- 1.3 **Quotation responses must be submitted at the Reception Counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG ' using the Quotation Forms and any forms attached hereto enclosed in one envelope per quotation and addressed to:**
- Quotation Reference : EGNC/PM/4.2/2015.063*
- E-GOVERNMENT NATIONAL CENTRE  
PRIME MINISTER'S OFFICE  
SIMPANG 69-18, JALAN E-KERAJAAN,  
GADONG BE1110  
NEGARA BRUNEI DARUSSALAM  
and marked "Quotation Closing Date, Tuesday 29<sup>th</sup> September 2015 (2.00 pm)"***
- 1.4 The E-Government National Centre hereafter referred to as the Customer has and reserves the right:
- a. not to accept the lowest or any quotation
  - b. to accept any quotation in whole or in part
  - c. penalise and cancel any order or contract from/with the Supplier if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Supplier.
- 1.5 The Supplier will agree to supply any additional quantities, perform any work and provide any materials and services necessary to successfully complete the installation, commissioning of the required items even if such items are not mentioned or are mis-stated in the Supplier's proposed solutions.
- 1.6 The Supplier must not make any public statement in relation to this quotation document or to the awarding of any consequent order for the supply of the required items.
- 1.7 Any clarification of the requirement can be requested not later than 1 (one) working day before the closing of the quotation submission, For any clarification please contact **Dyg Samiah at telephone number 2424 955.**
- 1.8 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.
- 1.9 After the goods have been delivered, a copy of the Delivery Order is required to be faxed to 2424940 with attention to Procurement Section, E-Government National Centre.
- 1.10 If the Supplier does not hear from the Customer within 3 weeks from the date of quotation's closure, the Supplier's quotation is considered unsuccessful.

**PUSAT KEBANGSAAN E-KERAJAAN  
JABATAN PERDANA MENTERI**

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**VENDOR'S PARTICIPATION FORM  
FOR QUOTATION REF : EGNC/PM/4.2/2015.063**

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Tick (v) where appropriate:-

Quote

No Quote

Name : .....

Designation: .....

Date : .....

Company's chop:

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NOTE :

This form (Appendix 4) must be signed and stamped by the vendor and submit to the reception counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG BE1110' or fax to 2424940.

Your response is highly appreciated.

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Pusat Kebangsaan E-Kerajaan  
Simpang 69-18  
Jalan e-Kerajaan  
Gadong BE1110  
Negara Brunei Darussalam

Tel: 2424955/6/7 ext 122 / Fax : 2424940