

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

Department/References: **Amal Azimah Zahidah binti Ali Ajis** (Tel) 2424955 ext. 421 (Email) amalazimah.aliqjis@egc.gov.bn

QUOTATION FOR **EGNC Connect : TOWNHALL & TEAMBUILDING** FOR E-GOVERNMENT NATIONAL CENTRE' – **EGNC/PM/4.2/2022.115**

	Description	Participants	Price	Remarks (If any)
1.	<p>(a) QUOTATION for</p> <p>(i) An In-house Teambuilding session (which may include short townhall session to communicate new department Strategic Plan).</p> <p>(j) Consists of 6 separate sessions/days</p> <p>(k) Every session must comprise of EGNC Staffs at all job levels i.e Jawatan and all department level e.g. Technical, Admin, Finance, etc.</p> <p><i>** On completion of this program, employees allocated at different offices (Department / Ministries) will be able to bond with each other. This event includes engagement in which employees learn more about themselves and understand their colleagues better. As a result, they will have a stronger sense of belonging and passion to serve the organisation, which enables them to achieve the mission of EGNC.</i></p>	410 pax		
	Description	Please specify		
2.	<p>The session above must satisfy the following requirements: -</p> <p>(a) Program Schedule</p> <p>(i) All session should be conducted in January 2023</p> <p>(ii) Program should be</p> <p style="padding-left: 20px;">a. Townhall session (Morning - Indoor)</p> <p style="padding-left: 20px;">b. Motivational talk (Morning - Indoor)</p> <p style="padding-left: 20px;">c. Teambuilding session (Afternoon – Indoor / Outdoor)</p> <p>(iii) The session should be conducted FULL TIME according to the available time below:</p> <p style="padding-left: 20px;">Mon - Thurs: 8.00 am to 4.30 pm /</p> <p style="padding-left: 20px;">Sat: 8.00 am to 4.30 pm</p> <p style="padding-left: 20px;">*There will be a lunch break from 12.15 pm till 1.30 pm</p>	Yes/No?		
	<p>(b) Program duration</p> <p>(i) To conduct 1 full day of townhall and teambuilding session for 6 sessions</p> <p>(ii) Program to be completed within 1 month</p>	Yes/No?		

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(c) <u>Facilitator and team information</u> (i) Facilitator and team details (ii) His/her past teambuilding experiences (iii) Experience conducting townhall, motivational talk and teambuilding for over 100 participants	Yes/No?	
(d) <u>Townhall</u> should include the following : (i) Townhall agenda (ii) Motivational Talk agenda (iii) Contains more interactive contents by encouraging engagement between presenters and listeners (iv) Presenters are experienced in building and delivering contents	Yes/No?	
(e) <u>Teambuilding Details</u> should include the following: (i) Planning (ii) Pre-event administration and logistic planning (iii) Sourcing and building of teambuilding activities (iv) Facilitation of the teambuilding activities	Yes/No?	
(f) <u>Program venue and facility requirement</u> (i) A suitable session venue provided (Please specify place of venue) (ii) Indoor and outdoor venue (iii) Bilingual languages (iv) Sufficient facility provided (v) Refreshments (Morning & Afternoon)	Yes/No?	
(g) <u>Miscellaneous</u> (i) Attendance records of participants	Yes/No?	
Quotation validity: 6 months	Yes/No?	

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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 entertainedb. Quotation Validity: at least 3 months or more <p>ISSUE QUOTATION: 31 December 2022 CLOSE QUOTATION: 11 January 2023 (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>
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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/4.2/2022.115

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/4.2/2022.115

- 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 11th January 2023 (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 **Rodziah by email rodziah.muhammad@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/4.2/2022.115**

Tick (√) where appropriate:-

Quote

No Quote

Name:

Designation:

Tel/Fax/Email:.....

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