

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

Department/References : EGNC/PM/4.2/2019.038 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: QUOTATION TO SUPPLY AND DELIVERY OF NEWSPAPER FOR E-GOVERNMENT NATIONAL CENTRE [1 YEAR]

Item	Description	Copy	Please specify contents of the proposed item/section		Days	Qty	Unit Price (BND)	Total Cost (BND)	Department / References	
1.	SUPPLY AND DELIVERY OF NEWSPAPERS FOR 1 YEAR BORNEO BULLETIN (MONDAY - THURSDAY)	1	<i>Specify</i>						Contact Person: Dyg. Samiah 2424955	
2.	WEEKEND BULLETIN (SATURDAY)	1	<i>Specify</i>							
3.	DELIVERY CHARGES	1	<i>Specify</i>		1 Month	12 Months				
	Quotation validity at least 6 months		<i>Month</i>							
	Note: Newspaper subscriptions are not accepted on Fridays and Sundays as well as public holidays									
					TOTAL COST :					
Please Also Observe The Following: 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: at least 6 months ISSUE QUOTATION : 16 July 2019 CLOSE QUOTATION : 30 July 2019 (2.00PM)		<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/4.2/2019.038

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

1. Jika sekiranya Syarikat kami berjaya dalam sebutarga ini, Syarikat kami berjanji akan melaksanakan perkhidmatan mengikut syarat-syarat yang ditetapkan dalam Appendix 1 daripada tarikh 'Purchase Order (PO)' dikeluarkan.
2. Jika sekiranya Syarikat kami tidak dapat membuat perkhidmatan dalam tempoh 3 kali berturut-turut, Jabatan Pusat Kebangsaan E-Kerajaan berhak menamatkan kontrak ke Syarikat kami.
3. Syarikat kami bersedia menghadapkan laporan status proses perkhidmatan berkenaan atau dokumen-dokumen yang berkaitan mengenainya ke Jabatan Pusat Kebangsaan E-Kerajaan.
4. Semua tuntutan pembayaran akan dikumpulkan dan dihadapkan ke Jabatan Pusat Kebangsaan E-Kerajaan pada setiap penghujung bulan dengan menyertakan dokumen-dokumen yang berkaitan

Tandatangan, Nama & Jawatan

Cop Syarikat & Tarikh

TERMS AND CONDITIONS OF QUOTATION
REF. NO: EGNC/PM/4.2/2019.038

- 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/4.2/2019.038*
- 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 30th July 2019 (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/4.2/2019.038

Tick (v) where appropriate:-

Quote

No Quote

Name :

Designation:

Tel. No/Fax.No/Email Address:

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