

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

Department/References: EGNC/PM/4.2/2022.088 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

QUOTATION FOR CEILING REPAIR, PAINTING, SITE CLEARING WORKS AND SUPPLY, INSTALL NEW DOOR KNOB AND AUTOMATIC DOOR CLOSER AT E-GOVERNMENT NATIONAL CENTRE

| Item | Description | Qty | Please specify (y/n) and the Proposed Item & Specification | | Unit Price (BND) | Total Cost (BND) | Department / References |
|-----------|---|--------|--|--|---------------------|---------------------|---|
| A | Repairing and Painting Damaged Ceiling | | | | | | Contact Person: Samiah email samiah.serbini@egc.gov.bn |
| 1. | Repairing and Painting the damaged ceiling at Switch Board Room Chiller. | 1 lot | <i>Specify</i> | | | | |
| B | Clearing, Fixing and Painting Works at Store Room | | | | | | |
| 2. | <p>Clearing consumables at Store Area and to remove damaged items from site. (All good items are to be moved back inside the Store Room after the room is tidied).</p> <p>The work of scraping/ removing and cleaning the entire layer of old paint of the outer walls of the building as well as the roof, doors including the frame. Plants / fungi growing around them also need to be removed. Need to be cleaned before commencing new paint works.</p> <p>Repair concrete works of wall, floor, column, beams, sides and soffits and slab. Then Supply and apply 1 undercoat, 2 finishing coats, approved equivalent paints to all external concrete surface including brick wall, column, ceilings, side and soffit, railing or the like by only scraping, clearing, sealing to necessary work required to match existing.</p> <p>The type of paint must be weather-resistant and fungus resistant. The color code is the same or almost the same as the original color and as per approved by client.</p> | 1 lot | <i>Specify</i> | | | | |
| C. | Supply and Install Door Knobs at designated areas. | | | | | | |
| 3. | Remove existing door knob from site, supply and install new door knob at: | | | | | | |
| 3.1 | Office main door | 1 unit | <i>Specify</i> | | | | |

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Simpang 69-18, Jalan E-Kerajaan, Gadong BE1 110, Brunei Darussalam

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| 3.2 | Male toilet [no.2] at Lobby | 1 unit | <i>Specify</i> | | | | |
| 3.3 | Store room Bay 2 | 1 unit | <i>Specify</i> | | | | |
| D | Supply and Install Automatic Door Closer | | | | | | |
| 4. | Remove existing Automatic Door Closer from site, supply and install new Automatic Door Closer at: | | | | | | |
| 4.1 | Office [B2.R4] room Bay 2 | 1 unit | <i>Specify</i> | | | | |
| 4.2 | ISO Room at Bay 4 | 1 unit | <i>Specify</i> | | | | |
| 5. | Work Schedule to be submitted. All work must be completed before 28 February 2023. | | <i>y/n</i> | | | | |
| 6. | The contractor/ company must be registered with the Ministry of Development and certificate of "SIJIL PENDAFRAN KONTRAKTOR BAGI TAWARAN PROJEK KERAJAAN" are required. [please attach] | | <i>y/n</i> | | | | |
| | Quotation Validity: at least 3 months or more | | <i>Specify</i> | | | | |
| | Note: Site visit (conforming to regular SOP to enter premise) is required. Please contact Samiah at 2424955 ext 401 or email samiah.serbini@egc.gov.bn for appointments. | | <i>y/n</i> | | | | |
| | The quotation must be submitted via email only to e.sebuthargaegnc@egc.gov.bn | | | | | | |
| | | | | | TOTAL COST: | | |

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|------|---|-----|--|---------------------|---|----------------------------|
| | <p>Please Also Observe The Following:</p> <ul style="list-style-type: none"> a. Any vendors that have not completed or properly filling in the form will not be entertained b. Quotation Validity: at least 3 months or more <p>ISSUE QUOTATION: 14 November 2022 CLOSE QUOTATION: 30 November 2022 (9.00 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><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/4.2/2022.088

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/4.2/2022.088

- 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 **via email 'e.sebuthargaegnc@egc.gov.bn'** using the form in Appendix 1 attached hereto on or before the closing date **Wednesday 30th November 2022 (9.00 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 **Samiah Binti Dr Hj Serbini** by email samiah.serbini@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/4.2/2022.088**

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