



**MINISTRY OF FOREIGN AFFAIRS
INTERNATIONAL CONVENTION CENTRE
BRUNEI DARUSSALAM**

- A. Please complete and submit the Quotation Form provided.
- B. Quotation shall be addressed to :

**THE CHAIRMAN
QUOTATION COMMITTEE
MINISTRY OF FOREIGN AFFAIRS
INTERNATIONAL CONVENTION CENTRE
BRUNEI DARUSSALAM**

- C. Quotation shall be deposited in the Quotation Box located at the Ground Floor, International Convention Centre (ICC), Ministry of Foreign Affairs, Jalan Stadium, Berakas. Negara Brunei Darussalam.
- D. Contractors who are unable to submit quotation as required are requested to state their inability to quote by writing **"No Quote"** in the Quotation Form provided and to submit to the above address.
- E. Closing date for the submission of Quotation is on **Wednesday, 8th February 2023** **before 2.00 pm.**
- F. The envelope containing the quotation shall **not** bear the name or address of the contractor and shall have on its top the **quotation title** and **reference number** together with the **closing date and time** of the quotation.
- G. Upon submission, please kindly submit a copy of **Form 16, 17** and **MOD certificate**.
- H. All prices are to be quoted inclusive of minimum **validity period** of **12 weeks (3 months)** from closing date of quotation

**INTERNATIONAL CONVENTION CENTRE (ICC), MINISTRY OF FOREIGN
AFFAIRS**

Title : **TO SUPPLY AND INSTALL NEW ROOFS, GUTTER AND CEILING BOARD
AND OTHER MINOR REPAIRWORKS AT CAFETERIA AREA AT INTERNATIONAL
CONVENTION CENTRE (ICC), BERAKAS, NEGARA BRUNEI DARUSSALAM**
QUOTATION NO.: 39/MFA-ICC-Q/2022

I. GENERAL CONDITIONS

Scope of Work

The Contractor shall provide everything deemed necessary such as materials, labour, plant and equipment, supervision and transportation etc., for the proper execution of the works according to the true intent of the Specification and Schedule of Works. Any ambiguities shall be referred to the Superintending Officer (S.O) whose decision shall be final.

Site Visit And Show-Around

The Contractor shall be considered to have visited the site and shall have taken into account all relevant aspects of the works. Where show-around is organized and deemed necessary, all contractors must be present and attend the show-around. The Government reserves the right to accept Quotations only from those Contractors who have attended the show-around.

****Site Visit****

Date: Saturday, 4th February 2023
Time: 2.30pm
Place: International Convention Centre (ICC), Ministry of Foreign Affairs,
Jalan Stadium, Bandar Seri Begawan
Contact Person: STA Pg Ali / TA Nurul
Telephone no: 2380944 ext 1105/ 1993

Making Good Any Damages

Any existing work damaged shall be made good at Contractor's own expense with materials and workmanship to match in every respect the surrounding work and shall be properly bonded therefore.

Site Restrictions

The Contractors shall comply with all the regulations that might be imposed by the authorities concerned with regards to movements inside the compounds. The Contractors shall be solely responsible to seeing that his men follow these regulations.

Tidiness And Disturbance

Throughout the progress of the works, the Contractor shall maintain the site in a neat condition. Any spillage of building materials on the compound shall be cleaned immediately. The Contractor shall ensure that materials and tools stored on site are kept safely. No claims for the loss of materials, tools etc., will be entertained.

Defects Liability Period

The defects liability period after the satisfactory completion of work shall be **Six (6) Calendar Months** during which period defect shall be made good by the contractor at his own expense.

Clearing On Completion

The Contractor shall leave every part of the works included in this contract in a clean, sound and perfect condition, free from flaws, cracks and settlements what so ever on completion of the works.

TERMS AND CONDITIONS OF TENDERING (FOR QUOTATION WORKS)

1. Before tendering, the tenderer shall visit the site where the Works are to be carried out and shall also carefully examine the relevant Terms and Conditions of Contract, Drawings, Specification and all other accompanying schedules, etc.

If there is any ambiguity in or discrepancy between any of the documents, he / she should refer the matter to the Contract Administrator (C.A.), **ASSISTANT DIRECTOR OF PUSAT PERSIDANGAN ANTARABANGSA (ICC) MANAGEMENT**. The C.A.'s decision shall be final and binding upon the Contract.

On tendering, the tenderer shall be deemed to have examined the documents referred to above and shall be bound by the terms and conditions therein.

2. Every tenderer must submit together all documents listed below and this requirement shall be strictly adhered to prior to any consideration :-
 - (a) Valid Tenderer's Registration Certificate from the Ministry of Development.
 - (b) Business Enactment Act Section 16 & 17.
 - (c) While for prospective vendors / suppliers of medicines and drugs bids must possess a valid Poison License from the Ministry of Health as stated in the 'Poison Act' (Cap. 114).
 - (d) The Tender Form **MUST be signed by the Owner, or the Director of Shareholder(s) of the Company** stating their post and stamped with the Company's Official seal as detailed in the Business Enactment Act Section 16 & 17 / or the tenderer's Registration Certificate from the Ministry of Development and/or Ministry of Health.
 - (e) The address indicated must be detailed as in the Business Enactment Act Section 16 & 17 / and/or Tenderer's Registration Certificate from the Ministry of Development and/or Ministry of Health. Any changes to the above must be officially referred to the Registrar of Companies and Business Names and a copy must be submitted to this department.

Tender documents must be duly completed, signed and dated. Any tender which is incomplete or unsigned will render the tender to be rejected.

3.
 - (a) Tenders and documents in connection therewith as specified above , must be delivered to the place at or before the time specified.
 - (b) In the case of the tender not being delivered by hand, the tenderer must arrange for his / her tender and other documents to be posted in time to reach the stipulated place by not later than the time stated.
 - (c) In no case will the Government be responsible for any expense or loss incurred by a tenderer in the preparation of this tender.

Tenders shall remain valid for **6 MONTHS** from the final date for submission of the tenders and no tenderer may withdraw his/her tender within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension of the tender validity period shall have the written consent of the tenderers.

4. The Government does not bind itself to accept the lowest and/or any tender and no reason will be given for rejecting any tender thereof.
5. Every correspondence to be given to a tenderer may be posted to the tenderer's address in the tender and such posting shall be deemed good and legally binding in service of such correspondence.
6. The tender shall be made on the basis of the rates in the tender documents being firm and not subject to any adjustment with variations in quantities.
7. The tender fee shall be **BS 5.00 / N/A ***. **Only CASH TERMS will be accepted and note that this tender fee is non-refundable. Payment can only be made at the Pusat Persidangan Antarabangsa (ICC), Kementerian Hal Ehwal Luar Negeri, Jalan Stadium, Berakas, Bandar Seri Begawan, BB3910, Negara Brunei Darussalam during government working hours.**
8. No unauthorised alteration or use of 'correction pen' in the tender documents is allowed, or the tender may be rejected. Any errors are to be struck off and initialled.
9. Non-compliance with the above terms and conditions in any respect may render the tender liable to be rejected.
10. The tender documents and forms are available from the **PUSAT PERSIDANGAN ANTARABANGSA (ICC), KEMENTERIAN HAL EHWAL LUAR NEGERI, JALAN STADIUM. BERAKAS, BANDAR SERI BEGAWAN, BB3910, NEGARA BRUNEI DARUSSLAM.**

The completed tender documents are to be lodged on or before 2:00 PM on 08 / 02 / 2023 in a sealed enveloped addressed to :-

QUOTATION (QTN) BOX
PUSAT PERSIDANGAN ANTARABANGSA (ICC)
KEMENTERIAN HAL EHWAL LUAR NEGERI
JALAN STADIUM, BERAKAS, BANDAR SERI BEGAWAN, BB3910
NEGARA BRUNEI DARUSSALAM

The top part of the sealed envelope must be written stating the following :-

Quotation No. : 39 / MFA-ICC-Q / 2022 Quotation Closing Date : 08 / 02 / 2023 @2:00 PM
Project Title : TO SUPPLY AND INSTALL NEW CURVED DESIGN POLYCARBONATE ROOF, GUTTER AND CEILING BOARD AND OTHER MINOR REPAIRWORKS AT CAFETERIA AREA AT INTERNATIONAL CONVENTION CENTRE (ICC), BERAKAS, NEGARA BRUNEI DARUSSALAM

* Delete As Necessary



A	<input type="checkbox"/>	1. _____
		2. _____
		3. _____
FOR OFFICIAL USE ONLY		

Quotation For : TO SUPPLY AND INSTALL NEW CURVED DESIGN POLYCARBONATE ROOF, GUTTER AND CEILING BOARD AND OTHER MINOR REPAIRWORKS AT CAFETERIA AREA AT INTERNATIONAL CONVENTION CENTRE (ICC), BERAKAS, NEGARA BRUNEI DARUSSALAM

Quotation No. : 39 / MFA-ICC-Q / 2022 **Closed On** : 08 / 02 / 2023 **Receipt No.** : N / A

PART A - AGREEMENT

1.0 On behalf of _____ I, the undersigned, agree to carry out the above Works / Service / Supply * for a sum of B\$ _____ (Brunei Dollars _____)

(or),

At Schedule of Rates attached subject to the adjustment percentage of an additional (+) / a deduction (-) * _____ **N / A** % with an approximate Maximum Contract Sum as stated in PART C - APPENDIX Item 6.0.

And,

within the Contract Period of _____ Days / Weeks / Months * in accordance with the terms and conditions below.

2.0 Owner / Director * 's : _____
Signature & Name (_____)
IC No. : _____

2.1 Signature & Name of : _____
Witness (_____)
IC No. : _____

2.2 Company : _____
Address _____

2.3 Tel. No. : _____ Fax No. : _____ E-mail : _____

2.4 Date : _____

B
Company Stamp

ACCEPTANCE OF CONTRACT (FOR OFFICIAL USE ONLY)

3.0 On behalf of the Brunei Government, I accept your offer to carry out all / items * _____ of the above for a sum of B\$ _____ (Brunei Dollars _____)

(or),

At Schedule of Rates attached subject to the adjustment percentage of an additional (+) / a deduction (-) * _____ % with an approximate Maximum Contract Sum as stated in PART C - APPENDIX Item 6.0.

And,

within the Contract Period of _____ Days / Weeks / Months * in accordance with the terms and conditions below.

4.0 _____
(**AWG RAHIMEEY AMAT DAUD**)
4.1 **ASSISTANT DIRECTOR – ICC, MFA**
FOR ACT. SENIOR SPECIAL DUTIES OFFICER

4.2 Signature & Name of : _____
Witness (_____)

4.3 Address : **PUSAT PERSIDANGAN ANTARABANGSA (ICC), KEMENTERIAN HAL EHWAL LUAR NEGERI, JALAN STADIUM, BERAKAS, BANDAR SERI BEGAWAN, BB3910, NEGARA BRUNEI DARUSSALAM**

4.4 Tel. No. : **2383374 / 2383386** Fax No. : **2261100 / 2262904** E-mail : **icc@mfa.gov.bn**

4.5 Date of Contract : _____ Approval No. : _____

4.6 The Contract Administrator is : **ASSISTANT DIRECTOR OF PUSAT PERSIDANGAN ANTARABANGSA (ICC) MANAGEMENT**

4.7 The Starting Date is on : _____ / _____ / **2023**

Note : An asterisk * indicates text that is to be deleted as appropriate.

C
Department Stamp

PART B - TERMS OF QUOTATION

1.0. BASIS OF QUOTATION, OVERALL OBLIGATIONS AND ADMINISTRATION

1.1 Overall Obligations of the Government:

- 1.1.1 To provide access at proper times for the Contractor to do his Works.
- 1.1.2 To provide all information and facilities stated in this Contract to enable the Contractor to do his Works.
- 1.1.3 To pay the Contractor as provided in this Contract.
- 1.1.4 To assign a Contract Administrator to administer this Contract.
- 1.1.5 May take out or renew collateral warranty and insurance as referred to in Clause 1.2.3 and Clause 1.2.4 below if the Contractor fails to do so.

1.2 Overall Obligations of the Contractor:

- 1.2.1 To finish the Works to the quality standards provided in this Contract within the Completion Date(s) and Contract Period provided in this Contract.
- 1.2.2 To cooperate with all other Contractors working on the project and not to disrupt them or cause damage to their Works.
- 1.2.3 To provide a collateral warranty containing a similar obligation as under this Contract directly to a third party if requested by the Contract Administrator.
- 1.2.4 To provide and maintain valid Contractor's all risks insurance policy at all times.

1.3 Instructions, Certifications & Job Orders

- 1.3.1 The Contract Administrator can issue instructions and certifications including Job Orders to the Contractor on anything relating to the Works.
- 1.3.2 All instructions, certifications and Job Orders must be in writing, dated and clearly identified as Contract Administrator's Instructions, Certifications and Job Orders.
- 1.3.3 For each Job Order, the Contract Administrator must state a commencement date and a reasonable date for its completion and the Contractor must complete each Job Order by that completion date.
- 1.3.4 The minimum and maximum of any one Job Order to be issued as stated in the Appendix Item 5.0 and the maximum to be issued must be capable of being carried out and completed within the Contract Period.
- 1.3.5 The Contractor must comply with all instructions, certifications and Job Orders issued by the Contract Administrator.
- 1.3.6 The Contract Administrator may arrange others to complete the Works if the Contractor fails to comply with Clause 1.3.5, and the Contractor shall pay for all extra costs incurred.

2.0. QUALITY, HEALTH, SAFETY AND ENVIRONMENT

2.1 Quality

- 2.1.1 The Contractor must do his Works based on the documents referred to in this Contract and other instructions and information given to him by the Contract Administrator.
- 2.1.2 If any of the Works is not done according to this Contract or if there is any other breach of this Contract by the Contractor, the Contract Administrator shall inform the Contractor of the shortfall(s) in writing. The Contractor must rectify the shortfall(s).
- 2.1.3 If the Contractor does not rectify the shortfall(s), the Contract Administrator may arrange others to rectify the shortfall(s). The Contract Administrator can also certify either:
 - (a) The cost of rectifying such shortfall(s); or
 - (b) The reduced value of the completed Works due to such shortfall(s)as provided in the Payment Certification Clause.
- 2.1.4 The Contract Administrator can continue to do this throughout the project and during the Defects Liability Period (as stated in the Appendix Item No. 3.0) after the Contract Administrator confirms the Works is complete as provided in the Completion Clause.

2.2 Health, Safety And Environment

- 2.2.1 The Contractor must keep the site clean and safe at all times.
- 2.2.2 The Contractor must comply with all laws and regulations relating to Health, Safety and Environment Act, if any.

3.0. TIME OBLIGATIONS

3.1 Starting, Progress and Finishing

- 3.1.1 If not stated in this Contract, the Contract Administrator will inform the Contractor when to start work in writing. The Contractor shall not be entitled to claim for any loss or damage caused by any delay of possession of site.
- 3.1.2 The Contractor must progress with the Works in a regular and diligent manner.

- 3.1.3 The Contract Administrator can instruct the Contractor to stop and restart at any time.
- 3.1.4 The Contractor must finish all the Works within the Completion Date(s) stated in this Contract or as instructed by the Contract Administrator.

3.2 Adjusting Time for Completion

- 3.2.1 If the Government or Contract Administrator or anyone within either of their responsibility or control (which includes other Contractors on site), or anything beyond the Contractor's control, disrupts the Contractor from finishing within the completion period, the Contract Administrator must assess the impact of this disruption on the Contractor's Works.
- 3.2.2 If any Completion Date(s) is affected the Contract Administrator must adjust the Completion Date(s).
- 3.2.3 This must be done in a written certificate clearly identified as Extension of Time Certificate.

3.3 Completion

- 3.3.1 When the Contractor practically completed all the Works, he shall inform the Contract Administrator stating he has completed.
- 3.3.2 The Contract Administrator must decide when the Works has actually practically completed by the Contractor.
- 3.3.3 This decision must be in a written certificate clearly identified as Certificate of Practical Completion.
- 3.3.4 The Contract Administrator must decide when all obligations of the Contractor are fully discharged.
- 3.3.5 This decision must be in a written certificate clearly identified as a Final Completion Certificate.
- 3.3.6 This must be done after the end of Defects Liability Period (as stated in the Appendix Item No. 3.0) or when the Contractor has rectified all the shortfall(s) including Works that is not according to this Contract and any other breach of Contract by the Contractor identified by the Contract Administrator, whichever is later.

3.4 Delayed Completion

- 3.4.1 If the Contractor does not finish by the date stated in the Contract or Job Order, he shall pay Liquidated and Ascertained Damages due to the delay to the Government as provided in the Payment Certification Clause.
- 3.4.2 Liquidated Damages is calculated for delay between when the Contractor should have completed the Works and when he actually completed the Works.

4.0. VARIATIONS TO WORK

- 4.1 The Contract Administrator can issue instructions to vary the Works to be done.
- 4.2 If the Contract Administrator instructs the Contractor to vary any of the Works and there is a financial impact, the Contract Administrator must certify the value of the variation work as provided in the Payment Certification Clause.
- 4.3 The Contract Administrator must value the variation work using the Summary of Works rates and/or adjusted Schedule of Rates. If neither are available then using fair market rates.
- 4.4 This shall be done in a written certificate clearly identified as Variation Order certificate.

5.0. PAYMENT CERTIFICATION

5.1 Claims and Payment Certificate

- 5.1.1 The Contractor must submit a claim for the Works done before any payment certificate can be issued.

5.2 Contents of Payment Certificate:

- 5.2.1 The payment certificate must include the following:
- 5.2.2 Add the following:
 - (a) Cumulative value of the Works done. This is valued based on Summary of Works rates and/or adjusted Schedule of Rates, if any. If none, then valued based on fair market rates.
 - (b) Value of variation work properly instructed by the Contract Administrator and properly done by the Contractor.
- 5.2.3 Deduct the following:
 - (a) Liquidated and Ascertained Damages which is calculated for delay between when the Contractor should have completed the Works and when he actually practically completed the Works.
 - (b) The value of any shortfall(s) due to Works done according to this Contract or due to any other breach of this Contract by the Contractor which the Contract Administrator has informed the Contractor. If the Contractor does not rectify the shortfall(s) the Contract Administrator can certify either:
 - (i) The cost of rectifying such shortfall(s) by others; or
 - (ii) The reduced value of the completed Works due to such shortfall(s) as stated in the Appendix.

- (c) A percentage of the sum of total additions above will be retained (as the Retention Sum) and released after the end of Defects Liability Period or when the Contractor rectified all the shortfall(s) including Works that are not done according to this Contract and any other breach of contract by the Contractor identified by the Contract Administrator.
- (d) The Net Amount Payable is the amount the Government must pay to the Contractor. This is calculated by:
 - (i) Adding the total under additions above;
 - (ii) Deducting the total of all deductions above; and
 - (iii) Deducting the cumulative amount certified previously.
- (e) The Contract Administrator may deduct any monies owed by the Contractor to the Government under this Contract or any contract(s) from the Contractor's payments.

6.0. TERMINATION OF CONTRACT

6.1 If the Contractor:

- (a) Suspends the Works before completion without any reasonable cause; and/or
- (b) Fails to proceed with the Works within the time stated in the Contract Administrator's Instructions; and/or
- (c) Fails to comply with the Contract Administrator's Instructions;

for fourteen (14) days after a notice sent to the Contractor, the Contract Administrator can determine this Contract by a written notice.

6.2 If the Contractor:

- (a) Becomes bankrupt; or
- (b) Goes into liquidation; or
- (c) Has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this Contract with the Government, or for showing on forbearing to show favour or disfavour to any person in relation to this Contract or any other contract with the Government or the like acts shall have been done by any person employed by the Contractor or acting on his behalf (with or without the knowledge of the Contractor), or if, in relation to this Contract or any other contract with the Government, the Contractor, or any person employed by the Contractor or acting on his behalf shall have committed or abetted to commit an offence under the Prevention of Corruption Act (Chapter 131) or section 161, 162, 163, 164, 165, 213, 214 or 215 of the Penal Code (Chapter 22);

this Contract is terminated by a written notice.

6.3 In either (6.1) or (6.2) above, the Contract Administrator may complete the Works by other ways and the Contractor shall pay for all extra costs incurred.

6.4 Termination for Convenience:

- (a) The Government may at any time, give the Contractor a written notice to terminate the employment of the Contractor under the Contract and the Contractor shall immediately or upon such other date as specified in the written notice;
 - (i) cease all works under the Contract, which shall include, but be not limited to such work for the purpose of protecting, making safe or tidying up such part of the works as may already have been executed, or may be in the course of execution.
 - (ii) Vacate the site, remove all his plant, tools, equipment, goods and unfixd materials which have not been paid by the Government and hand back possession of the site to the Government.
- (b) In the event of termination under this Clause, Contract Administrator shall certify the amounts payable to the Contractor and the Contractor shall provide all reasonable assistance to the Contract Administrator. In the event that the Contractor does not submit the necessary information required, the Contract Administrator shall make his certification on the information available. The amount certified shall be paid by the Government less any sums previously paid or due to or recoverable by the Government from the Contractor.

PART C - APPENDIX

<p>1.0</p>	<p>Completion Date: (If not stated, to be instructed by the Contract Administrator. If more than one completion period, identify the scope of Works for each completion period). For Term Contract, the Contract shall end when the following conditions are met: (a) The actual expiration of the Contract Period; or (b) The limit of the Approximate Maximum Total Value of All Job Orders have been reached; whichever of the above comes first but subject to Clause 3.2 and Clause 4.0.</p>	<p style="text-align: right;">/ / 2023</p> <hr style="width: 100%;"/>
<p>2.0</p>	<p>Liquidated and Ascertained Damages (LAD): (If none stated, then the Contract Administrator may certify a reasonable sum as compensation for delay).</p>	<p style="text-align: right;">B\$ _____ per day</p>
<p>3.0</p>	<p>Shortfalls / Defects Liability Period: (If none stated, SIX (6) MONTHS from the date of completion).</p>	<p style="text-align: right;">_____ Months</p>
<p>4.0</p>	<p>Retention Sum: (If none stated, FIVE (5%) PERCENT of the Contract Sum).</p>	<p style="text-align: right;">_____ % of the Contract Sum</p>
<p>5.0</p>	<p>Minimum and Maximum Values of Job Orders: Minimum value of any one Job Order to be issued Maximum value of any one Job Order to be issued (If none stated, the maximum value to be issued must be capable of being carried out and completed within the Contract Period).</p>	<p style="text-align: right;">≤ B\$ N / A _____ ≥ B\$ N / A _____</p>
<p>6.0</p>	<p>Approximate Maximum Total Value of All Job Orders for the Contract Period: (If not stated, NOT MORE THAN \$50,000.00 - BRUNEI DOLLARS FIFTY THOUSAND) The Contract Administrator gives no warranty or undertaking as to the actual amount of Works that will be issued through Job Orders and no variance in the actual value of Works ordered shall give rise to a change in any rate, price or percentage adjustment.</p>	<p style="text-align: right;">≤ B\$ N / A _____</p>

**INTERNATIONAL CONVENTION CENTRE (ICC), MINISTRY OF FOREIGN
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AND OTHER MINOR REPAIRWORKS AT CAFETERIA AREA AT INTERNATIONAL
CONVENTION CENTRE (ICC), BERAKAS, NEGARA BRUNEI DARUSSALAM.
QUOTATION NO.: 39/MFA-ICC-Q/2022**

SCOPE OF WORK

The Contractor shall provide the restoration works at multiple locations at Ministry of Foreign Affairs at International Conventions Centre (ICC) and the works shall include the following:-

1. Remove and install new curved design polycarbonate roof with gutters.
2. Replace new ventilated board ceiling and do painting works.
3. Remove and replace new fascia boards.
4. Removed damaged rusty gutter and replace with new.
5. Installing new UPVC downpipes for the new gutters.

INTERNATIONAL CONVENTION CENTRE (ICC), MINISTRY OF FOREIGN AFFAIRS

Title : **TO SUPPLY AND INSTALL NEW ROOFS, GUTTER AND CEILING BOARD AND OTHER MINOR REPAIRWORKS AT CAFETERIA AREA AT INTERNATIONAL CONVENTION CENTRE (ICC), BERAKAS, NEGARA BRUNEI DARUSSALAM.**
QUOTATION NO.: 39/MFA-ICC-Q/2022

SCHEDULE OF PRICES

The Contractor shall supply all materials, labour, tools & everything deemed to carry out works as specified to the following. **All measurement stated herein are meant to be rough guidance only (Approximate).** Contractors are advised to visit the site and verify all measurements before submitting the quotation.

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><u>Note:</u></p> <p>Works to include:</p> <p>(a) All measurements & quantities are based on measurement on-site. Contractors are required to satisfy & ascertain themselves on the measurements & quantities & also to the extent of the Works to be done. Any extra claims on the said – measurement & quantities, etc. will be not entertained;</p> <p>(b) Important: All surrounding areas & finishes including the worksite are to be keep clean on a daily basis.</p> <p>(c) Protection of existing areas & finishes against dusts, debris, dirt, etc. during the duration of the Works;</p> <p>(d) All supplied & installed materials are to be new &/or similar to existing make, design & model.</p> <p>(e) Any necessary temporary works i.e. formworks & supports & the likes required; &</p> <p>(f) Removal of any temporary works, etc., backfilling, compacting, re-concreting & re-instating works thereof.</p> <p>(g) Clearing & carting away of all debris & wastes off-site to Contractor's approved dumping site;</p> <p>(h) All existing fixtures e.g. lightings, lamps, electrical power sockets & switches, etc. & service accessories e.g. air-conditioning ducting, returns, etc. are to be carefully removed / protected / set-a-side during construction & ready for re-installation.</p> <p>(i) Making good & general cleaning of all affected & disturbed area(s) including re-paint & finishes.</p> <p>(j) All re-painting & touch-up works are to be of similar to existing color & shade unless otherwise instructed by the S.O.</p>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1.0	<u>Preliminaries & General Items:</u>				
1.0.1	Allow all sum & costs for the supply & provision of all appropriate, adequate & approved manual &/or powered/pressured tools, plants, equipment, machines; transportation; labour with personal safety equipment provisions; & all other accessories & essentials necessary for the safe, proper, timely & satisfactorily execution & completion of the Works.		L.S.		
2.0	<u>Removal of Existing Roof & New Roof Works:</u>				
2.1	<u>Removal of Existing Roof Works</u>				
2.1.1	Strip-off existing defective & damaged polycarbonate roof material / coverings including all wooden horizontal joists / fixings / fasteners, etc.; & including disposal off-site.	80	m ²		
2.2	<u>New Roof Works</u>				
2.2.1	Supply & install new curved design 2mm / 3mm thick (based on & similar to existing) polycarbonate roofing material / coverings including new additional roof structures e.g. rafters & battens in accordance to Roof Manufacturer's specifications. Provide the new roofing & install complete with appropriate size PVC gutters with PVC downpipes at Cafeteria Area. (State roofing material brand & type, model, etc.: _____)	80	m ²		
	Note: All existing horizontal wooden joists, are to be removed & replaced with new RHS rectangular hollow section 100mm x 50mm x 5mm & ready to receive new curved roofing materials with new roof structure. Existing metal wall-mounting & joist-to-joist brackets are to be re-use for the new RHS rectangular hollow section. Both RHS hollow sections & wall brackets are to be cleaned & re-painted with one (1) layer of primer & two (2) layers of finishing paints.				
3.0	<u>Ceiling</u>				
3.0.1	Replace & install new ventilated fiber cement board ceiling including additional C-shaped channel metal framing supports where necessary; & joints using fiber tape & fine plaster to smooth finish; & any other necessary works. (a) ICC Building (Cafeteria Area) (b) Cafeteria Building	135 120	m ² m ²		
3.0.2	Re-painting works to roof soffit surfaces to new & existing surrounding areas; comices, etc. including all preparation works required & necessary to match existing surrounding paint; using one (1) layer of undercoat paint & two (2) layers of finishing emulsion paint. Location same as an item in 3.0.1.	255	m ²		
Carried Forward					

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
4.0	Roof Gutters & Other Associated Works				
4.0.1	To remove existing defective & damaged fascia boards & to replace with new composite fascia boards & necessary to match existing surrounding paint at ICC building (Cafeteria Area).	65	m		
4.0.2	To remove existing defective & damaged rusty gutter & to replace with new gauge 22 (0.031 inch / 0.79 mm thick) stainless – steel gutter including welding of joints & supporting brackets & apply approved waterproofing coating to surfaces of internal of gutter; & works to include one (1) layer of primer & two (2) layers of finishing paint. (c) ICC Building (Cafeteria Area) (d) Cafeteria Building	145	m		
4.0.3	To supply, install & incorporate to <u>Item 4.0.2</u> above, with additional new UPVC downpipe & fittings to B.S. 4576 & join with solvent welded joints complete with coupling (if required) & 45° elbow at joints & down end &/or bracketed off walls with pipe clips; & works to include one (1) layer of undercoat paint & two (2) layers of finishing emulsion paint. (a) ICC Building – 6-inch UPVC downpipe (b) Cafeteria Building – 3-inch UPVC downpipe	9 5	Nos Nos		
Total Carried to Quotation Form					

INTERNATIONAL CONVENTION CENTRE (ICC), MINISTRY OF FOREIGN AFFAIRS

QUOTATION FORM

Title : TO SUPPLY AND INSTALL NEW ROOFS, GUTTER AND CEILING BOARD AND OTHER MINOR REPAIRWORKS AT CAFETERIA AREA AT INTERNATIONAL CONVENTION CENTRE (ICC), BERAKAS, NEGARA BRUNEI DARUSSALAM.
QUOTATION NO.: 39/MFA-ICC-Q/2022

- *I/We the undersigned having read and fully understood the instruction and specification regarding the above and willing to perform the works for a sum of :-*

Brunei Dollars: _____
_____ (B\$ _____)

- *I/We agree to **complete** the above works in _____ () **months**. The above works will commence within _____ **day(s)** upon receiving approval and confirmation. This period making allowances for all possible causes of delay which can reasonably foresee and not merely representing the number of working days required.*

Name and Signature :	
Position in Company :	
Name of Company :	
Company's Stamp / Chop :	
Address :	
Telephone & Fax No. :	
email :	
Date :	



Figure 1 Existing Polycarbonate roof that needs to be remove.

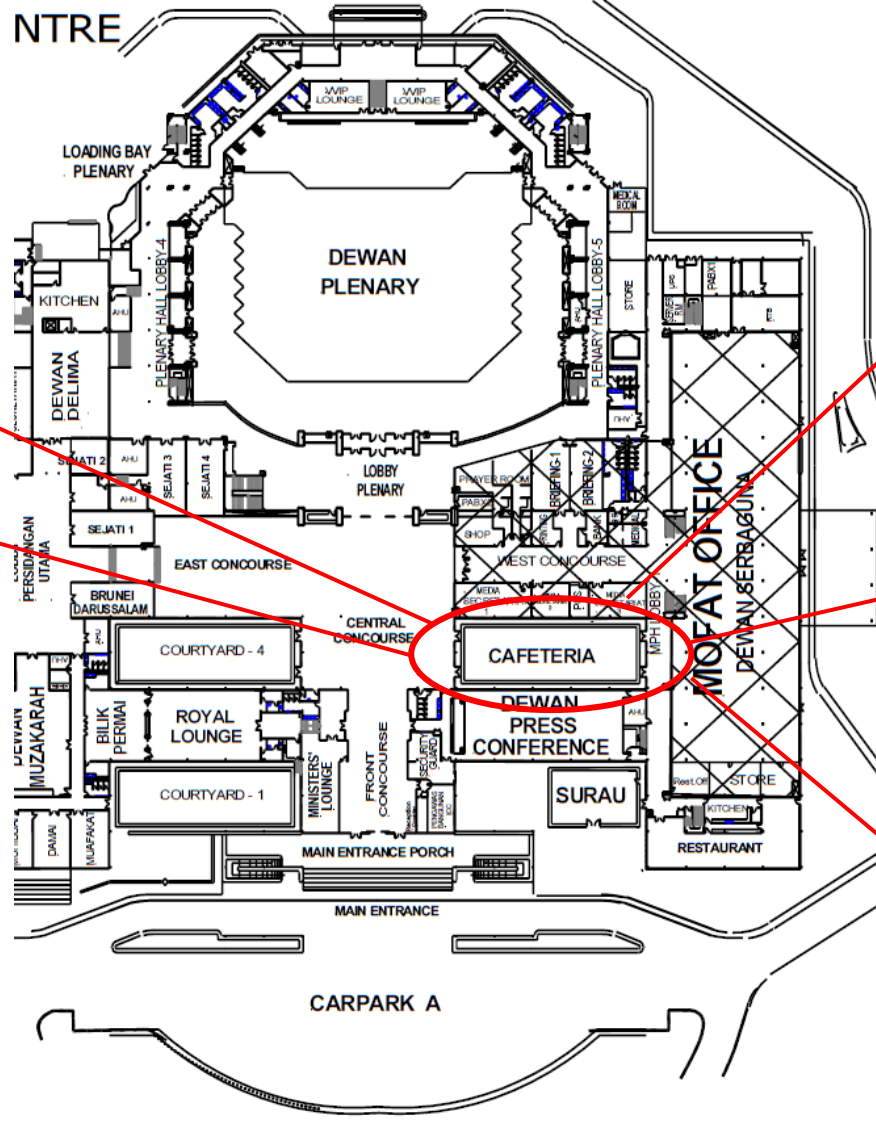


Figure 2 Damaged ICC building's steel gutter & PVC downpipe



Figure 3 Cafeteria building's rusty & leaked steel gutter



Telephone : +673-2383933
Fax : +673-2383932
Email : revenue@mofe.gov.bn
Website : www.mofe.gov.bn
www.stars.gov.bn



REVENUE DIVISION
MINISTRY OF FINANCE AND ECONOMY
Level 1, Island Block
Ministry of Finance and Economy Building
Commonwealth Drive
Bandar Seri Begawan BB3910
Negara Brunei Darussalam

Our Reference : RD/ECU/MOF/STB/COTC -
Rujukan Kami :

CERTIFICATE OF TAX COMPLIANCE

To whom it may concern,

The Undersigned : **REVENUE DIVISION
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM**

certifies that :

(Name of Company).....

(Company Registration Number - RC/RFC).....

(Registered Address of Company in Brunei).....

.....
is registered for tax purposes and has submitted Income Tax Returns / accounts for the Years of Assessment (YOA): (*newly incorporated companies of not more than 3 years are only required to indicate the YOA of eligible submission*)

- 2019
- 2020
- 2021
- Not yet eligible

This Certificate remains valid for 90 days from the issuance date, otherwise before the deadline of filing of Income Tax Returns for the Year of Assessment 2022 (30 June 2022).

For Official use :

Approve

Reject

Yours faithfully,

for Collector of Income Tax
BRUNEI DARUSSALAM

Date:



PENGAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION

Rujukan Tawaran <i>Tender Reference</i>	
Tajuk <i>Title</i>	
Kementerian / Jabatan <i>Ministry / Department</i>	

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)
I/We (Fill in all the proprietor/shareholders' name below)

Bil. No.	Nama Name	No. Kad Pengenalan Brunei & Warna/ No. Paspot Antarabangsa <i>Brunei Identity Card No. & Colour/International Passport No.</i>	Tandatangan Signature

Beralamat/*Address:*

dengan ini membuat PENGAKUAN seperti berikut / *make the following DECLARATION:*

1. Saya/Kami yang bernama di atas,
I/We as the name stated above,
adalah pemilik berdaftar sebuah Firma yang bernama
a registered proprietor of

_____, (isikan nama Firma/ *fill in the firm's name*)

dengan alamat perniagaan di,

with its place of business at _____

(atau / or)

ⁱⁱadalah pemegang saham dalam sebuah Syarikat yang bernama
a shareholder in a Company,

_____, dengan alamat berdaftar di / *having its registered
address at*

yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;
which has submitted a Tender Proposal in the above mentioned project;

2. ⁱⁱⁱSaya/Kami **telah menghantar Penyata Tahunan** kepada Pendaftar Syarikat-Syarikat pada _____ (sila nyatakan tarikh terakhir menghantar Penyata Tahunan berkenaan).
*I/We have **submitted Annual Returns** to Registrar of Companies on _____
(please state the date of latest Annual Returns submitted to Registrar of Companies).*
3. ^{iv}Saya/Kami **tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain;**
(sila lihat nota 3 dan 4 dibawah dan potong jika tidak berkenaan).
***I/We do not own any other firm(s)/ Company(ies);** (see notes 3 and 4 below and delete where appropriate).*
4. ^vSaya/Kami adalah juga **pemilik / pemegang saham** dalam senarai **Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran I.**
I/We also the propretor / shareholder in the list of firm(s)/ Company(ies) described at Annex 1.

DAN saya/kami selanjutnya membuat PENGAKUAN bahawa sepanjang pengetahuan saya/kami, Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) saya/kami yang dinyatakan dalam Lampiran 1 ini, tidak mengemukakan Tawaran untuk projek yang disebutkan diatas.
AND I/We further DECLARE that to the best of my/our knowledge, none of my/our other firm(s)/Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.

5. Saya/Kami juga membuat PENGAKUAN selanjutnya:
I/We also hereby DECLARE:
 - a. bahawa sepanjang pengetahuan saya/kami, isteri/suami saya/kami atau Firma (Firma-Firma) Syarikat (Syarikat-Syarikat) kepunyaan isteri/suami saya/kami, tidak menghadapkan Tawaran untuk projek yang disebutkan diatas;
that to the best of my/our knowledge, neither my/our spouse or his/her firm(s)/ Company(ies) have submitted a Tender Proposal for the above mentioned project; and
 - b. bahawa saya/kami tidak berpakat sulit dengan Firma (Firma-Firma)/ Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan di atas.
that I/We have not colluded with any other firm(s)/Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.

6. ^{vi}Saya/Kami seterusnya membuat PENGAKUAN bahawa pemilik-pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.

I/We also DECLARE that neither I nor the other owners of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this tender, is/are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.

(Atau / Or)

Saya/Kami sedang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan sukacita **disertakan surat kebenaran untuk berniaga daripada Jabatan Perdana Menteri.**

*I/We DECLARE that I am/We are public officers and enclose **herewith the letter of approval to engage in business issued by the Prime Minister's Office.***

7. Saya/Kami membuat PENGAKUAN bahawa saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami akan mematuhi segala peraturan dan undang-undang Negara Brunei Darussalam dan tidak akan melakukan mana-mana kesalahan yang berkaitan dengan perolehan kerajaan seperti yang disertakan di Lampiran 1. Saya/kami akan memastikan bahawa penyertaan/penglibatan syarikat saya/kami dalam sebutbarga/tawaran bagi projek yang disebutkan di atas atau sebarang sebutbarga/tawaran dengan kerajaan adalah secara adil, bersih dan telus.

I/We DECLARE that I/We or any person representing my/our firm/Company will obey all regulations and laws in Brunei Darussalam and will not commit any offence related to government procurement, as reproduced in Annex 1. I/we will ensure that my/our company's participation/involvement in the tender/quotation for the above mentioned project or any other tender/quotation with the government is fair, clean and transparent.

8. Saya/Kami seterusnya membuat PENGAKUAN bahawa saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami tidak akan menawarkan atau memberi atau bersetuju untuk memberi kepada sesiapa sebarang hadiah, suapan atau balasan dalam bentuk apa pun sebagai dorongan atau ganjaran bagi melakukan atau tidak melakukan atau kerana telah melakukan atau tidak melakukan apa-apa jua perbuatan yang berkaitan dengan mendapatkan atau melaksanakan sebutbarga/tawaran bagi projek yang disebutkan di atas atau sebarang sebutbarga/tawaran dengan Kerajaan. Saya/Kami menyedari sepenuhnya bahawa jika saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami melanggar pengakuan ini, saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami telah melakukan atau bersubahat, mencuba, berkomplot untuk melakukan jenayah di bawah Akta Pencegahan Rasuah (Penggaj 131), atau Bab 161 hingga 165 dari Kanun Hukuman Jenayah (Penggaj 22) dibaca bersama Bab 109 atau Bab 120B atau Bab 511 dari Kanun yang sama seperti disertakan di Lampiran 1.

I/We also DECLARE that I/We or any person representing my/our firm/Company will not offer or give or agree to give to any person any gift, gratification or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the tender/quotation for the above mentioned project or any other tender/quotation with the government. I/We am/are fully aware that if I/We or any person representing my/our firm/Company breached this declaration, I/We or any person representing my/our firm/Company shall have committed or abetted, attempted, conspired to commit an offence under the Prevention of Corruption Act (Cap. 131) or Section 161 to 165 of the Penal Code (Cap. 22) read with Section 109 or Section 120B or Section 511 of the same as reproduced in Annex 1.

9. Saya/Kami bersetuju bagi pengakuan di atas. Jika sekiranya saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami didapati melanggar syarat-syarat di atas, maka saya/kami sebagai wakil syarikat bersetuju tindakan-tindakan berikut diambil:
I/We agree to the declaration as above. In the event I/we or any person representing my/our firm/Company found in violation of the terms above, I/we, as representative of the company have agreed the following actions to be taken:
- i. Penarikan balik tawaran kontrak bagi tawaran/sebutharga yang disebutkan di atas; atau
The withdrawal of the contract for the above tender/quotation; or
 - ii. Penamatan kontrak bagi tawaran/sebutharga yang disebutkan di atas;
Termination of the above tender/quotation;
 - iii. Lain-lain tindakan tatatertib mengikut Peraturan Perolehan Kerajaan yang berkuat-kuasa; dan
Other disciplinary action in accordance with the Government Procurement Regulations in force; and
 - iv. Tindakan undang-undang mengikut undang-undang Negara Brunei Darussalam
Legal action in accordance to the Law of Brunei Darussalam.
10. Saya/Kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, saya/kami akan melakukan kesalahan yang boleh didakwa di bawah Kanun Hukuman Jenayah Bab 177 dan Bab 182 yang disertakan di LAMPIRAN I.
I/We fully aware that if I/We gave any information which is false, I/We committing an offence for which I/We liable to prosecution under the Penal Code. I/We also aware of Section 177 and 182 of the Penal Code reproduced below in Annex 1.
11. Saya/Kami juga difahamkan bahawa Firma/Syarikat saya/kami tidak akan dipertimbangkan bagi mengikuti Tawaran projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.
I/We also understand that my/our firm/Company will be disqualified for this tender in the event any information given herein is found to be false.
12. Saya/Kami memberi kuasa kepada _____ untuk menandatangani surat pengakuan ini sebagai pihak saya/kami sendiri, dan sebagai wakil saya/kami untuk **mengikatkan saya/kami dan Penender** kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan Integriti ini.
*I/We hereby authorize _____ to sign this Tenderer's Integrity Declaration on my/our behalf and also on behalf of the Tenderer to **bind ourselves and the Tenderer** to the matters set out in this declaration.*

Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya/kami mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.
Attached herewith Letter of Representation for me/us to represent the company as noted above to make this declaration.

Pada hari ini _____ haribulan _____, 20_____

Dated this day _____ of _____, 20_____

(Nama dan Tandatangan)

(Name and Signature)

^{vii} **(Pemilik Syarikat / CEO / Pengarah)**

(The Owner of Co / CEO / Director)

(Cop Syarikat)

(Company Stamp)

ⁱ Masukkan disini jika orang yang membuat pengakuan adalah pemilik atau adalah seorang pemilik berdaftar Syarikat atau Nama Perniagaan

Fill in here if an Owner of a Business Name

ⁱⁱ Masukkan disini jika orang yang membuat pengakuan adalah pemegang saham dalam sebuah Syarikat (Sdn Bhd)

Fill in here if a shareholder in a Company (Sdn Bhd)

ⁱⁱⁱ Hanya untuk diisi oleh Syarikat Berhad atau Syarikat Sendirian Berhad sahaja

To be fill by Limited or Private Limited Company only

^{iv} Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain

If you DO NOT own other firms/Companies, please delete paragraph 3

^v Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain

If you DO NOT own other firms/Companies, please delete paragraph 3

^{vi} Potong perenggan 2 jika orang yang membuat pengakuan adalah pemilik atau pemegang saham dalam Firma-Firma / Syarikat-Syarikat lain

If you the Owner or Shareholder of other firms/Companies, please delete paragraph 2

^{vii} Potong Perenggan yang tidak berkenaan

Delete where inapplicable

^{viii} *Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.*

Must be signed by the Owner of Co or CEO or Director