

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

Department/References : EGNC/PM/4.2/2016.012 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: QUOTATION TO SUPPLY AND DELIVERY OF TONER / CARTRIDGE FOR PRINTER AND FAX MACHINE

Item	Description	Qty		Please specify (y/n) and the Proposed Item & Specification		Unit Price (BND)	Total Cost (BND)	Department / References	
1.	<b>Genuine Cartridge For Hp Color Laserjet 5550:</b>							Contact Person:  Dyg Samiah  2424955	
	• C9730A HP Black Toner	Nos	2	y/n					
	• C9731A HP Cyan Toner	No	1	y/n					
	• C9732A HP Yellow Toner	Nos	2	y/n					
2.	<b>Genuine Ricoh SP1000 Toner for Ricoh Fax 1140L</b>	No	1	y/n					
	3.	<b>Genuine Samsung CLP-310N Color Laser Printer Cartridge</b>							
		• CLT-409 (Deve Black)	No	1	specify				
		• CLT-409 (Deve Cyan)	No	1	specify				
• CLT-409 (Deve Magenta)		No	1	specify					
	• CLT-409 (Deve Yellow)	No	1	specify					
	Quotation validity at least 6 months or more			Month					
						<b>TOTAL COST :</b>			
Please Also Observe The Following:		<i>Acknowledgement:</i>				<i>Company's Official Stamp:</i>			
a. Any vendors that have not completed or properly filling in the form will not be entertained b. Quotation Validity: <b>6 months or above</b>		Company Ref. No.: ..... I hereby certify the above quote to be correct. Signature: ..... Designation: ..... Date : .....							
ISSUE QUOTATION : 22 March 2016 CLOSE QUOTATION : 05 April 2016 (2.00PM)									

**DELIVERY CONFIRMATION LETTER**

To:  
Chairman of Procurement Committee,  
E-Government National Centre,  
Prime Minister Office,  
Spg 69-18, Jalan E-Government  
Gadong BE1110, Negara Brunei Darussalam.

**QUOTATION OF: EGNC/PM/4.2/2016.012**

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/4.2/2016.012**

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- 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 1 year from closing date of quotation.
- 1.3 RFQ responses must be submitted using the form in Appendix 1 attached hereto on or before the closing date :
- 1.3.1 Using a sealed envelope to the Reception Counter of the **'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG '**, addressed to:
- Quotation Reference : EGNC/PM/4.2/2016.012**
- 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 05 April 2016 (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 Samiah at telephone number +6732424955** .
- 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.

PUSAT KEBANGSAAN E-KERAJAAN  
JABATAN PERDANA MENTERI

APPENDIX 4

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VENDOR'S PARTICIPATION FORM  
FOR QUOTATION REF : EGNC/PM/4.2/2016.012

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Tick (v) where appropriate:-

Quote

No Quote

Name : .....

Designation: .....

Date : .....

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