

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/121/2024/JPKAS(TC)	<p>THE PROVISION OF SECURITY SERVICES FOR HEALTH SCREENING CENTRE BERAKAS FOR A PERIOD OF THREE (3) YEARS</p> <p>Kelayakan Pemborong/Pembekal: Berdaftar dengan Kementerian Kesihatan dan Pasukan Polis Diraja Brunei Dibahagian Perlesenan Agensi Pengawalan Keselamatan</p>	3 YEARS	DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES	\$30.00	18 TH JUNE 2024	<p><i>Procurement Officer</i> <i>Department of Health Services</i> <i>Ministry of Health</i> <i>Negara Brunei Darussalam</i> <i>Contact No: 2381640 ext 7916 / 7871</i></p>

NOMBOR TAWARAN : KK/121/2024/JPKAS(TC)

**KEMENTERIAN KESIHATAN
NEGARA BRUNEI DARUSSALAM**

**THE PROVISION OF SECURITY SERVICES FOR HEALTH SCREENING
CENTRE BERAKAS FOR A PERIOD OF THREE (3) YEARS**

YURAN TAWARAN: \$30.00

NOMBOR RESIT :

TARIKH TUTUP : HARI SELASA, 18HB 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

SERVICES SPECIFICATION

TENDER REFERENCE NO.: KK/121/2024/JPKAS(TC)

INVITATION TO TENDER
THE PROVISION OF SECURITY SERVICES FOR HEALTH SCREENING CENTRE, BERAKAS
FOR A PERIOD OF THREE (3) YEARS

1 GENERAL

- 1.1 The Ministry of Health (hereinafter referred to as 'MOH') in its continuous effort to improve and enhance the safety and security in the handling of Government assets as well as its staff and the public from any threats and risks such as theft, fire, sabotage and invasions intends to procure security services in the hope to give assurance that such threats and risks can be avoided.
- 1.2 Tenderers are sought from suitably qualified security service companies who wish to be considered for the provision of security services (hereinafter 'the Services') for **Health Screening Centre, Berakas** Ministry of Health (hereinafter referred to as "the Site").
- 1.3 The duration of the Services is for three (3) years.
- 1.4 Tenderers shall observe and consider the Scope of Work in this Section 2 "Specifications" of this Invitation to Tender before submitting the offer to tender.
- 1.5 Tenderers are required to comply with the Employment (Minimum Wage) Order 2023 which stipulates that the minimum salary should be \$500.00 per month before any contributions to retirement accounts such as TAP, SCP, and SPK.

2 SCOPE OF WORK

The successful Tenderer (hereinafter referred to as "the Contractor") shall observe and consider the following:

- 2.1 Supply of Security Guard(s)
 - 2.1.1 The Contractor shall provide 2 security guards in each shift equivalent to 3 shifts required to perform the services per site.
 - 2.1.2 The Contractor hereby warrants that all security guard(s) assigned or tasked by the Contractor to carry out the Services are properly trained and well equipped to perform the Services.

Descriptions of services includes:

- 2.1.2.1 Building checks in all area of the building
- 2.1.2.2 Security Inspections in all entry and exit points
- 2.1.2.3 Perimeter patrols at least once in every two hours.
- 2.1.2.4 Crowd control and violence handling within and around the premises.
- 2.1.2.5 Traffic control.

- 2.1.2.6 Assisting Health Screening Centre's Fire Marshal in building evacuation, if and when required
- 2.1.2.7 Control pedestrian and vehicular traffic at entrances during Emergency procedures
- 2.1.2.8 Any other tasks formally requested by the Head of Health Screening Centre, Berakas
- 2.1.3 In addition to the number of security guard(s), the Contractor shall at no extra charge to MOH appoint a supervisor (hereinafter referred to as the "Contractor Supervisor") whose responsibilities shall include:
 - 2.1.3.1 Monitoring and reviewing the performance of the security guard(s);
 - 2.1.3.2 Identifying recurring problems and recommending replacements of security guard(s) when necessary;
 - 2.1.3.3 Liaising with the Superintending Officer with regards to the performance of the Services by the Contractor.
- 2.1.4 MOH may require the Contractor to replace the Contractor Supervisor and/or any security guard(s) assigned or tasked by the Contractor to perform the Services if MOH reasonably considers the performance of that person is unacceptable or his attitude is incompatible with the proper and successful performance of the Services or good personnel relations within MOH's organization.
- 2.1.5 The Contractor shall ensure that the Contractor Supervisor and all security guard(s) assigned or tasked by the Contractor to perform Services:
 - 2.1.5.1 are equipped with appropriate telecommunication device (e.g. walkie talkie) so that he is easily contacted by the Superintending Officer; and
 - 2.1.5.2 are neatly and properly attired in uniforms.
- 2.1.6 The Contractor shall comply with all statutory requirements applicable to the employment of the Contractor Supervisor and the security guard(s).
- 2.2 Provision of Security Services
 - 2.2.1 The Contractor shall carry out the Services in accordance with the specifications, requirements and methodology set out in the Contractor's Services Specification in Schedule 1 of Contract.

3 WORKING HOURS

- 3.1 The Contractor shall provide the Services on a 24-hour daily basis, including Friday, Sundays and public holidays, for all the premises of both sites.
- 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 REGULATION, LICENSES AND PERMITS

- 4.1 The Contractor must be registered and licensed from Security Guard Agency Licensed Division ('*Bahagian Perlesenan Agensi Pengawal Keselamatan*'), Royal Brunei Police Force.
- 4.2 The Contractor is responsible to procure and maintain all necessary licences, permits and approvals, and shall at all times comply with all legal and regulatory requirements applicable to the provision of the Services.
- 4.3 In the event of any change in legal or regulatory requirements during the contract period, the Contractor shall promptly and at its own expense take any necessary action for complying with the same.
- 4.4 The Contractor is to comply with best practices as may be proposed or recommended by any relevant bodies in the relevant industry, and also ensure that the standard of Services provided shall, at the minimum, be of such quality and standard as is generally regarded as good in the relevant industry.
- 4.5 The Contractor shall comply with the rules and regulations set by MOH.

5 PERSONNEL

- 5.1 To ensure the proper and efficient execution of the Services, the Contractor shall provide and employ an adequate number of trained Security Guards to perform the Services as set out in Schedule 1.
- 5.2 The Contractor shall be given one month to recruit and train his staff to ensure that the site's requirements and standards are met.
- 5.3 List of Security Guards shall be submitted to the Site's Management, prior to the start of service.
- 5.4 The Contractor shall provide experienced and competent, Malay/English speaking security for this services.
- 5.5 The Contractor shall inform to the Site's Management for any replacement of its personnel.
- 5.6 The Contractor shall appoint one of the security personnel as the Head of security.
- 5.7 The Head of Security must be able to make decisions on behalf of the Contractor.
- 5.8 Replacement must be sought in the event/s the personnel falls ill (on medical leave) or is due to go on leave.
- 5.9 The Contractor shall submit the CVs, basic duties and responsibilities of the security personnel.
- 5.10 The Contractor shall employ Brunei Citizen or permanent citizens only as the security personnel and their supervisors.
- 5.11 The Contractor shall ensure that all his security personnel are free from any criminal record or law offences that may deter their duties to perform the Service.

- 5.12 The Contractor must submit the clearance of any criminal record to Health Centre Management before the start of the services/contract.
- 5.13 The Contractor shall ensure that all his security personnel appointed for the provision of the Services have undergone background screening and deemed medically fit (physically and mentally) to perform the Services.

6 CONTRACTOR'S WARRANTIES

- 6.1 The Contractor warrants and undertakes to MOH that:
- 6.1.1 The Contractor is able to perform the Services and that it does not have any understanding or agreement with anyone else which restricts its ability to perform the Services or restricts proper exercise of its obligations to MOH;
- 6.1.2 The Contractor will have the necessary skill and expertise to provide the Services on the terms set out;
- 6.1.3 The Services will be provided in a timely and professional manner and in accordance with the Contractor's Services Specification in Schedule 1 of Contract;
- 6.1.4 The Services will conform to the standards generally observed in the industry for similar services and will be provided with reasonable skill and care.

7 GOVERNMENT WARRANTIES

- 7.1 MOH warrants and undertakes to ensure the safety and health of the Contractor's personnel assigned or tasked to carry out the Services at the site to include:
- 7.1.1 Providing and maintaining a working environment that is safe, without risk to health; and
- 7.1.2 Providing, maintaining and keeping clean, sufficient and suitable sanitary conveniences for the Contractor's personnel at the Site.

8 DAMAGE AND INJURIES TO PERSONS AND PROPERTY

- 8.1 The Contractor shall:
- 8.1.1 indemnify and keep MOH fully and effectively indemnified on demand against all costs, claims, demands, expenses and liabilities of whatsoever nature arising out of or in connection with any claim for any personal injury or death cause by the negligent act or omissions or its employees, agents and sub-contractors in connection with the performance of the Contractor's duties and obligations;
- 8.1.2 be responsible for and reinstate and make good to the satisfaction of MOH or make due compensation for any injury or damage to any property or right of MOH, being injury or damage arising out of or in connection with the performance of the Contractor's duties and obligations.

9 CONTRACT PRICE

- 8.1 The Contractor shall submit a breakdown of the contract price in the format set out in Section 3 in this Invitation to Tender.

- 8.2 The Contractor shall submit the invoice of the previous month on the first week of each month. All claims shall be addressed to:

**Director of Environmental Health Services
Department of Environmental Health Services
Ministry of Health
Negara Brunei Darussalam
Contact No.: 2381640 ext. 7916/7871**

10 SUBMISSION OF OFFER

- 9.1 The document including the Tender Form in Section 3 and all other accompanying documents such as Copy of Business Registration and Miscellaneous Licence are to be put in an envelope, sealed and must be submitted in two (2) copies made up of one (1) original and one (1) duplicate. All sets shall be bound and clearly labelled as ORIGINAL and DUPLICATE. Respectively, all Tenders must be addressed to:

**The Chairman
Mini Tender Board
Ministry of Health
Commonwealth Drive
Jalan Menteri Besar
Bandar Seri Begawan BB3910
Negara Brunei Darussalam**

SECTION 3
FORMS TO BE USED
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SCHEDULE 1
TENDER FORM

To:

TENDER REFERENCE NO.: KK/121/2024/JPKAS(TC)

INVITATION TO TENDER
THE PROVISION OF SECURITY SERVICES FOR HEALTH SCREENING CENTRE BERAKAS FOR A PERIOD OF THREE (3) YEARS

TENDER OF (*name of Supplier*) : _____

Company/Business Registration No. : _____

Tender Closing Date : _____

ITEM	PREMISE	MONTHLY RATE (B\$)
Supply of Security Guards and Provision of Security Services	Building of Health Screening Centre, Berakas	
	Security Guards	
	Radio	
PRICE PER MONTH (B\$)		

USER REQUIREMENTS	DETAILS OF THE OFFER	QUANTITY	UNIT PRICE (B\$)	MONTHLY RATE (B\$)	PRICE PER YEAR (B\$)	PRICE FOR THREE (3) YEARS (B\$)
No. of Security Guards & the shift	Security Guards	6 GUARDS				
Equipment/ Facilities provided	Radio	2 UNITS				
TOTAL PRICE (B\$)						

USER REQUIREMENTS	DETAILS OF THE OFFER
Company Registration	
The minimum salary for employees must be minimum of \$500.00 per month before any contributions to retirement accounts such as TAP, SCP, and SPK, in accordance to the Employment (Minimum Wage) Order 2023	
No. of Security Guards & the shift	
Personnel Uniform	
Equipment/Facilities provided	
Training & Management of Personnel	
Security Service Experience	

1. We offer and undertake on your acceptance of our Tender to supply and deliver 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 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 Government and us.
4. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDAR 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 2022

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) Years of experience (as is the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - ***Provision of Security Services***
 - (d) 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 of 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

Customers 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 nor 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 purpose.