

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

Department/References: EGNC/PM/4.2/2024.037 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egnc.gov.bn

QUOTATION OF THE SUPPLY AND DELIVERY OF STATIONERY FOR E-GOVERNMENT NATIONAL CENTRE

Item	Description	Qty	Please specify contents of the proposed item/sectotion		Unit Price (BND)	Total Cost (BND)	Department / References
1.	Ball pen (Biru), Gel, click 0.7mm, prefer Faber Castell	100 nos	Specify				Contact Person: Hajah Masni email masni.sani@egnc.gov.bn
2.	Ball pen (Hitam), Gel, click 0.7mm, prefer Faber Castell	50 nos	Specify				
3.	Ball pen (Hijau), Gel, click 0.7mm, prefer Faber Castell	10 nos	Specify				
4.	Marker Pen Papan Putih (Biru), 2.0mm, 12nos/box	2 boxes	Specify				
5.	Marker Pen Papan Putih (Hitam), 2.0mm, 12nos/box	2 boxes	Specify				
6.	Marker Pen Papan Putih (Merah), 2.0mm, 12nos/box	2 boxes	Specify				
7.	Marker Pen Papan Putih (Hijau), 2.0mm, 12nos/box	1 box	Specify				
8.	OHP Transparency Marker Pen, Permanent, 6nos/set	10 set	Specify				
9.	Klip Kertas (31mm), 100nos/box	30 boxes	Specify				
10.	Binder Klip(25mm), 12nos/box	40 boxes	Specify				

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11.	Gam UHU Stik, small, (8-9g)	20 nos	<i>Specify</i>				
12.	Cloth Tape (46mm) – Merah	7 nos	<i>Specify</i>				
13.	Cloth Tape (46mm) – Hijau	7 nos	<i>Specify</i>				
14.	File Plastic Divider, 10nos/set	50 set	<i>Specify</i>				
15.	White Folder File Full Laminating A4 (50mm)	100 nos	<i>Specify</i>				
16.	Fail Management (A4), Hitam & Putih	50 nos	<i>Specify</i>				
17.	Fail Magazine box (Hitam)	30 nos	<i>Specify</i>				
18.	Clear Fail (A4), Putih	100 nos	<i>Specify</i>				
19.	Kertas Putih A4, 80gsm	120 rims	<i>Specify</i>				
20.	Kertas Warna A4, Pink, 80gsm	5 rims	<i>Specify</i>				
21	Kertas Warna A4, Yellow, 80gsm	5 rims	<i>Specify</i>				

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22	Stapler Wire (10-1M) Small	20 boxes	<i>Specify</i>				
23	Stamp Pad (Biru)	10 nos	<i>Specify</i>				
24	Pemadam Papan Putih (Large)	5 nos	<i>Specify</i>				
25	Pemadam Papan Putih (Small)	5 nos	<i>Specify</i>				
26	Blu-tack	5 nos	<i>Specify</i>				
27	Cotton Tape (Pink)	10 nos	<i>Specify</i>				
28	A4 Certificate Holder, black	4 nos	<i>Specify</i>				
29	A4 Certificate Paper with gold stamping border, 180gsm, 100sheet/rim	1 rim	<i>Specify</i>				
30	A4 Conquerer Paper, Plain, 500 sheets/box	1 box	<i>Specify</i>				
31	Signature Fountain Pen with pen case, Black GT, medium	2 set	<i>Specify</i>				
32	DVD Writer with cover	50 nos	<i>Specify</i>				

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Item	Description	Qty	Please specify contents of the proposed item/sectotion		Unit Price (BND)	Total Cost (BND)	Department / References
33	Sampul Surat Bertingkap, putih, 22cmx11cm / 4"x9", 500kpg/boxdengan cetakan "Urusan Kerajaan Kebawah Duli Yang Maha Mulia".	20 Boxes	<i>Specify</i>				
	Quotation Validity: at least 3 months or more		<i>Specify</i>				
	Delivery Period: Within 2 weeks after receiving Purchase Order		<i>Specify</i>				
	The quotation must be submitted via email only to e.sebuthargaegnc@egnc.gov.bn						
			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. Please provide product brochures c. Quotation Validity: at least 3 months or more ISSUE QUOTATION: 26 October 2024 CLOSE QUOTATION: 07 November 2024 (2.00 PM)	<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>		

SAMPLE

NO.28	NO.29
 <p>Two red book covers with gold decorative borders. The covers are shown overlapping, with the front cover in the foreground. The gold border features intricate floral and scrollwork patterns.</p>	 <p>A white page with a gold decorative border. The border is ornate, with floral and scrollwork designs at the corners and along the edges. The page is otherwise blank.</p>
NO. 33	
 <p>A book cover with a green marbled background and a blue spine. The spine is visible on the right side of the image. The text on the spine reads: URUSAN KERAJAN KEBAWAH DULI YANG MAHA MULIA. The cover has a decorative border.</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/4.2/2024.037

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 promised period according to the specifications and quantity mentioned 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/4.2/2024.037

- 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@egnc.gov.bn'** using the form in Appendix 1 attached hereto on or before the closing date **Thursday 07th November 2024 (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, 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 **Dyg. Hajah Masni** by email masni.sani@egnc.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 the 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/4.2/2024.037**

Tick (v) where appropriate:

Quote

No Quote

Name:

Designation:

Tel / Fax / E-mail:

Register in TAFIS 2.0 (Y/N):

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