

E-GOVERNMENT NATIONAL CENTRE (EGNC)

Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam
(Tel) 2424955 ext. 421 (Fax) 2424940 (Email) hr@egc.gov.bn

QUOTATION FOR PRINCE2 FOUNDATION CERTIFICATION (6TH EDITION) TRAINING FOR E-GOVERNMENT NATIONAL CENTRE – EGNC/PM/4.2/2023.029

	Description	Price Per Person	Price Per Session	Remarks (If any)
			15 Pax	
1.	(a) QUOTATION for			
	(i) PRINCE2 Foundation Training Course			
	(ii) PRINCE2 Certification Exam			

	Description	Please specify	
2.	The training course above must satisfy the following requirements: -		
	(a) <u>Training Schedules</u>		
	(i) PRINCE2 Foundation training course should be conducted between September 2023 and January 2024		
	(ii) PRINCE2 Foundation training course should be conducted FULL TIME according to time below: Mon - Thurs: 8.00 am to 4.30 pm Sat: 8.00 am to 4.30 pm Lunch break: 12- 1.30pm	y/n	
	(b) <u>Trainer information</u>		
	(i) Trainer details (ii) His/her past working experiences (iii) Certification(s) obtained	y/n	

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Description	Please specify	
<p>(c) <u>Training Details</u> should include the following:</p> <ul style="list-style-type: none">(i) Course prerequisites(ii) Course contents(iii) Course objectives(iv) Course outline(v) Training mode(vi) Duration(vii) Programme showing training hours for each training course. i.e. the breakdown of hours necessary for each main subject <p>Areas of study:</p> <ul style="list-style-type: none">• Why there is a need for project management and how PRINCE2 addresses it• PRINCE2 principles, processes, and themes• Collecting information to include in Project Initiation Document• Designing plans and reports at each level in the project team	y/n	Specify
<p>(d) <u>Certification Exam</u></p> <ul style="list-style-type: none">(i) The trainer / vendor is responsible to buy exam voucher for candidates who will take the exam(ii) The certification exam must be of the latest edition and one that is internationally recognised.(iii) The trainer/vendor is responsible to propose exam dates for all the participants before training started. The exam dates shall start 1 week after training has been completed.	y/n	

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Description	Please specify	
<p>(e) Training session should include:-</p> <ul style="list-style-type: none">(i) Pre & Post Course Assessment and individual evaluation reports(ii) Original training materials (courseware), comprehensive lab manuals and Self-Test Testing software(iii) Training materials including manuals, handouts, computer-based training, software, video-based self-study packages(iv) Training presentation slides, or other delivery aids(v) Training data, designed for purpose of hands-on training(vi) Training evaluation mechanism including associated forms i.e.: training evaluation forms, scorecards, etc.	y/n	
<p>(f) Training venue and Facility Requirement (if applicable)</p> <ul style="list-style-type: none">(i) A suitable training venue provided(ii) Conducive class environment(iii) Sufficient facility or computing equipment provided(iv) Refreshment (morning and afternoon)	y/n	

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	Description	Please specify	
	<p>(g) Miscellaneous</p> <p>(i) Attendance records of participants to be provided (ii) Travel and accommodation expenses for trainer</p> <p>EGNC will provide the names and email of participants 2-3 working days prior to the course for the attendance purpose.</p> <p>It is necessary that the cost for travel and accommodation for trainer to be borne by the vendor</p>	y	
3.	Quotation validity: By Monday, 30th March 2024	y/n	
	<p>Please Also Observe The Following:</p> <p>a. Any vendors that have not completed or properly filling in the form will not be entertained b. Quotation Validity: By Monday, 30th March 2024</p> <p>ISSUE QUOTATION: 06 July 2023 CLOSE QUOTATION: 20 July 2023 (10.00 AM)</p>	<p><i>Acknowledgement:</i></p> <p><i>Company Ref. No.:</i></p> <p><i>I hereby certify the above quote to be correct.</i></p> <p>Signature:</p> <p>Designation:</p> <p>Date :</p> <p align="right"><i>Company's Official Stamp:</i></p>	

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/4.2/2023.029

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.

Signature, Name & Position

Company Cop & dates

TERMS AND CONDITIONS OF RFP
REF. NO: EGNC/PM/4.2/2023.029

- 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 by 30th March 2024 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 **Thursday 20th 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.
- 1.5 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 **Amal Azimah Zahidah** by email amalazimah.aliajis@egc.gov.bn.
- 1.6 A contract shall be signed with the Government to exercise the terms.
- 1.7 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.
- 1.8 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.
- 1.9 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.
- 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
KEMENTERIAN PENGANGKUTAN DAN INFOKOMUNIKASI**

APPENDIX 4

**VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF : EGNC/PM/4.2/2023.029**

Tick (√) where appropriate:-

Quote

No Quote

Name :

Designation:

Tel/Fax/Emai:.....

Date :

Company's chop:

NOTE :

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