



Bilangan Sebutharga/ *Quotation Number*: QTN/001/2024/2025

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
	CONTRACT FOR CLEANING WORKS AT BENGKEL JABATAN UKUR SINARUBAI, NEGARA BRUNEI DARUSSALAM FOR TWO (2) YEARS			
1	<u>PRELIMINARY</u>			
1.1	Contractor's all in risk insurance policies	1 Lot		
2	<u>CLEANING WORKS</u> Provide a full-time contract for two (2) years for cleaning works for these area:			
2.1	Administration room	1 Lot		
2.2	Prayer room	1 Lot		
2.3	Meeting room	1 Lot		
2.4	Carpenter's room	1 Lot		
2.5	Boundary stone making room	1 Lot		
2.6	Mechanic room	1 Lot		
2.7	Driver's room	1 Lot		
2.8	Multipurpose hall	1 Lot		
2.9	Calibration room	1 Lot		
2.10	Stores	1 Lot		
2.11	Toilets	1 Lot		

2.12	Garage area	1 Lot		
2.13	The entire area of the workshop yard Please refer to the scope of work in the attachment A	1 Lot		
3	<u>CLEANING WORKER</u>			
3.1	The Contractor will supply 2 full-time workers to carry out these cleaning works in time designated cleaning service.	1 Lot		
4	<u>CLEANING EQUIPMENT AND MATERIALS</u>			
4.1	The Contractor will provide sufficient equipment and cleaning agents.	1 Lot		
4.2	Deodorant block fragrances will be provided in all toilets.	1 Lot		
4.3	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.	1 Lot		
4.4	Complete Safety PPE required for the work.	1 Lot		
5	<u>CLEANER WORKING TIME</u>			
5.1	Monday to Thursday and Saturday. Cleaning service hours of operation: 7.00 am - 4.30 pm.	1 Lot		
5.2	After office hours, Non workings days and public holidays when requested. (Event/Function) Per hours: *Notes The Contractor shall provide Printed Work Schedule to be Signed by survey officers in charge daily.	1 Lot/per Hours		
6	<u>WASTE DISPOSAL</u>			
6.1	The Contractor will provide the service of a waste management company which is licensed to carry out waste disposal.	1 Lot		

	<p>Note:</p> <ul style="list-style-type: none"> • Justified quantity provided in the BQ is only provisional and subjected to final arrangement on site completion of work. • Vendor are advised to visit the site on 8th May 2024 & 9th May 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. • Vendor shall liaise and coordinate with client and relevant authorities before commencing any work for services involved. • Insurance shall cover the whole working duration. • Vendor shall make good to all disturbed affected area. • The validity of this quotation is one (1) year from closing date. • Advise safe working practices on site. • Vendor are required to provide catalogue for all of the appliances to be used such as; Vacuum cleaner, etc. 			
JUMLAH / Total				
JUMLAH DALAM PERKATAAN <i>/ Total Amount in Words</i>				
SAHLAKU SEBUTHARGA / <i>Price Validity</i>				

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>
--	---

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) Haji Muhammad Asyraf bin Mahat Ext: +673 8815442
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 invoice 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