



**JABATAN KESELAMATAN, KEMENTERIAN HAL EHWAL LUAR NEGERI NEGARA
BRUNEI DARUSSALAM**

BILANGAN TAWARAN: MFA/SEC/04/2024

“TO SUPPLY, DELIVERY, INSTALLATION & DISMANTLING OF BUFFET TABLES WITH SKIRTING ON RENTAL BASIS AND TO DESIGN, SUPPLY, DELIVERY & INSTALLATION, OF BACK DROP IN COMMEMORATING THE 40TH ANNIVERSARY OF MINISTRY OF FOREIGN AFFAIRS, MFA-KU CERIA AT INTERNATIONAL CONVENTION CENTRE (ICC)”

1. Sila isikan Borang Tawaran yang telah disediakan dengan lengkap.
2. Borang Tawaran hendaklah dimasukkan ke Peti Sebutharga, tingkat bawah, Pusat Persidangan Antarabangsa, Jalan Stadium, Berakas, Negara Brunei Darussalam.
3. Syarikat yang tidak dapat membekalkan di dalam Borang Sebutharga yang dilampirkan pada Lampiran II hendaklah menuliskan “No Quote” di petak yang disediakan.
4. Borang Tawaran dan Borang Sebutharga yang telah lengkap diisi hendaklah disimpan di dalam sampul surat biasa tanpa menunjukkan identiti pembekal / pemborong dan hendaklah menuliskan bilangan tawaran **MFA/SEC/04/2024** di hadapan sampul surat berkenaan.
5. Tarikh tutup penghantaran Borang Tawaran pada **hari Rabu, 24 April 2024 jam 2.00 petang**.
6. Borang Tawaran yang telah lengkap hendaklah di alamat kepada:

**DIRECTOR OF SECURITY DEPARTMENT
MINISTRY OF FOREIGN AFFAIRS
INTERNATIONAL CONVENTION CENTRE, BERAKAS
BRUNEI DARUSSALAM**



**JABATAN KESELAMATAN KEMENTERIAN HAL EHWAL LUAR NEGERI
NEGARA BRUNEI DARUSSALAM**

BORANG TAWARAN

**TAJUK: "TO SUPPLY, DELIVERY, INSTALLATION & DISMANTLING OF BUFFET
TABLES WITH SKIRTING ON RENTAL BASIS AND TO DESIGN, SUPPLY,
DELIVERY & INSTALLATION, OF BACK DROP IN COMMEMORATING THE 40TH
ANNIVERSARY OF MINISTRY OF FOREIGN AFFAIRS, MFA-KU CERIA AT
INTERNATIONAL CONVENTION CENTRE (ICC)"**

Nama dan Tandatangan:	
Jawatan:	
Nama Syarikat:	
Cop Syarikat:	
Alamat:	
Telefon dan Fax:	
Email:	
Tarikh:	

Bilangan Tawaran: MFA/SEC/004/2024

Lampiran II
BORANG SEBUTHARGA

“TO SUPPLY, DELIVERY, INSTALLATION & DISMANTLING OF BUFFET TABLES WITH SKIRTING ON RENTAL BASIS AND TO DESIGN, SUPPLY, DELIVERY & INSTALLATION, OF BACK DROP IN COMMEMORATING THE 40TH ANNIVERSARY OF MINISTRY OF FOREIGN AFFAIRS, MFA-KU CERIA AT INTERNATIONAL CONVENTION CENTRE (ICC)”

NO	DESCRIPTION	QUANTITY	RATE	TOTAL COST
1	TO SUPPLY, DELIVERY, INSTALLATION & DISMANTLING OF BUFFET TABLES WITH SKIRTING ON RENTAL BASIS 1. Delivery 2. Installation 3. Dismantling 4. Buffet Tables size 3 ft by 8 ft 5. Table Cloth with skirting	76 SETS		
2	TO DESIGN, SUPPLY, DELIVERY & INSTALLATION, OF BACK DROP 1. Design 2. Supply 3. Delivery 4. Installation 5. PVC printing of backdrop with rental of frame structure 1.5m X 3m	1 SET		
3	TO DESIGN, SUPPLY, DELIVERY & INSTALLATION, OF A4 PVC LABEL 1. Design 2. Supply 3. Delivery 4. Installation 5. A4 PVC Label on rental tables	38 SETS		

Nama Syarikat / Pembekal / Pemborong beserta chop dan tandatangan:

Tarikh:

Sebutharga ini hanya sah selama _____ bulan

*** Sila tandakan **No Quote** jika tidak dapat dibekalkan



**SECURITY DEPARTMENT
MINISTRY OF FOREIGN AFFAIRS
NEGARA BRUNEI DARUSSALAM**

- A. Please complete and submit the Quotation Form provided.
- B. The quotation shall be addressed to The quotation shall be deposited in the Quotation Box located at the Ground Floor, Ministry of Foreign Affairs, Main Hall Lobby Foyer, International Convention Centre, Berakas, Negara Brunei Darussalam.

**DIRECTOR OF SECURITY DEPARTMENT
MINISTRY OF FOREIGN AFFAIRS
INTERNATIONAL CONVENTION CENTRE, BERAKAS
BRUNEI DARUSSALAM**

- C. 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.
- D. Closing date for the submission of Quotation is on **Wednesday 24 April 2024 (before 2 pm)**
- E. The envelope containing the quotation shall not bear the name or address of the Supplier/Contractor and shall have on its top the quotation title and reference number together with the closing date and time of the quotation.
- F. All prices are to be quoted inclusive of the minimum validity period of 12 weeks (3 months) from the closing date of the quotation.

Please kindly submit a copy of the followings:-

		Submitted	Not Applicable
i	Company Registration Certificate		
ii	Certificate of Business Registration		
iii	MOD Certificate		
iv	Certificate of Tax Compliance		
v	Tenderer's Integrity Declaration (attached)		



SECURITY DEPARTMENT
MINISTRY OF FOREIGN AFFAIRS

Title: “TO SUPPLY, DELIVERY, INSTALLATION & DISMANTLING OF BUFFET TABLES WITH SKIRTING ON RENTAL BASIS AND TO DESIGN, SUPPLY, DELIVERY & INSTALLATION, OF BACK DROP IN COMMEMORATING THE 40TH ANNIVERSARY OF MINISTRY OF FOREIGN AFFAIRS, MFA-KU CERIA AT INTERNATIONAL CONVENTION CENTRE (ICC)”

Quotation No: **MFA/SEC/04/2024**

I. GENERAL CONDITIONS

Scope of Work

The Contractor shall provide everything deemed necessary such as labours, equipment tools and materials, 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.

Making Good Any Damages

Any existing work damaged shall be made good at the 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 Contractor 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 for 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 or debris of building materials on the compound shall be cleaned immediately. The Contractor shall ensure that the materials and tools stored on the 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.