

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

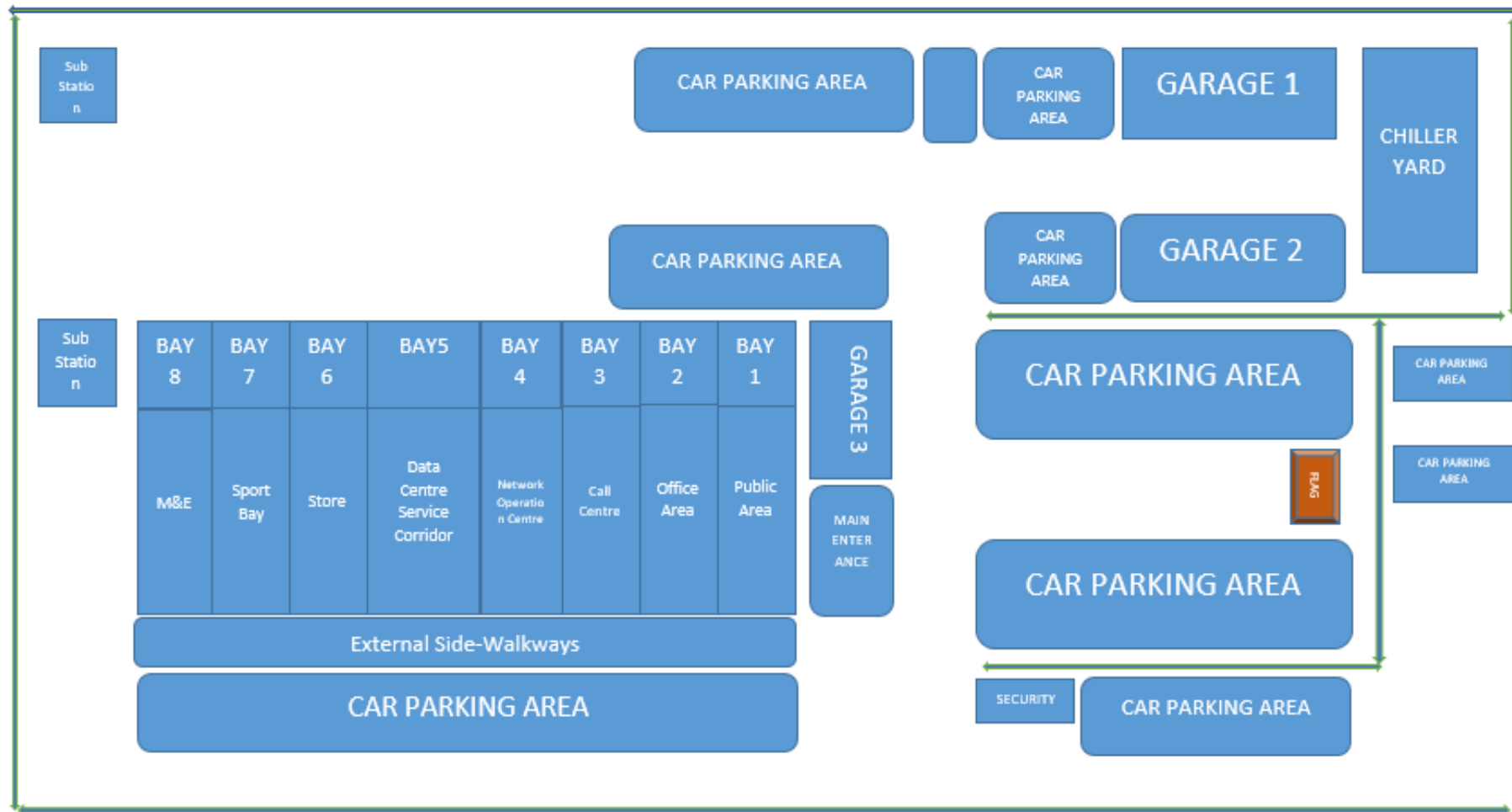
Department/References: EGNC/PM/4.2/2023.025 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: QUOTATION FOR THE CLEANING SERVICES AT E-GOVERNMENT NATIONAL CENTRE (1 YEAR)

Item	Description	Unit	Qty	Please specify contents of the proposed item/sectotion		Price For 1 Month (BND)	Price For 1 Year (BND)	Department / References
1.	CLEANING SERVICES FOR INTERNAL AND EXTERNAL AREAS OF E-GOVERNMENT NATIONAL CENTRE BUILDING AS SPECIFIED IN THE SCOPE WORK: Please refer attached Lampiran A – Scope of Works and Lampiran B – Floor Plan of EGNC Building Manpower provision – minimum 4 persons (2 Male and 2 Female) Work Schedule or plan from Monday to Saturday with stated time must be submitted together with the quotation Experience in cleaning services at least 5 years Company current job Quotation validity: at least 3 months or more Note: Initiation of services to begin from August 2023 until August 2024	Lot	1					Contact Person: EGNC Procurement email procurement@egc.gov.bn
2.				Specify				
3.				Specify				
4.				Specify				
				Months				
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 at least 3 months or more ISSUE QUOTATION: 21 June 2023 CLOSE QUOTATION: 05 July 2023 (10.00 AM)		<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>		

SCOPE OF WORKS	
1	The service should cover internal and external areas of E-Government Centre Building. Refer to the attached Floor Plan of E-Government / building, Gadong. Those areas include all rooms, offices, Network operation centre, Data Centre service corridor, lobby, reception area, common corridors, main-entrance, external side-walkways, car-park, driveways, apron drain and others.
2	Working Duration 1. Day: Monday to Thursday and Saturday. 2. Time: 6.45 am to 4.30 pm 3. Friday when needed.
3	Data Centre Service corridor 1. Weekly cleaning including floors (vacuumed), dust removal, Doors, etc.
4	Floor – Tiles 1. Floor to be swept / dust mopped / wet mopped daily. 2. Floor to be scrubbed when required. 3. Floor to be polished Monthly.
5	Floor – Carpeted 1. Carpeted floor to be vacuumed Daily (Please do it before 7.45 am or during lunch time). 2. To be steamed-shampooed once in every 2 months or as when required. 3. Spot cleaning whenever Required.
6	Glass Panels, Doors, Curtain and Blinds 1. Daily Spot Cleaning and squeegee dry glass and monthly through wash including frames. 2. Dusting of curtain and blinds when required.
7	Wall and Ceiling, Light Fitting and Air-Conditioning Grilles 1. Spot cleaning/dusting and removal cob webs from ceiling and dampened wiping of air-conditioning grilles and light fitting Diffusers Monthly (to be done on first Friday of a month).
8	Office Furniture and Facilities 1. Daily cleaning, wiping and dusting of tabletops, counter and shelves with clean towel. 2. Daily wiping out dust with dry/wet towel to all surface of furniture's and fixtures. 3. Daily washing, cleaning and drying of soiled cups, mugs and dishes.
9	Litter Bins 1. To be emptied and cleaned daily. 2. Replacement of polythene bags (small) at office area at least twice a month (or as required).
10	Toilets, Washrooms, etc 1. Daily replenishment of toilet paper (not less than 35 rolls per day). Once finished, must be replenished. To be checked every hour. Toilet paper roll must be at least 3ply with 200 sheets. 2. Daily replenishment of hand soap. Once finished, must be replenished. To be checked every hour. Hand soap must always be refilled. 3. Daily cleaning of toilet bowls and urinals disinfectants and deodorizing agent. (Please do it before 7:45 am for morning and before 1:30 pm in the afternoon)
11	Bay 6, Bay 7 and Bay 8 1. Weekly Sweeping, cleaning/dusting and removal cob webs (inside and outside bay).
12	Car Park and Driveway (excluding grass cutting) 1. Weekly sweeping car park and driveway surrounding the building (using high pressure cleaner if required). 2. Collect rubbish daily and dumped to the nearest dust bin. 3. Apron drain surrounding the building to be cleaned daily. 4. Apron drain general cleaning shall be done once a month using high pressure cleaner.
13	Service 1. To produce cleaning attendance of the washrooms daily. 2. To produce cleaning check list monthly. 3. To produce service report monthly.
14	General 1. Cleaning and maintenance are inclusive of Manpower minimum 4 persons (at least 2 male for male toilet), Chemicals, hand soaps, toilet paper. All equipment, chemical and materials to be used must be of high quality. 2. Disposal of all rubbish and to be collected and deposited in polythene bags and brought down to the bin counter for collection daily. 3. Any other cleaning assignment deem fit to fulfill the objective of cleanliness

FLOOR PLAN OF E-GOVERNMENT NATIONAL CENTRE BUILDING, GADONG



DELIVERY CONFIRMATION LETTER

To:
Chairman of Procurement Committee,
E-Government National Centre,
Ministry of Transport and Infocommunications,
Spg 69-18, Jalan E-Government
Gadong BE1110, Negara Brunei Darussalam.

QUOTATION OF: EGNC/PM/4.2/2023.025

With regards to the quotation above that our Company participate, our Company agreed to the terms below:

1. In the event that our Company is successful in this quotation, we promise to perform and supply within the promise period according to the specifications and quantity mention in Appendix 1 from the issued date.
2. In the event that our Company is unable to make provision in the original period specified in paragraph 1., the company will:
 - a) Inform E-Government National Centre within 14 days before the date of supply is to be made in writing with an explanation. In this regard, our Company agreed to implement one of the following ways:
 - i) Replace with the same specifications that is agreed with E-Government National Centre or
 - ii) Lending until supply is made that is agreed with E-Government National Centre.
 - b) Inform in the event that the conditions mentioned above in clause (a) cannot be fulfilled, therefore E-Government National Centre reserves the right to cancel this quotation.
3. If our Company fails to perform as required to make the supply, our Company will be banned from participating in any future tender or quotation from the Government of His Majesty Paduka Seri Baginda Sultan dan Yang Di Pertuan Negara Brunei Darussalam.
4. If our Company fails to meet these requirements, our company will be charged a penalty of 10% of the total price of the delayed or unsuccessful supply without any acceptable reasons. E-Government National Centre is entitled to deduct from the security deposit or any payments to be received by the Company in the event that the Company are not able to supply within the stipulated period.

Tandatangan, Nama & Jawatan

Cop Syarikat & Tarikh

TERMS AND CONDITIONS OF RFP
REF. NO: EGNC/PM/4.2/2023.025

- 1.1 The Tenderer is required to quote the proposed services which will best meet the requirement as per given in the enclosed Request for Quotation (RFQ) taking into consideration the following:
 - a. **Any amendments made should be initialled with the Tenderer's stamp**
- 1.2 All prices are to be quoted:
 - a. In Brunei Dollars (BND),
 - b. With minimum validity period of 3 months from closing date of quotation.
- 1.3 RFQ responses must be submitted **via email 'e.sebuthargaegnc@egc.gov.bn'** using the form in Appendix 1 attached hereto on or before the closing date **Wednesday 05th July 2023 (10.00 AM)**.
- 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, or
 - c. to penalise and cancel any order or contract from/with the Tenderer if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Tenderer.
- 1.9 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 **EGNC Procurement by email procurement@egc.gov.bn**
- 1.10 A contract shall be signed with the Government to exercise the terms.
- 1.11 After the services 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.
- 1.12 The Tenderer 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.
- 1.13 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.
- 1.14 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
KEMENTERIAN PENGANGKUTAN DAN INFOKOMUNIKASI

VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF: EGNC/PM/4.2/2023.025

Tick (v) where appropriate:

Quote

No Quote

Name:

Designation:

Date:

Tel. No/Fax.No/Email Address:

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, MINISTRY OF TRANSPORT AND INFOCOMMUNICATIONS, 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