



Bilangan Sebutharga/ *Quotation Number*: : QTN/053 /2024/2025

Tarikh Tutup/ *Closing Date*: : 28 Oktober 2024 @ 2.00 petang

Sila isikan nama maklumat di bawah / *Please fill in the information below* :

Nama Syarikat / :
Company Name

Nama Pemilik Berdaftar / :
Registered Owner

Alamat Syarikat / :
Company Address

Dimaklumkan Syarikat Tuan / Puan dipelawa untuk memberikan sebutharga bagi barang / perkhidmatan yang disenaraikan di bawah dengan mengisikan ruang sebutharga. / *Please provide a quotation for the following items by filling in the appropriate column.*

12/10/2024

Tarikh/ *Date*

bp. + B



T.T. Ketua Bahagian dan Cap/
HoS's Signature and Stamp

Nota:

Borang sebutharga hendaklah di isi dengan maklumat syarikat yang lengkap. Pihak Jabatan tidak akan menerima mana-mana borang yang tidak lengkap dan akan dikira batal.

Note:

The quotation form must be filled with complete company information. The Department will not accept any form that is incomplete and will be considered invalid.

BIL/ No	KETERANGAN BARANG DAN PERKHIDMATAN/ Description of Items and Services	BANYAK/ Quantity	HARGA SEUNIT/ Price Per Unit	JUMLAH/ Total
	TWO (2) YEARS TERM CONTRACT FOR CLEANING SERVICES AND DRAINAGE CLEARING AT BENGKEL JABATAN UKUR KAMPONG BURONG LEPAS. NEGARA BRUNEI DARUSSALAM.	-		
1	<u>PRELIMINARY</u> Advance costs to meet the proper execution of the works contemplated by the contractor in relation to the Scope of Works: -	-		
1.1	a. Contractor's all-in risk insurance policies	L.S		
2	<u>CLEANING WORKS FOR THE FOLLOWING AREAS:</u> a) Administration room b) Meeting room c) Boundary stone making room d) Mechanic room e) Driver's room f) Calibration room g) Multipurpose Hall h) Hallway Stores i) Garage Area j) Toilets k) All the store room	1 Lot		
2.1	<u>Scope of works for all area above: -</u> <ul style="list-style-type: none"> • Collect garbage from all the garbage baskets provided and dispose of the garbage/garbage house provided by the Department. • Change the plastic waste basket if necessary • Wiping chairs, tables and book / file shelves in the room • Clean and wipe the glass windows and doors. • Sweeping and mopping the entire Tiled floor • Wipe all the furniture in the room. • Wipe all the ceilings, lamp and fan in the room. • Wipe all the storage rack/shelves in the room/area. • Sweeping / Clean drains from blockages the entire drain line. • Perform on spot cleaning. 	Note		

	<p><u>Extra for Toilets</u></p> <ul style="list-style-type: none"> • Carry out the entire wash of the toilet • Picking up trash from the trash basket, floor trap, sink, the water tank and other places in the toilet where trash found. • Scrubbing and wiping the hand wash basin. • Scrubbing and wiping the toilet bowl, wiping the toilet bowl water, wall and toilet door. • Scrubbing and mopping the toilet floor. • Wiping the mirror, JRT dispenser and hand soap dispenser. • Adding jumbo roll tissue. Hand soap and deodorant block, when it is found that the goods have been used up. • Spray toilet perfume. <p>Frequency 2 times daily/As instructed</p>			
3	<p><u>WORKING TIME</u></p> <p>The Contractor will supply 2 full-time workers to carry out these cleaning works in time designated cleaning service.</p> <p>Cleaning service hours of operation: 7.45 am - 4.30 pm. Monday to Thursday and Saturday</p> <p>*Notes The Contractor shall provide Printed Work Schedule to be Signed by survey officers in charge daily.</p>	Note	/	/
4	<p><u>CLEANING EQUIPMENT AND MATERIALS.</u></p> <p>The Contractor will provide sufficient equipment and cleaning agents.</p> <p>Deodorant block fragrances will be provided in all toilets.</p> <p>Liquid perfumes will be supplied for spraying in the toilet and also for mixed with MP to wipe desks and office equipment as well mop the tile floor.</p> <p>Complete Safety PPE required for the work.</p>	Note	/	/

5	<p>WASTE DISPOSAL</p> <p>All disposal that have been gathered need to be daily transfer to the designated garbage site.</p>	Note	/	/
	<p>Notes:</p> <ul style="list-style-type: none"> • Only companies registered with ABCI are allowed to enter this quotation. Please attach related and valid certificate. • Vendor are advised to visit the site on the 22nd Oct 2024 9.30 am with survey officers in charge in order to determine the extent of work/difficulties of the work as any claim for extra shall not be entertained due to lack of knowledge of site condition. • Terms and Condition will be written in Agreement once Vendors been awarded. 			
JUMLAH / Total				
JUMLAH DALAM PERKATAAN / Total Amount in Words				
TEMPOH PENYIAPAN PERKHIDMATAN / PEMBEKALAN / PENGHANTARAN Duration of Service/ Supply / Delivery				
SAHLAKU SEBUTHARGA / Price Validity				

Nota/ Note: Untuk Kegunaan Pejabat Sahaja / For Official Use Only:

<p>Nombor Siri Sebutharga:</p> <p style="text-align: center; font-size: 24px;">_____ / _____</p>	<p>Sebut harga dibuka oleh:</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ <p>Tarikh: _____</p>
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Makluman kepada Pengurus Syarikat: -

1. Sila kembalikan borang sebutharga ini walaupun pihak awda tidak dapat memberikan sebutharga dan nyatakan "Tidak ada sebutharga" / *Please return this form even if you are unable to quote the price by stating "No Quote"*.
2. Bilangan sebutharga hendaklah dibubuh di luar sampul surat apabila mengembalikan borang ke Jabatan ini tanpa tanda niaga atau nama Syarikat/ *Please state the quotation number on the envelope when returning the form without indicating the company's name or company's stamp.*
3. Sila hubungi Pegawai di bawah ini jika ada sebarang pertanyaan:
(*Please contact the following personnel for any queries*) Tel: +673-2382171
 - i) Sambri bin Hj Daud Ext: +673-8905083
 - ii) Hj Muhammad Asyraf bin Mahat Ext: +637-8815442
4. Pihak Jabatan berterima kasih kepada pembekal (Syarikat) yang mengembalikan borang sebutharga. Jika gagal mengembalikan, pihak pembekal (Syarikat) tidak akan dijemput untuk menyertai sebutharga pada masa akan datang. / *We thank the companies for returning the quotation form. Failure to do so, the companies will not be invited for future quotations.*
5. Semua sebutharga mestilah mempunyai Kos, Insuran dan Pengangkutan (CIF) on site dan pemasangan, jika ada. / *All prices must include Cost, Insurance and Freight (CIF) on site and installation, if any.*
6. Sahlaku sebutharga mestilah dinyatakan, jika tidak dinyatakan sebutharga tersebut sah digunakan tanpa had masa. / *The validity of the quotation should be stated. Unless otherwise stated, the quotation is valid for an unlimited period of time.*
7. Pihak pembekal (Syarikat) hendaklah menyenaraikan semua pembekalan barang atau perkhidmatan kerja-kerja yang dilaksanakan secara terperinci di dalam invois mengikut skop yang dinyatakan di dalam dokumen sebutharga atau tawaran. / *The supplier (Company) shall list all supply of goods or services in detail in the invoice according to the scope specified in the quotation.*
8. Bagi kerja-kerja perkhidmatan yang memerlukan pendaftaran Autoriti Kawalan Bangunan dan Industri Pembinaan (ABCI), Kementerian Pembangunan, Negara Brunei Darussalam, pihak pembekal (Syarikat) hendaklah menyertakan salinan **Sijil Pendaftaran Pembekal / Kontraktor** di bawah Autoriti Kawalan Bangunan dan Industri Pembinaan (ABCI), Kementerian Pembangunan, Negara Brunei Darussalam yang masih sah laku. / *For works requiring registration from the Authority on Building Control and Construction Industry (ABCI), the supplier (company) shall provide the **Builder/Contractor Registration Certificate** under ABCI of the Ministry of Development.*

9. Pihak pembekal (Syarikat) hendaklah menyertakan **Sijil Pendaftaran Syarikat** di bawah Bahagian Pendaftaran Syarikat-syarikat dan Nama-nama Perniagaan (ROCBN), Kementerian Kewangan dan *Corporate Registry System* di dalam *One Common Portal*. | *The supplier (Company) shall provide the **Company Registration Certificate** under the Registry of Companies and Business Names (ROCBN) and the Corporate Registry System in the One Common Portal.*

10. Pihak pembekal (Syarikat) akan bertanggungjawab untuk membayar denda ganti rugi jika gagal memberikan perkhidmatan, pembekalan dan penghantaran mengikut spesifikasi yang dinyatakan di dalam sebutharga / kontrak dan mengikut jadual / tempoh yang dipersetujui dengan kadar seperti berikut :

$$\text{Kadar Denda Ganti Rugi (BND / Sehari)} = \frac{15\% \times \text{Jumlah Sebutharga (BND)}}{\text{Tempoh Penyiapan Perkhidmatan / Pembekalan / Penghantaran (Hari)}}$$

The supplier (Company) shall be liable for paying Liquidated and Ascertained Damages (LAD) if it fails to provide service, supply and delivery in accordance with the specifications stated in the quotation / contract and in accordance with the schedule / agreed period at the following rate:

$$\text{LAD Rate (BND / Day)} = \frac{15\% \times \text{Total Quotation Value (BND)}}{\text{Duration of Service/ Supply / Delivery (No. of Days)}}$$

11. Sila kembalikan dan disimpan di **Peti Sebutharga** Tingkat 4, Jabatan Ukur. *(Please return this form to the **Quotation Box** provided at 4th Floor, Survey Department).*

Dengan ini saya/kami sebagai pemilik syarikat tidak berpakat sulit dengan Syarikat (Syarikat-Syarikat) lain atau dengan sesiapa dalam menghadapi sebutharga untuk projek yang disebutkan di atas. Kami memahami bahawa berpakat sulit dengan syarikat-syarikat lain adalah suatu kesalahan di bawah **Bab 11, Perintah Persaingan 2015** dan boleh dikenakan penalti kewangan tidak melebihi 10 peratus atau peratusan lain dari perolehan perniagaan bagi setiap tahun pelanggaran bagi tempoh, maksima 3 tahun.

*Herewith, I/We have not colluded with any other company (ies) or any other person or entity in submitting the Tender Proposal for the above-mentioned project. We understand that tender collusion is an offence under **Section 11, Competition Order 2015** and can be liable to a financial penalty of maximum 10 percent or such other percentage of business turnover for each year of infringement for a period, up to a maximum of 3 years.*

Tarikh/ Date

T.T. dan Cop Pembekal. /
Supplier's Signature and Stamp