E-GOVERNMENT NATIONAL CENTRE (EGNC)
Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam
Department/References: EGNC/PM/4.2/2026.075 (Tel) 2424955 (Fax) 2424940 (Email) e.sebuthargaegnc@egnc.gov.bn

QUOTATION TO PRINT, SUPPLY AND DELIVER CORPORATE GIFTS FOR E-GOVERNMENT NATIONAL CENTRE (EGNC)

Item	Description	Qty	Please specify contents of the proposed item/sectotion		**Unit Price** ***(BND)***	**Total Cost** ***(BND)***	Department / References
1.	**The requirement to Print, Supply and Deliver Corporate Gifts for E-Government National Centre (EGNC)** **Foldable Shopping Bag** • Material: Nylon 210D • Size: Folded – 10.5cm x 10.5cm Unfolded – minimum size (36cm H x 34cm) • Printing: Full color sublimation (whole bag) & pouch Packaging: Individual • OPP sleeve Remark: The bag is folded into a pouch attached to it. The pouch does not come separately. 	400 pcs	*Specify*				Contact Person: Norhafizah email norhafizah.azih@egnc.gov.bn

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QUOTATION TO PRINT, SUPPLY AND DELIVER CORPORATE GIFTS FOR E-GOVERNMENT NATIONAL CENTRE (EGNC)

Item	Description	Qty	Please specify contents of the proposed item/sectotion		**Unit Price *(BND)***	**Total Cost *(BND)***	Department / References
2.	**Double wall glass (without Lid)** • Material: Borrosilicate • Size: 11.5cm x 8cm (350ml) • Printing: Full color Logo • Logo 1 – 50 pcs • Logo 2 – 50 pcs • Packaging: Individual paper box 	100 pcs	*Specify*				
	Quotation Validity: at least 3 months or more		*Specify*				
	Delivery Period– 3 to 4 weeks after PO		*Specify*				
	The quotation must be submitted via email only to e.sebuthargaegnc@egnc.gov.bn						
				TOTAL COST:			

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QUOTATION TO PRINT, SUPPLY AND DELIVER CORPORATE GIFTS FOR E-GOVERNMENT NATIONAL CENTRE (EGNC)

Item	Description	Qty	Please specify contents of the proposed item/sectotion	**Unit Price *(BND)***	**Total Cost *(BND)***	Department / References
	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: 18 November 2026** **CLOSE QUOTATION: 03 December 2026 (2.00 PM)**	*Acknowledgement:* *Company Ref. No.:* ..... I hereby certify the above quote to be correct. Signature: ..... Designation: ..... Date:		*Company's Official Stamp:*		

APPENDIX 2

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/4.2/2026.075

With regards to the quotation above that our Company participates, 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 is not able to supply within the stipulated period.

Signature, Name & Position　　Company Cop & dates

APPENDIX 3

TERMS AND CONDITIONS OF RFP
REF. NO: EGNC/PM/4.2/2026.075

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 03rd December 2026 (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 **Norhafizah by email** norhafizah.azih@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.

APPENDIX 4

VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF: EGNC/PM/4.2/2026.075

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