



Bilangan Sebutharga/ *Quotation Number*: : QTN/002/2024/2025

Tarikh Tutup/ *Closing Date*: : 13 Mei 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.*

27/4/2024

Tarikh/ *Date*

aremah

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



BIL/ No	KETERANGAN BARANG DAN PERKHIDMATAN/ Description of Items and Services	BANYAK/ Quantity	HARGA SEUNIT/ Price Per Unit	JUMLAH/ Total
	<p>To Supply, Install & rent 1 Unit Digital Multifunction Photocopier Machines for Jabatan Ukur Daerah Temburong for 3 years' contract agreement.</p> <p>Specification:</p> <ul style="list-style-type: none"> • Can Photocopy and print A4 and A3 (Black & White and Full Colour) • Full Duplex (Double sided with Duplex Automatic Document Feeder) • 35 copies per minute (minimum) • Paper supply A4 and A3 • Built-in Electronic Sorting (auto collates) • All consumables including Toner & Drum • Spare parts including under rental: <ul style="list-style-type: none"> - - Consist of electronic parts such as the main board, motor & LCD display etc • Service call: Main office hours • Prepare 3 years' rental agreement • State the charges per copy/per month in the agreement • State the maintenance schedule and procedure • State the duration of deliver, installation, commission and warranty period 			
1	Monthly rental of the photocopier machine	36 Months		
2	A4 Paper charges a. Mono b. Colour	1 Sheet 1 Sheet		
3	A3 Paper charges a. Mono b. Colour	1 Sheet 1 Sheet		
4	User Training - One session on user (Operate and control) and maintenance training. - For 6 personal.	1 Lot		

	- Provide all training equipment and manuals note.			
	<p>Notes:</p> <ul style="list-style-type: none"> ⇒ Validity of this quotation shall be six (6) months after closing date. ⇒ Prices quoted shall be fixed at the time of closing date. ⇒ The commissioning should verify by authorize officer. ⇒ Contractors are advised to visit the site 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. ⇒ Contractors shall liaise and coordinate with client and relevant authorities before commencing any work for services involved. ⇒ Contractors shall make good to all disturbed affected area. ⇒ Advise safe working practices on site. ⇒ Clean the affected area once the work done. <p>Contractors are advised to attach with the catalogue</p>			
JUMLAH / Total				
JUMLAH DALAM PERKATAAN / Total Amount in Words				
SAHLAKU SEBUTHARGA / Price Validity				

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

<p>Nombor Siri Sebutharga:</p> <p style="text-align: center;">_____ / _____</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) NOOR AZLIN BIN HAJI MOHAMMAD Ext: +673-8298877
 - ii) Md Ahmad Syukri bin Sufray Ext: +673-8992103
4. Kami berterima kasih atas pembekal (Syarikat) yang menghantar balik sebutharga mereka. Kepada yang tidak menghantar, mereka tidak akan dijemput untuk dipanggil 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. 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).*
11. Bahawa saya/kami tidak berpakat sulit dengan Syarikat (Syarikat-Syarikat) 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.

*That 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