

Ruj Kami: (25)KK/UPK/IT/2024

REFERENCE OF TENDER	DESCRIPTION OF TENDER	TIME PERIOD OF TENDER	DEPARTMENT/DIVISION/UNIT REQUESTING TENDER	FEES	CLOSING DATE NOT LATER THAN 2.00PM	FOCAL PERSON
KK/118/2024/JPK(TC)	CLINICAL/BIOHAZARD WASTE COLLECTION, TRANSPORTATION AND INCINERATION SERVICES FOR HEALTH CENTRE AND CLINIC AT TUTONG DISTRICT, MINISTRY OF HEALTH FOR A PERIOD OF THREE(3) YEARS	3 YEARS	DEPARTMENT OF HEALTH SERVICES	\$30.00	4 <sup>TH</sup> JUNE 2024	<i>Procurement Officer Department of Health Services Mnistry of Health Negara Brunei Darussalam Contact No: 2381640 ext 7842</i>

**NOMBOR TAWARAN : KK/118/2024/JPK(TC)**

**KEMENTERIAN KESIHATAN  
NEGARA BRUNEI DARUSSALAM**

**CLINICAL/BIOHAZARD WASTE COLLECTION, TRANSPORTATION  
AND INCINERATION SERVICES FOR HEALTH CENTRE AND CLINIC  
AT TUTONG DISTRICT, MINISTRY OF HEALTH FOR A PERIOD OF  
THREE(3) YEARS**

**YURAN TAWARAN: \$30.00**

**NOMBOR RESIT :**

**TARIKH TUTUP : HARI SELASA, 4HB JUN 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/118/2023/JPK(TC)

INVITATION TO TENDER  
CLINICAL/BIOHAZARD WASTE COLLECTION, TRANSPORTATION AND INCINERATION SERVICES  
FOR HEALTH CENTRE AND CLINIC AT TUTONG DISRICT, MINISTRY OF HEALTH FOR A PERIOD  
OF THREE (3) YEARS

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#### 1.0 GENERAL

- 1.1 Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of collection, transportation and incinerate services (hereinafter referred to as “Disposal Services”) for clinical wastes at the following sites (hereinafter referred to as “Health Centre / Clinic”):
- Pekan Tutong Health Centre – Three (2) times a week.
  - Lamunin Health Centre – Two (2) times a week.
  - Sungai Kelugos Health Centre - Two (2) times a week.
  - Telisai Health Centre - Two (2) times a week
- 1.2 The duration of the Disposal Services is for **THREE (3) YEARS**.
- 1.3 Tenderer who wish to participate in this Tender shall be already approved or permitted by and/or still in the process of waiting such approval or permission from the Department of Environment, Park and Recreation to conduct incineration activities. This shall also apply in obtaining a valid Builder’s License possessing suitable class and category for the nature of this work from the Authority for Building Control and Construction Industry (ABCi), Ministry of Development.
- 1.4 Tenderer **MUST** also have his incinerator installed, established, set up, commissioned and ready to provide incineration services during the Tender award stage.

#### 2.0 SCOPE OF WORK

- 2.1 The Contractor shall provide Disposal Services which shall include collection of Clinical Waste at Health Centres / Clinics, transportation of said waste away from collection point, incinerate and finally treatment and disposal of the waste at an approved facility.
- 2.2 The offsite transportation, including logistic staff, vehicles requirements, labelling of the transport vehicle and transport documentation, shall be in accordance with the requirements stipulated in the Ministry of Health’s Guidelines on Healthcare Waste Management (version October 2019).
- 2.3 The Site shall be a facility that has been approved by the Department of Environment, Parks and Recreation. The treatment and disposal methods shall be one or more of the recommended treatment and disposal options listed in the Ministry of Health’s Guidelines on Healthcare Waste Management (version October 2019).
- 2.4 Contractor shall, at all times and at his own due diligence, adhere to the relevant guidelines, directives and regulations issued by the relevant government agencies and/or authorities, including among others, Ministry of Health, Department of Environment, Parks and Recreation and Safety, Health and Environment National Authority (SHENA).
- 2.5 The process of collecting, transporting and incineration shall fall under the jurisdiction of Ministry of Health whereas Toxicity Characteristic Leaching Procedure (TCLP) and disposal to approved facility shall fall under the jurisdiction of Department of Environment, Park and Recreation.

2.6 The designated collection point (hereinafter referred to as "Collection Point") for the Clinical Waste are as follows:

1. Pekan Tutong Health Centre
2. Lamunin Health Centre
3. Sungai Kelugos Health Centre
4. Telisai Health Centre

During the Contract period, the collection point may be changed whenever required/directed by the Ministry and no additional charges shall be claimed by the Contractor.

2.7 The Contractor shall ensure his workers are trained for the proper handling of Clinical Waste and adhere to enforced protocols/procedures to prevent infection.

2.8 The Contractor shall weigh the Clinical Waste collected prior to incineration. All original receipt or documentation produced during the weighing shall be attached with the progress payment claim.

2.9 The Contractor must ensure his incinerator and all other equipment are well maintained and kept in good condition for the efficient incineration of Clinical Waste. This shall also include ensuring the emissions from the incineration standards meet the requirements set by Department of Environment, Park and Recreation.

2.10 The Contractor shall ensure Toxicity Characteristic Leaching Procedure (TCLP) test are conducted periodically to certify that the ashes/solid product from the incinerator meet the standards set by Department of Environment, Park and Recreation prior to disposing at approved facility.

2.11 A copy of the Toxicity Characteristic Leaching Procedure (TCLP) test result shall be submitted together during every payment claim as evidence of incineration.

2.12 The Contractor shall also attach a copy of consignment note after disposal of solid waste/ashes at approved facility.

### 3.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

3.1 The Contractor shall at his/her its own expense, supply its personnel and sub-contractor's personnel, required in connection with the safe performance of the work, with adequate protective personal clothing and other protective equipment which shall be maintained in good condition or replaced and shall be worn on relevant occasions as indicated by notices, instructions and good practice.

3.2 The O.I.C. have the right to stop the work or does not allow entry to Health Centres /Clinics if the PPE worn by the workers assigned is deemed unsatisfactory.

3.3 The PPE stated below are **mandatory** to be worn by the Contractor's workers during collection of Clinical Waste:

1. Helmets, with or without visors - depending on the activity
2. Face masks - obligatory
3. Eye protectors (safety goggles) - obligatory
4. Overalls (coveralls) – obligatory
5. Industrial aprons (length until shin) – obligatory
6. Leg protectors and/ or industrial boots – obligatory
7. Disposable gloves (for medical staff) or heavy duty/ cut resistance gloves (for waste workers) – obligatory

3.4 The PPE shall be cleaned by washing each time after collection. Disposable PPE shall not be reused.

3.5 A penalty shall be imposed on the Contractor if the PPE worn are not adequate.

#### 4.0 TRANSPORT

4.1 Any vehicle used to transport healthcare waste should fulfill several design criteria:

1. The body of the vehicle should be of a suitable size commensurate with the design of the vehicle.
2. There should be a bulkhead between the driver's cabin and the vehicle body, which is designed to retain the load if the vehicle is involved in a collision.
3. There should be a suitable system for securing the load during transport.
4. Empty plastic bags, suitable protective clothing, cleaning equipment, tools and disinfectant, special kits for dealing with liquid spillages, should be carried in a separate compartment in the vehicle.
5. The internal finish of the vehicle should allow it to be steam-cleaned and internal angles should be rounded to eliminate sharp edges to permit more thorough cleaning and prevent damage to waste containers.
6. The vehicle should be marked with the name and address of the waste carrier
7. An international hazard sign should be displayed on the vehicle and containers, as well as an emergency telephone number.

4.2 Vehicles or containers used for transporting healthcare waste should not be used for transporting any other materials. Vehicles should be kept locked at all times, except when loading and unloading, and kept properly maintained.

4.3 Contractor shall ensure clinical waste collected are secured, placed in container/bin/others suitable during collection and concealed from public during transport from Health Centres/ Clinics to Site.

4.4 Vehicles and transporting containers used for the transportation of waste should be cleaned and disinfected daily after use. Mechanical cleaning, combined with soaps and detergents, which act as solubility promoting agents, can be used. Cleaning and disinfection have to be carried out in a standardized manner or by automated means that will guarantee an adequate level of cleanliness.

#### 5.0 DISPOSAL SERVICE

5.1 The Contractor shall be made aware that the average monthly Clinical Waste produced are **0.5 tons** (from all Health Centres / Clinics stated above and shall varies from time to time).

5.2 The Contractor is required to collect and clear the Clinical Waste from all Health Centres/ Clinics on a **scheduled (stated in Clause 1.1)** including off day or public holiday at no extra charges.

5.3 The Contractor shall be responsible in ensuring the clinical waste at Collection Point are fully **cleared/emptied** every collection.

5.4 The O.I.C. may instruct at any time to collect additional clinical waste as an adhoc request whenever necessary at no additional charges.

5.5 The Contractor shall submit **Monthly Report** on the collected waste.

## **6.0 LIQUIDATED ASCERTAINED DAMAGES (LAD)**

- 6.1** If the Contractor failed to collect/clear the Clinical Waste as per scheduled without informing the O.I.C or without justified reasons, the Contractor shall be subjected to a penalty or liquidated ascertained damages (LAD) which shall at as be chargeable at the following rate which shall be deducted from the amount payable to the Contractor.

$$X = \frac{(A \times 15\%)}{B}$$

X – Liquidated Ascertained Damages (per day)

A – Contract Sum

B – Contract Duration (days)

## **7.0 CONTRACT PRICE AND PAYMENTS**

- 7.1** The proposed Contract Sum shall be deemed to cover all costs involved in performing the Disposal Services including all costs, charges and expenses for labour, materials, consumables, tools, equipment, transport, documentation, insurance, taxes, duties, overheads and any other necessary items. This proposed Contract Sum shall remain fixed and firm for the contract duration.
- 7.2** The Contractor shall submit the invoice of the previous month on the first week of the following month. All claims shall be addressed to:

*Chief Executive Officer  
Department of Health Service  
Ministry of Health  
Negara Brunei Darussalam*

- 7.3** All progress payment claim shall consist of the following:

1. Service report consisting of the weight of clinical waste collected per collection.
2. Original weighing receipt/documentation.
3. TCLP test results (if available).
4. Original consignment notes to approved landfill facilities.

## **8.0 USE OF SITE**

- 8.1** The Contractor shall keep all collection point of clinical waste disposal clean and tidy at all times.
- 8.2** Any damages to the Health Centres / Clinics assets found on site shall be reported to the O.I.C. and if the damages occurred is due to negligence during the contract period, it shall be reinstated by the Contractor at no extra cost.
- 8.3** Any job done which are not within the contract scope and done without O.I.C's approval shall not be claimed and will not be entertained due to negligence of contractor.

## **9.0 SUPERVISION AND PERSONNEL**

- 9.1** The Contractor shall provide and employ qualified and competent workers to perform the Disposal Services.
- 9.2** The Contractor shall ensure that such personnel are properly trained, possess suitable work pass endorsed by the relevant Department or Authority, Brunei Darussalam and employed by the Contractor throughout the contract period.

## **10.0 INSURANCES**

- 10.1** The Contractor shall warrant that he will maintain at his own expense insurances such as workers' compensation for the duration of this Contract.
- 10.2** If the Contractor by default have been insured by the required insurance, he shall clarify whether the coverage is inclusive of this Contract and shall furnish certificates/documents showing that such insurance is in effect and sufficient.
- 10.3** In the event where the Contractor do not possess such insurance, his quoted price shall be deemed to have included the cost or obtaining such insurance and shall without failure submitted to the O.I.C. for verification during the tender award stage.

## **11.0 SECURITY**

- 11.1** Where the Maintenance Services is to be carried out within a secure area, the Contractor shall provide to the Officer in Charge full details of all his personnel and vehicles requiring access to the site, not less than seven (7) days before entry is required. Details shall include the following particulars:
- Name
  - Address
  - Identity card number / passport number
  - Gender
  - Citizenship
  - Expiry date of work pass (for foreign workers)
- 11.2** Where security passes are issued to the Contractor's personnel, the Contractor is responsible for the proper use of the passes.
- 11.3** The Contractor shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee not being engaged to work at the secured area, or if the employee has left the Contractor's employment.

## **12.0 REPORTS**

- 12.1** A record of the the Disposal Services shall be logged which shall contain:
- Name of workers who are collecting the clinical waste
  - Plate license of the vehicle used
  - Date and time of collection
- 12.2** The log book must be available for inspection by the Officer In Charge at any time.
- 12.3** Before sending hazardous healthcare wastes offsite, transport documentation (commonly called a 'consignment note' or 'waste tracking note') should be prepared and carried by the driver. The consignment notes for a vehicle carrying hazardous healthcare waste should include the following information in case of accidents or official inspection:
1. Waste classification
  2. Waste sources
  3. Pick-up date management of wastes from healthcare activities
  4. Destination
  5. Driver name
  6. Number of containers or volume
  7. Receipt of load received from responsible person at pick-up areas

- 12.4 This information allows quick and effective counter measures to be taken in the event of an accident or incident. Weight of wastes is useful for commercial treatment and disposal operators who bill healthcare facilities for their waste services.
- 12.5 The Contractor shall take **before and after picture** with time stamp features enabled to indicate starting and end time of the collection.
- 12.6 The Contractor shall always inform the O.I.C. or his representative whenever his worker has arrived at Health Centres / Clinics to collect the Clinical Waste.
- 13.0 HEALTH AND SAFETY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, etc**
- 13.1 The Contractor shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The Contractor shall also comply with all orders and instructions given to him from time to time by the Officer In Charge with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- 13.2 The Contractor shall take all reasonable precautions to prevent loss or damage by fire, comply with existing fire regulations and all instructions given to him by the Officer In Charge with regards to fire precautions and prevention.
- 13.3 The Contractor shall also ensure that all measures are taken to control noise levels produced during the Disposal Services.



**SCHEDULE 1 – TENDER FORM**

To:

**TENDER REFERENCE NO.: KK/118/2023/JPK(TC)**

**INVITATION TO TENDER**

**CLINICAL/BIOHAZARD WASTE COLLECTION, TRANSPORTATION AND INCINERATION SERVICES FOR HEALTH CENTRE AND CLINIC AT TUTONG DISTRICT, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

**TENDER OF (*name of tenderer*)**

Company/Business Registration No \_\_\_\_\_

Tender Closing Date: \_\_\_\_\_

ITEM NO.	DESCRIPTION	QUANTITY	SCHEDULE	AVERAGE WEIGHT (KG) (PER COLLECTION)	RATE (PER COLLECTION)	AMOUNT
(i)	Pekan Tutong Health Centre	2	Weekly	17 kg		
(ii)	Lamunin Health Centre	2	Weekly	20 kg		
(iii)	Sungai Kelugos Health Centre	2	Weekly	15 kg		
(iv)	Telisai Health Centre	2	Weekly	20 kg		
	Total Contract Amount Per Week (i+ii+iii+iv+v+vi+vii+viii)					
	Total Contract Amount per Month (x4) + (ix)					
	Total Annual Contract Amount <b>(A)</b>					

Scope of Work	Price
A. Collection from Health Centre / Clinic and Delivery to Incinerator Site	\$ / Year
B. Incineration of Clinical/Biohazard Waste Disposal	\$ /Kg
	\$ /Month
	\$ / Year
Total Annual Contract for both services <b>(A+ B)</b>	\$ / Year
<b>Grand Total</b>	<b>\$ / 3 Years</b>

1. We offer and undertake on your acceptance of our Tender to provide the above-mentioned services 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 InvitationTo 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 SIX (6) CALENDER MONTHS FROM THE TENDER CLOSINGDATE.
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                      2024

\_\_\_\_\_  
Signature of authorised officer of Tenderer  
Name:  
Designation:

Tenderer's official stamp: