

**E-GOVERNMENT NATIONAL CENTRE (EGNC)**  
 Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam  
 Department/References : EGNC/PM/4.2/2019.061 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

**APPENDIX 1: QUOTATION FOR TRANSPORTATION SERVER RACKS FROM E-GOVERNMENT NATIONAL CENTRE (BAY 6) TO MINISTRY OF FINANCE AND ECONOMY DATA CENTRE (3RD FLOOR)**

Item	Description	Unit	Qty	Please specify contents of the proposed item/sectotion		Unit Price (BND)	Total Cost (BND)	Department / References
1.	<b>SERVER RACK</b> RACK DIMENSION (Approximate): Height = 78.74" ; Width = 23.6" WEIGHT (kg/rack) : 125 FROM: EGNC (Bay 6) TO: MOFE (3rd Floor)	Unit	4	<i>Specify</i>				Contact Person:  Md. Fauzi  2424955
2.	<b>MAN POWER</b>		6	<i>Specify</i>				
3.	<b>HANDLING AND PROTECTION COMPLIANCE</b>							
	3.1 Contractor must be at least 2 years experience of doing ay transportating IT equipments. Provide pfoof if necessary			<i>Y/N</i>				
	3.2 Handle with care. No rigors handling and No scratches.			<i>Y/N</i>				
	3.3 Server Rack shall be padded and provide edge protection to protect from damaging the server rack.			<i>Y/N</i>				
	3.4 Provide shock and vibration protection to cushion the server racks that can acts like a shock absorber during transporting from and to the destination.			<i>Y/N</i>				
	3.5 Server Rack shall not be touching each other and shall stand upright during transportation.			<i>Y/N</i>				
	3.6 Server Rack shall be save from rain and water that may occur during transporting the rack ( <b>preferably using Box or Straight Truck</b> ).			<i>Y/N</i>				
	3.7 Server Rack shall be Stationary: No physical movement.			<i>Y/N</i>				
	3.8 Avoid Tip risk due to extended doors or hardware.			<i>Y/N</i>				

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	3.9 Tilt Standard is 10 degrees (IEC).			Y/N				
	3.10 Server rack shall be protected from water, dust and other contamination.			Y/N				
	3.11 Secure rack to truck with logistics straps or chock casters.			Y/N				
	3.12 Methods of handling, wrapping, cushioning, packaging and transporting shall be handle as a valuable items.			Y/N				
	3.13 Shall be Handle by experienced and trained individuals, subcontractors, etc.			Y/N				
	3.14 Contractor shall Consistently execute known safer handling practices.			Y/N				
	3.15 No speeding while transporting the server rack.			Y/N				
	3.16 Any damages shall be bond by the selected and awarded company.			Y/N				
	3.17 Adhering to product configuration limits.			Y/N				
	- Quotation validity at least 3 months or more			Specify				
				<b>TOTAL COST :</b>				

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	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 <b>3 months or more</b>  <b>ISSUE QUOTATION : 18 September 2019</b> <b>CLOSE QUOTATION : 24 September 2019 (2.00 PM)</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  
Jalan Gadong BE1110,  
Negara Brunei Darussalam.

**SEBUTHARGA BILANGAN : EGNC/PM/4.2/2019.061**

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 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/4.2/2019.061**

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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/4.2/2019.061*
- 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 24<sup>th</sup> September 2019 (2.00PM)"**
- 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 **Md. Fauzi 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/4.2/2019.061

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Tick (v) where appropriate:-

Quote

No Quote

Name : .....

Designation: .....

Date : .....

Tel. No/Fax.No/Email Address: .....

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