

REFERENCE OF TENDER	DESCRIPTION OF TENDER	TIME PERIOD OF TENDER	DEPARTMENT/DIVISION/UNIT REQUESTING TENDER	FEES	CLOSING DATE NOT LATER THAN 12.00AM	FOCAL PERSON
KK/90/2024/HSE(TC)	THE PROVISION OF MANPOWER FOR HEALTH SAFETY AND ENVIRONMENT UNIT UNDER THE MINISTRY OF HEALTH FOR A PERIOD OF THREE(3) YEARS	3 YEARS	HEALTH, SAFETY AND ENVIRONMENT UNIT, MOH	\$500.00	21 ST MAY 2024	<i>Julita binti Abd. Fata</i> <i>Nursing Officer</i> <i>Health, Safety and Environment Unit</i> <i>Ministry Of Health</i> <i>Negara Brunei Darussalam</i> <i>email : julita.fata@moh.gov.bn</i> <i>Contact No: 2381640</i>

NOMBOR TAWARAN : KK/90/2024/HSE(TC)

**KEMENTERIAN KESIHATAN
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF MANPOWER FOR HEALTH SAFETY AND
ENVIRONMENT UNIT UNDER THE MINISTRY OF HEALTH FOR A
PERIOD OF THREE(3) YEARS**

YURAN TAWARAN: \$500.00

NOMBOR RESIT :

TARIKH TUTUP : HARI SELASA, 21HB MAY 2024

JAM : 2.00 PETANG

KEPADA :

**PENGERUSI LEMBAGA TAWARAN KECIL
PETI TAWARAN, TINGKAT BAWAH
BANGUNAN KEMENTERIAN KESIHATAN
COMMONWEALTH DRIVE
BANDAR SERI BEGAWAN BB 3910
NEGARA BRUNEI DARUSSALAM**

(CLUSTERING)

SECTION 2
SPECIFICATIONS

TENDER REFERENCE NO: KK/90/2024/HSE(TC)

INVITATION TO TENDER
THE PROVISION OF MANPOWER FOR HEALTH, SAFETY AND ENVIRONMENT UNIT UNDER THE
MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

USER REQUIREMENTS	DETAILS OF THE OFFER	QUANTITY
NO. OF MANPOWER & WORKING HOURS	LABOUR	TWENTY-TWO (22)

1 GENERAL

- 1.1 The Ministry of Health (hereinafter referred to as 'MOH') in its continuous effort to improve and to be more efficient in safeguarding the health and safety of employees and visitors is committed to protecting their health and safety whilst in its premises in accordance with the national legal obligations including compliance with relevant standards and codes of practice relevant to MOH.
- 1.2 The duration of the Services is for **THREE (3) YEARS**.

2 SERVICES SPECIFICATION

- 2.1 Provision of Manpower(s) for Health, Safety and Environment (HSE) Unit to:
- 2.1.1 Proactively develops, supports, incorporates and monitors the implementation of healthcare-related HSE initiatives with consideration of MOH specific policies, guidelines and programs or initiatives, as well as those in line with national HSE requirements, authority and regulations.
 - 2.1.2 Be capable of developing practical and pertinent HSE measures and professional development to assure all HSE Unit and MOH clinical and non-clinical employees and service users health and safety.
 - 2.1.3 Intensify enforcement of healthcare-related HSE awareness to improve safe clinical and non-clinical working practices
 - a. Conducts risk assessments and enforces preventive measures whilst inculcating the appropriate and corresponding healthcare perspective to its approach y
 - b. Support and complement preparation and/or conduct/participate in drills and exercises for any healthcare-related or MOH pertinent emergency preparedness
 - 2.1.4 Engender reports and maintain data for risk register to establish priority and thus, effectiveness of MOH HSE interventions

- a. Produces relevant MOH HSE-related meeting minutes, monthly reports and statistical information for MOH HSE Technical and Streeting Committees.
- b. Performs added (or adhoc) healthcare-related HSE duties as assigned by the Head of HSE and as per instruction from MOH Senior Management Team or Executive Members.

3 SUPPLY OF MANPOWER(S)

- 3.1 The Contractor hereby warrants that all manpower(s) assigned or tasked by the Contractor to carry out the Services are physically fit and to perform the Services.
- 3.2 The Contractor shall ensure all his personnel comply with the working days and hours set out by MOH.
- 3.3 The Contractor shall ensure that his personnel are present at their designated work areas during such working hours.
- 3.4 Immediate steps shall be taken by the Contractor to provide temporary replacement/relief to make up the full strength of the personnel required to provide the Services to the satisfaction of MOH.

4 WORKING HOURS

- 4.1 The Contractor shall provide the Services in accordance to Government working hours: 07:45 am – 12:15 pm and 1:30 pm – 04:30 pm, and beyond including Friday, Sundays and public holidays (if required).
- 4.2 The Contractor shall ensure all his personnel comply with the working days and hours set out by MOH.
- 4.3 The Contractor shall ensure that his personnel are present at their designated work areas during such working hours.
- 4.4 Immediate steps shall be taken by the Contractor to provide temporary replacement/relief to make up the full strength of the personnel required to provide the Services to the satisfaction of MOH.

PREREQUISITES FOR MOH HSE POSITIONS

POSITION	REQUIREMENTS
Coordinator	<ul style="list-style-type: none"> • NEBOSH and IOSH • Work experience in healthcare or healthcare-related settings • Other HSE and/or healthcare-related trainings or qualifications • Quality and/or service improvement training or knowledge • Managerial and administrative proficiency • Guideline, protocol and policy making and development experience • Higher National Diploma, Graduate or higher educational qualifications • IT savvy and competent in Microsoft Office in particular Words, Excel and PowerPoint • Good communication skills • Fluent in English and Malay languages
Senior Officer and Officer	<ul style="list-style-type: none"> • NEBOSH and/or IOSH • Work experience in healthcare or healthcare-related settings • Other HSE and/or healthcare related trainings or qualifications • Quality and/or service improvement training or knowledge • Managerial and administrative capability • Guideline, protocol and policy making and development experience • Higher National Diploma, Graduate or higher educational qualifications • IT savvy and good in Microsoft Office in particular Words, Excel and PowerPoint • Good communication skills • Fluent or good in English and Malay languages
Officer Assistant (Support)	<ul style="list-style-type: none"> • IOSH • Work experience in healthcare or healthcare-related settings • Other HSE and/or healthcare related trainings or qualifications • Quality improvement knowledge • O Level, Diploma or similar level educational qualifications • Good with IT and Microsoft Office in particular Words, Excel and PowerPoint • Good communication skills • Good in English and Malay languages

SECTION 3
FORM TO BE USED

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SCHEDULE 1 – TENDER FORM

TENDER FORM

To:

TENDER REFERENCE NO: KK/90/2024/HSE(TC)

**INVITATION TO TENDER
THE PROVISION OF MANPOWER FOR HEALTH, SAFETY AND ENVIRONMENT UNIT UNDER THE
MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

TENDER OF (*name of tenderer*)

Company/Business Registration No.: _____

Tender Closing Date: _____

NO.	DESCRIPTION	DETAILS OF THE OFFER	QUANTITY	QUANTITY	RATE (B\$)	MONTHLY (PRICE) (B\$)	TOTAL PER YEAR (B\$)
1	NO. OF MANPOWER & WORKING HOURS	LABOUR	TWENTY-TWO (22)				
TOTAL PRICE FOR THREE (3) YEARS							

1. We offer and undertake on your acceptance of our Tender to supply and deliver the above mentioned goods in accordance with your Invitation To Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation To Tender. We have not qualified or changed any of the provisions of your Invitation To Tender.
3. We shall execute a formal agreement in the appropriate form set out in Section 4 – Contract of the Invitation to Tender together with such further terms and conditions, if any, agreed between the Government and us.
4. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this day of 20 .

Signature of authorised officer of Tenderer

Name:

Designation:

Tenderer's official stamp:

SCHEDULE 2 - INFORMATION SUMMARY

2.1 Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) Company profile (including Contractor and sub-contractor(s), if any)
- (c) Other information which is considered relevant

SCHEDULE 3 – SUB-CONTRACTS

- 3.1 Tenderers shall complete Table 3.1 with information about all the companies involved in the provision of the services and items specified in this tender. This shall include details about the Contractor and each sub-contractor involved, as well as their respective responsibilities.
- 3.2 Tenderers shall also indicate in Table 3.1 any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 3.1 Responsibility Table

\Company Name	Responsibility Description	Alliance Relationship between Contractor and Sub-contractor(s)		
		Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-contractor(s)				

SCHEDULE 4 – COMPANY’S BACKGROUND

- 4.1 Each of the companies involved in this tender, including Contractor and sub-contractor(s) (if any), shall provide information on the company’s background, scope of operations, financial standing and certified copy of its Certificate of Incorporation or Certificate of Registration (as the case may be).

SCHEDULE 5 – REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 References of previous customers

Customer Name and Address	Customer Type (Govt or Quasi Govt)*	Contact Person	Title	Contact Number, Fax Number and E-mail Address

***Note: Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. A Quasi Government is defined as an organisation which (1) is managed and controlled by the Government; or (2) has at least 50% shares being held by the Government. Please leave the column blank if the customer is neither a Government or Quasi Government organisation.**

- 5.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.
- 5.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.