

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

Department/References : EGNC/PM/4.2/2016.006 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: QUOTATION FOR ROUTINE MAINTENANCE AND SERVICING OF AIR-CONDITIONING PLANTS EQUIPMENT AT E-GOVERNMENT NATIONAL CENTRE FOR A PERIOD OF ONE (1) YEAR

Item	Description	Unit	Qty	Please specify contents of the proposed item/sectotion	Unit Price (BND)	Total Cost (BND)	Department / References
1.	<p>Schedule A: Routine Maintenance and Sevicng of Air-Conditioning Plants and Equipment.</p> <p>To carry out monthly Routine Maintenance Servicing, for the Mechanical Installation according to PWD Guideline and current ASHREA / CIBSE regulations for Mechanical Installation Maintenance and scope of works for all the equipment Listed in the Schedule Equipment as follows the Works shall only be carried out by registered Class 5j Contractor with DES/MOD and having registered Qualified Manpower [Engineer - 1, Technician-1, Maintenance Tradesman-1, Trainee consumable i.e cleaning chemicals, lubricants, grease etc].</p>						Contact Person: Dyg. Samiah 2424955
	Air-cooled Screw Chiller	Nos	2	Specify			
	Chilled Water Pumps	Nos	3	Specify			
	Air Handling unit	Nos	5	Specify			
	Ventilation and exhaust fans	Nos	10	Specify			
	Split type air-conditioning units	Nos	13	Specify			
Sub Total Amount (Schedule A)							
Multiply By 12 Month							
Total Amount For Schedule A							

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2.	Schedule B: The scope of works to attend all breakdown attendance promptly upon receipt of complaint an time from the Supervising officer incharge for the period specified uncluding Chillers any size / type, Building automation system, Dx Package units, Air handling units, split type air conditioning system, Room Air-conditioning system, Refrigeration equipment, air curtain, ventilations fans, cooling tower and associated equipment i.e electrical switch boards, supply/return air duct, damper and VAV box including a. Compressive full technical report on each and every complain, submit necessary proposal and quotations for further remedial action, provide evidential site/equipment photograps, Testing and commissioning Reports / Trend Log/ history/ complain log records and specified in scope of works	Mths	12	<i>Specify</i>				
Total Amount For Schedule B								
3.	Schedule C: Building Automation system: The Works to be performed under this comprises operation, monitoring, preventive maintenance and service for the whole BAS equipment and to attend and repair all the minor breakdowns in order to put back the system into full working order which does not required any parts or materials to be replaced, standby, on call and inline with scope of works including as follows:	Mths	2	<i>Specify</i>				
3.1	To Carry out bi-monthly operation, preventive maintenance and services for all the Building Automation System at the above building and ON Call Competent Technician (Specialist of Building Automation System) as specified and highlighted in the Particular Condition and scope of Works for this contract.	Mths	6	<i>Specify</i>				

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3.2	To provide the original manufacture specialist Engineer visit to site every six month for Checking/updating the software programme / hardware of Building Automation System during the whole contract period.	Lot	2	Specify				
	<p>NOTE: Contractor registered with the Ministry Of Development, Class III, IV and V (Category M01 / 5j) and have a valid workers and registered with the Department of Mechanical and Electrical Service [DME].</p> <p>Pemborong yang berdaftar di Kementerian Pembangunan Kelas III, IV & V (Kategori M01 /5j) sahaja dan mempunyai pekerja yang sah dan berdaftar dengan Jabatan Perkhidmatan Mekanikal dan Elektrik [DME].</p>			Y / N				
Total Amount For Schedule C								
GRAND TOTAL AMOUNT FOR A PERIOD OF 12 MONTHS								
<p>Please Also Observe The Following:</p> <ul style="list-style-type: none"> a. Any vendors that have not completed or properly filling in the form will not be entertained. b. Vendors are welcome / recommended to see the site c. Please provide product brochures d. Quotation Validity: 6 months or above <p>ISSUE QUOTATION : 06 februari 2016 CLOSE QUOTATION : 24 Februari 2016 (2.00PM)</p>		<p><i>Acknowledgement:</i></p> <p><i>Company Ref. No.:</i></p> <p>I hereby certify the above quote to be correct.</p> <p>Signature:</p> <p>Designation:</p> <p>Date :</p>				<p><i>Company's Official Stamp:</i></p>		

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/4.2/2016.006

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 'Purchase Order (PO)' 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 atau dokumen-dokumen yang berkaitan mengenainya ke Jabatan Pusat Kebangsaan E-Kerajaan.

Tandatangan, Nama & Jawatan

Cop Syarikat & Tarikh

TERMS AND CONDITIONS OF QUOTATION
REF. NO: EGNC/PM/4.2/2016.006

- 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/4.2/2016.006*
- E-GOVERNMENT NATIONAL CENTRE
PRIME MINISTER'S OFFICE
SIMPANG 69-18, JALAN E-KERAJAAN,
GADONG BE1110
NEGARA BRUNEI DARUSSALAM***
and marked "Quotation Closing Date, Wednesday 24th Februari 2016 (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**

**VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF : EGNC/PM/4.2/2016.006**

Tick (v) where appropriate:-

Quote

No Quote

Name :

Designation:

Date :

Company's chop:

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.

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

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