

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/297/2022/LAB(TC)	THE PROVISION OF BIOLOGICAL SAMPLES TRANSPORTATION AND LABORATORY RELATED LOGISTIC SERVICES FOR DEPARTMENT OF LABORATORY SERVICES, AND LOGISTIC SERVICES FOR BLOOD DONATION CENTRE, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS	3 YEARS	Department of Laboratory Services	\$30.00	15 th November 2022	Hjh Rashidah binti PPHA Ahmad Phlebotomy Services and CSRA Department of Laboratory Services Ministry of Health Negara Brunei Darussalam Contact No.: 2242424 EXT 6612 e-mail: rashidah.ahmad@moh.gov.bn

SECTION 2
SPECIFICATIONS AND REQUIREMENTS

TENDER REFERENCE NO: KK/297/2022/LAB(TC)

INVITATION TO TENDER

THE PROVISION OF BIOLOGICAL SAMPLES TRANSPORTATION AND LABORATORY RELATED LOGISTIC SERVICES FOR DEPARTMENT OF LABORATORY SERVICES, AND LOGISTIC SERVICES FOR BLOOD DONATION CENTRE, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

USER'S REQUIREMENTS		
NO.	ITEM DESCRIPTIONS	REQUIRED QUANTITY
1	VEHICLE FOR ROUTE A	1 appropriate vehicle per month
2	VEHICLE FOR ROUTE B	1 appropriate vehicle per month
3	VEHICLE FOR ROUTE C	1 appropriate vehicle per month
4	PANEL VAN FOR BLOOD DONATION CENTRE	1 panel van per day for up to 22 days per month ^a

* Cost shall cover a minimum of 2 round-trips per day to and fro Blood Donation Centre, Raja Isteri Pengiran Anak Saleha Hospital and shall be chargeable on a daily basis.

^aTotal cost for up to 22 days per month

NO.	SPECIFICATIONS AND REQUIREMENTS
1	<p>To provide transportation of specimens, reagents, consumables and miscellaneous items for services under the Department of Laboratory Services (DLS), which include:</p> <p>Location 1: RIPAS Hospital</p> <ul style="list-style-type: none"> ▪ Administration Office ▪ Central Specimen Receiving Area (CSRA) & Phlebotomy ▪ Laboratory Store (at RIPASH Jetty) ▪ Quality Assurance Unit & Point of Care Testing (POCT) ▪ Blood Donation Centre ▪ National Blood Transfusion Reference Laboratory ▪ National Haematology Reference Laboratory ▪ National Clinical Chemistry Reference Laboratory ▪ National Clinical Microbiology Reference Laboratory ▪ National Immunology Reference Laboratory ▪ National Histology and Cytology Reference Laboratory and Mortuary <p>Location 2: Sumbiling</p> <ul style="list-style-type: none"> ▪ National Virology Reference Laboratory ▪ Finance and Procurement Unit <p>Location 3: Pengiran Isteri Hajah Mariam Hospital (PIHM), Temburong</p> <p>Location 4: Pengiran Muda Mahkota Pengiran Haji Al-Muhtadee Billah Hospital (PMMPHMB), Tutong</p> <p>Location 5: Chemical Molecular Diagnostic Laboratory for Infectious Disease (CMDLID), Tutong</p> <p>Location 6: Suri Seri Begawan Hospital (SSB), Belait</p> <p>And any other locations as required from time to time</p>
2	<p>To provide transportation and storage of blood bank equipments as specified in Appendix VIII and to deliver and set up the equipments at blood donation drive sites as well as to transport donated blood units to Blood Donation Centre, Raja Isteri Pengiran Anak Saleha at a specified time-interval.</p> <p>The arrangement of equipments setup must first be agreed by the Blood Bank Supervisor-in-charge prior to delivering the equipments to the sites.</p> <p>Blood donation drive sites include all districts of Brunei Darussalam.</p>
SCOPE OF BUSINESS	
3	<p>Carry out door-to-door transportation service for specimens, reagents, consumables and miscellaneous items daily, 5 days a week from 7:30am – 4.30pm (+ other non-office hour upon special request if required from ANY locations).</p>
4	<p>Carry out door-to-door transportation service for blood bank equipments and set up the equipments at blood donation drive sites daily, 5 days a week from 7:30am – 4:30pm (+ other non-office hour upon special request if required). At the end of the blood donation drives, all blood bank equipments must be packed up and stored in the panel van. Donated or collected blood units are to be transported back to Blood Donation Centre, Raja Isteri Pengiran Anak Saleha Hospital at a specified time interval or as instructed by the Blood Bank Supervisor. During the days when there is no blood donation drive, the driver and assistant staff must always be on standby mode and be readily available in case they are needed for a last minute or an emergency blood donation drive.</p>
5	<p>To provide a minimum of THREE (3) appropriate vehicles to deliver mainly specimens, and additional items such as, consumables, reagents and miscellaneous items (small bulks only) as per Routes A, B and C, Please see Appendix I, II and III for the specified routes.</p>

6	To provide a minimum of ONE (1) panel van to transport blood bank equipments from Blood Donation Centre, Raja Isteri Pengiran Anak Saleha Hospital to blood donation drive sites all over Brunei Darussalam as set out on a regular basis by Blood Donation Centre. Please see Appendix IV for a sample of the monthly schedule of blood donation drives and Appendix V for a non-exhaustive list of blood bank equipments to be transported. (To include weekly delivery of reagents and consumables from Jetty or Laboratories as required).
7	To ensure that the number of vehicle/s provided guarantee the smoothness and timeliness of delivery so as to meet the specified delivery window as set out in these Specifications & Requirements.
8	To provide air-conditioned vehicle/s only and must be equipped with trolley to deliver the goods directly to the end-user's storage area or receiving area or at the specified blood donation drive site; must be equipped with basic tool kit for vehicle, i.e. in case of tyre puncture, spare tyre and tools.
9	<p>For the transportation of specimens, reagents, consumables and miscellaneous items as per Routes A, B and C:</p> <p>To be clear and agreed to the roles and responsibilities in carrying out the duties:</p> <ul style="list-style-type: none"> ▪ collect the following from the different locations as specified in Appendix I, II and III: <ul style="list-style-type: none"> ○ specimen cooler bag/s or Cooler box/es ○ box/es of Reagents and Consumables ○ folder/s of documents ○ miscellaneous items, if any ▪ send the items to the corresponding locations as specified on the item/s or as specified by the laboratory <p>At the collection point: Receive item/s from the sender, load the item/s to the vehicle/s, arrange the item/s inside the vehicles, count the number of items and sign the delivery form as per Appendix V</p> <p>At the delivery point: unload the items from the vehicle/s, deliver the item/s to the recipients' receiving area (using trolley) and get the recipient/s to confirm the number of items and sign the delivery form and finally, return the delivery form to the sender at the collection point.</p>
10	<p>For the transportation and storage of blood bank equipments:</p> <p>To be clear and agreed to the roles and responsibilities in carrying out the duties:</p> <ul style="list-style-type: none"> ▪ collect and store in the panel van the blood bank equipments as specified in Appendix Vli ▪ send the blood bank equipments to the specified blood donation drive site at the specified time <p>On the first/starting day: Receive blood bank equipments from Blood Donation Centre, load and store the equipments to the vehicle/s, arrange and secure the equipments inside the vehicles, sign the collection form as per Appendix VII</p> <p>At the collection point on the day of a blood donation drive: Collect additional blood bank equipments if required, load the equipments in the vehicle, arrange the equipments in the vehicle, and sign the delivery form as per Appendix VIII.</p> <p>At the delivery point: Unload the equipments from the vehicle, deliver the equipments to the specified blood donation drive site (using trolley), set up and arrange the equipments as per the Blood Bank Supervisor instructions and get the Blood Bank Supervisor to sign the delivery form. Additional tables and chairs (provided at the blood donation drive site) are also to be arranged as per the Blood Bank Supervisor instructions.</p> <p>During the blood donation drive at a: Collect cool box/es containing blood units from an assigned staff, load the cool box in the vehicle, arrange and secure</p>

	<p>specified time interval: the cool box inside the vehicle, and sign the delivery form as per Appendix VI.</p> <p>At the end of the blood donation drive: Pack up the blood bank equipments, ensure the site is clean before leaving, reload the equipments to the vehicle, rearrange and secure the equipments on the vehicle. Transport donated/collected blood units in a cool box to Blood Donation Centre if required.</p> <p>At the Blood Donation Centre: Unload the cool box/es, deliver the cool box/es to the Blood Donation Centre, and get the recipient/s to confirm the number of cool box/es and sign the delivery form and finally, return to the blood donation drive site, or end the day if no longer required.</p>
	STAFFING AND CODE OF CONDUCT
11	The Operator shall be responsible for direct staff employment and provision of training for the job. All employees involved in the transportation of all goods shall attend safety briefing conducted by DLS Safety Committee.
12	All employees involved shall also attend all the necessary trainings conducted by DLS and other relevant sections. Completion of such trainings is required before the transportation service may commence.
13	New employees shall report to the DLS and shall undergo and complete similar trainings as stated in Clause 12.
14	The Operator shall provide one (1) driver and one (1) assistant staff in carrying out delivery duties for each vehicle (both driver and assistant staff must be able to replace each other should the situation require a replacement of a driver or an assistant staff). The Operator may add additional vehicle(s) or assistant staff(s) to fulfill the contract requirement at no additional cost to DLS. An additional one (1) assistant staff is required for Blood Donation Centre to perform similar duties.
15	The Operator for each van/vehicle shall respond to any call (can be contacted at any time) made by the user(s) at respective location. User(s) at respective location will contact the Operator with regards to any issue that may arise.
16	The driver/s are not permitted to make any stop to any irrelevant place whilst on the way transporting the good/s to the specified locations. Petrol for the vehicle must be topped up daily before arriving to the starting location every morning.
17	The driver/s and the assistant staffs are not permitted to smoke while performing their duties in the transportation service of good/s of any nature.
18	The driver/s and the assistant staff/s shall dress in a manner fitting to their occupation and carry the company's name/logo/badge for easy identification to enter end-user's collection/receiving area.
19	Undertake in writing to indemnify the Government from all liabilities out of claim by any workman employed in the performance of this Contract for payment of compensation under or by virtue of provision of the Workmen's Enactment 1957 (or any other law amending or replacing such ordinance) and from all costs and expenses incidental or consequential thereto.
	VEHICLES
20	The Operator shall finance towards the cost of providing the vehicle/s, its equipment and their maintenance in ensuring smooth delivery of the goods.
21	Alternate vehicle/s must be provided immediately to replace broken down vehicle/s so as not to jeopardize any deliveries to be made.
22	The vehicles for Route A, B and C shall be of either saloon car or a compact SUV.
23	The panel van for Blood Donation Centre shall have an expanded cargo space for easy loading and unloading with the following minimum dimensions: <ul style="list-style-type: none"> i. Cargo area height of no less than 1350mm ii. Opening height of no less than 1250mm iii. Cargo area width of no less than 1500mm iv. Opening width of no less than 1350mm v. Cargo area depth of no less than 2850mm

24	The vehicles shall have 1 driver seat and at least 1 passenger seat with 4 doors.
25	All vehicles must not be more than 3 years of age. Offer with new vehicles is an added advantage. Please provide a copy of bluecard of vehicles, if any.
26	Vendors shall be responsible to ensure regular servicing of the vehicles to ensure vehicles are always safe and ready for use and to avoid interruption of services that may affect the integrity of specimens and turnaround time of results.
27	The compartment inside the vehicle/s should be temperature controlled offering a temperature between 20°C – 25°C . Temperature-sensitive goods, such as specimens and reagents, should not be stored for prolonged periods at temperatures above 30°C, which temperature can be reached when parked under the sun.
28	Petrol for the vehicle/s must be topped up daily before arriving to the required locations every morning.
29	The cooler box(es) or cooler bag(s), reagents and consumables packages must be properly arranged and stored in such a way to prevent topple over during transportation.
30	Provision of first aid kit, disposable gloves, disposable gown or disposable plastic apron, plastic bags in every vehicle in the event of mishaps.
	DELIVERY
31	The Operator shall carry out transportation services of specimens, reagents, consumables and miscellaneous items as well as blood bank equipments daily, 5 days a week, 7.30am - 4.30pm (+ other non- office hour upon special request if required) to/from specified locations as stated in Appendix I, II and III as well as to all blood donation drive sites.
32	In cases of emergency that requires transportation of specimens or other items from the specified locations as stated in Appendix I, II and III or from ANY unspecified locations and during ANY other times, vendor shall provide an appropriate vehicle to transport the specimens or other items to the appropriate locations, including during non-office hour upon special request. Specimens shall be transported within such time that does not affect the integrity of the specimens and turnaround time of its results.
33	<p>For the transportation of specimens, reagents, consumables and miscellaneous items as per Routes A, B and C:</p> <p>To be clear and agreed to the roles and responsibilities in carrying out the duties:</p> <ul style="list-style-type: none"> ▪ collect the following from the different locations as specified in Appendix I, II and III: <ul style="list-style-type: none"> ○ specimen cooler bag/s or Cooler box/es ○ box/es of Reagents and Consumables ○ folder/s of documents ○ miscellaneous items, if any ▪ send the items to the corresponding locations as specified on the item/s or as specified by the laboratory <p>At the collection point: Receive item/s from the sender, load the item/s to the vehicle/s, arrange the item/s inside the vehicles, count the number of items and sign the delivery form as per Appendix V</p> <p>At the delivery point: Unload the items from the vehicle/s, deliver the item/s to the recipients' receiving area (using trolley) and get the recipient/s to confirm the number of items and sign the delivery form and finally, return the delivery form to the sender at the collection point.</p>
34	<p>For the transportation and storage of blood bank equipments:</p> <p>To be clear and agreed to the roles and responsibilities in carrying out the duties:</p> <ul style="list-style-type: none"> ▪ collect and store in the panel van the blood bank equipments as specified in Appendix VII. ▪ send the blood bank equipments to the specified blood donation drive site at the specified time <p>On the first/starting day: Receive blood bank equipments from Blood Donation Centre, load and store the equipments to the vehicle/s, arrange and secure the</p>

	<p>equipments inside the vehicles, sign the collection form as per Appendix VII.</p> <p>At the collection point on the day of a blood donation drive: Collect additional blood bank equipments if required, load the equipments in the vehicle, arrange the equipments in the vehicle, and sign the delivery form as per Appendix VIII.</p> <p>At the delivery point: Unload the equipments from the vehicle, deliver the equipments to the specified blood donation drive site (using trolley), set up and arrange the equipments as per the Blood Bank Supervisor instructions and get the Blood Bank Supervisor to sign the delivery form. Additional tables and chairs (provided at the blood donation drive site) are also to be arranged as per the Blood Bank Supervisor instructions.</p> <p>During the blood donation drive at a specified time interval: Collect cool box/es containing blood units from an assigned staff, load the cool box in the vehicle, arrange and secure the cool box inside the vehicle, and sign the delivery form as per Appendix VIII.</p> <p>At the end of the blood donation drive: Pack up the blood bank equipments, ensure the site is clean before leaving, reload the equipments to the vehicle, rearrange and secure the equipments on the vehicle. Transport donated/collected blood units in a cool box to Blood Donation Centre if required.</p> <p>At the Blood Donation Centre: Unload the cool box/es, deliver the cool box/es to the Blood Donation Centre, and get the recipient/s to confirm the number of cool box/es and sign the delivery form and finally, return to the blood donation drive site, or end the day if no longer required.</p>
	SECURITY
35	The Operator is fully liable and responsible for ensuring the safety and security of the goods while in transit in their possession.
36	The Operator is fully liable and responsible for ensuring the goods reached and received by the recipient/s at the designated destination and get the delivery form to be signed and verified by the recipient/s.
37	The Operator is to report to the Department of Laboratory immediately with regards to any event which objects the Operator from ensuring all above to be executed and followed by written report addressed to The Director of Department of Laboratory Services .
	CLAIMS
38	<p>The operator shall submit the invoice transportation services for routes A, B and C monthly and addressed to:</p> <p style="text-align: center;">Head of Phlebotomy & Central Specimen Receiving Area Department of Laboratory Services Ministry of Health Negara Brunei Darussalam</p>
39	<p>Logistic services shall be chargeable on a daily basis i.e. whenever the service is employed as per scheduled blood donation drive events, or when required. The operator shall separately submit the invoice transportation service for Blood Donation Centre monthly and addressed to:</p> <p style="text-align: center;">Head of Blood Donation Centre Department of Laboratory Services Ministry of Health Negara Brunei Darussalam</p>

	PRICE VALIDITY
40	The quotation shall remain valid for 12 MONTHS from the final date for the submission of the quotation and no supplier may withdraw his/her quotation within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension to the quotation validity period shall have written consent of the supplier(s).

DELIVERY PERIOD AFTER PO ISSUED	not applicable	
Lab/Section/Unit	PHLEBOTOMY SERVICES AND CSRA	
Lab/Section/Unit Ref No.:	DLS/PU/PHL/2022/02/09/01/TSP(3)	
Person to Contact	Name : HJH RASHIDAH BINTI PPHA AHMAD	
	E-mail : Rashidah.ahmad@moh.gov.bn	
	Tel. No. : 2242424 ext 6612	Fax No. : 2228069
FOR ADMINISTRATION USE ONLY		
PPM/PROC Ref.No.	PPM/PROC/2022/>50K/062(PHL)	
Advertisement Ref. No.		Date :

SECTION 3
FORMS TO BE USED

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SCHEDULE 1

TENDER FORM

To:

TENDER REFERENCE NO: KK/297/2022/LAB(TC)

INVITATION TO TENDER

THE PROVISION OF BIOLOGICAL SAMPLES TRANSPORTATION AND LABORATORY RELATED LOGISTIC SERVICES FOR DEPARTMENT OF LABORATORY SERVICES, AND LOGISTIC SERVICES FOR BLOOD DONATION CENTRE, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

TENDER OF (*name of tenderer*) _____

Company/Business Registration No _____

Tender Closing Date _____

USER'S REQUIREMENTS			VENDOR'S OFFER				
NO.	ITEM DESCRIPTIONS	REQUIRED QUANTITY	ITEM DESCRIPTIONS	CHARGES	COST PER MONTH	TOTAL COST PER YEAR	TOTAL COST FOR 3 YEARS
1	VEHICLE FOR ROUTE A	1 appropriate vehicle per month		per appropriate vehicle per month	BND\$ _____		
2	VEHICLE FOR ROUTE B	1 appropriate vehicle per month		per appropriate vehicle per month	BND\$ _____		
3	VEHICLE FOR ROUTE C	1 appropriate vehicle per month		per appropriate vehicle per month	BND\$ _____		

USER'S REQUIREMENTS			VENDOR'S OFFER				
NO.	ITEM DESCRIPTIONS	REQUIRED QUANTITY	ITEM DESCRIPTIONS	CHARGES	COST PER MONTH	TOTAL COST PER YEAR	TOTAL COST FOR 3 YEARS
4	PANEL VAN FOR BLOOD DONATION CENTRE	1 panel van per day for up to 22 days per month*		per panel van per day for up to 22 days per month*	BND\$ _____		
TOTAL FOR 3 YEARS							

* Cost shall cover a minimum of 2 round-trips per day to and fro Blood Donation Centre, Raja Isteri Pengiran Anak Saleha Hospital and shall be chargeable on a daily basis.

^aTotal cost for up to 22 days per month

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
1	<p>To provide transportation of specimens, reagents, consumables and miscellaneous items for services under the Department of Laboratory Services (DLS), which include:</p> <p>Location 1: RIPAS Hospital</p> <ul style="list-style-type: none"> ▪ Administration Office ▪ Central Specimen Receiving Area (CSRA) & Phlebotomy ▪ Laboratory Store (at RIPASH Jetty) ▪ Quality Assurance Unit & Point of Care Testing (POCT) ▪ Blood Donation Centre ▪ National Blood Transfusion Reference Laboratory ▪ National Haematology Reference Laboratory ▪ National Clinical Chemistry Reference Laboratory ▪ National Clinical Microbiology Reference Laboratory ▪ National Immunology Reference Laboratory ▪ National Histology and Cytology Reference Laboratory and Mortuary <p>Location 2: Sumbiling</p> <ul style="list-style-type: none"> ▪ National Virology Reference Laboratory ▪ Finance and Procurement Unit <p>Location 3: Pengiran Isteri Hajah Mariam Hospital (PIHM), Temburong</p> <p>Location 4: Pengiran Muda Mahkota Pengiran Haji Al-Muhtadee Billah Hospital (PMMPHMB), Tutong</p> <p>Location 5: Chemical Molecular Diagnostic Laboratory for Infectious Disease (CMDLID), Tutong</p> <p>Location 6: Suri Seri Begawan Hospital (SSB), Belait</p> <p>And any other locations as required from time to time</p>	
2	<p>To provide transportation and storage of blood bank equipments as specified in Appendix VIII and to deliver and set up the equipments at blood donation drive sites as well as to</p>	

	<p>transport donated blood units to Blood Donation Centre, Raja Isteri Pengiran Anak Saleha at a specified time-interval.</p> <p>The arrangement of equipments setup must first be agreed by the Blood Bank Supervisor-in-charge prior to delivering the equipments to the sites.</p> <p>Blood donation drive sites include all districts of Brunei Darussalam.</p>	
	SCOPE OF BUSINESS	
3	Carry out door-to-door transportation service for specimens, reagents, consumables and miscellaneous items daily, 5 days a week from 7:30am – 4.30pm (+ other non-office hour upon special request if required from ANY locations).	
4	Carry out door-to-door transportation service for blood bank equipments and set up the equipments at blood donation drive sites daily, 5 days a week from 7:30am – 4:30pm (+ other non-office hour upon special request if required). At the end of the blood donation drives, all blood bank equipments must be packed up and stored in the panel van. Donated or collected blood units are to be transported back to Blood Donation Centre, Raja Isteri Pengiran Anak Saleha Hospital at a specified time interval or as instructed by the Blood Bank Supervisor. During the days when there is no blood donation drive, the driver and assistant staff must always be on standby mode and be readily available in case they are needed for a last minute or an emergency blood donation drive.	
5	To provide a minimum of THREE (3) appropriate vehicles to deliver mainly specimens, and additional items such as, consumables, reagents and miscellaneous items (small bulks only) as per Routes A, B and C, Please see Appendix I, II and III for the specified routes.	
6	To provide a minimum of ONE (1) panel van to transport blood bank equipments from Blood Donation Centre, Raja Isteri Pengiran Anak Saleha Hospital to blood donation drive sites all over Brunei Darussalam as set out on a regular basis by Blood Donation Centre. Please see Appendix IV for a sample of the monthly schedule of blood donation drives and Appendix V for a non-exhaustive list of blood bank equipments to be transported. (To include weekly delivery of reagents and consumables from Jetty or Laboratories as required).	
7	To ensure that the number of vehicle/s provided guarantee the smoothness and timeliness of delivery so as to meet the specified delivery window as set out in these Specifications & Requirements.	
8	To provide air-conditioned vehicle/s only and must be equipped with trolley to deliver the goods directly to the end-user's storage area or receiving area or at the specified blood donation drive site; must be equipped with basic tool kit for vehicle, i.e. in case of	

	tyre puncture, spare tyre and tools.	
9	<p>For the transportation of specimens, reagents, consumables and miscellaneous items as per Routes A, B and C:</p> <p>To be clear and agreed to the roles and responsibilities in carrying out the duties:</p> <ul style="list-style-type: none"> ▪ collect the following from the different locations as specified in Appendix I, II and III: <ul style="list-style-type: none"> ○ specimen cooler bag/s or Cooler box/es ○ box/es of Reagents and Consumables ○ folder/s of documents ○ miscellaneous items, if any ▪ send the items to the corresponding locations as specified on the item/s or as specified by the laboratory <p>At the collection point: Receive item/s from the sender, load the item/s to the vehicle/s, arrange the item/s inside the vehicles, count the number of items and sign the delivery form as per Appendix V</p> <p>At the delivery point: unload the items from the vehicle/s, deliver the item/s to the recipients' receiving area (using trolley) and get the recipient/s to confirm the number of items and sign the delivery form and finally, return the delivery form to the sender at the collection point.</p>	
10	<p>For the transportation and storage of blood bank equipments:</p> <p>To be clear and agreed to the roles and responsibilities in carrying out the duties:</p> <ul style="list-style-type: none"> ▪ collect and store in the panel van the blood bank equipments as specified in Appendix VI ▪ send the blood bank equipments to the specified blood donation drive site at the specified time <p>On the first/starting day: Receive blood bank equipments from Blood Donation Centre, load and store the equipments to the vehicle/s, arrange and secure the equipments inside the vehicles, sign the collection form as per Appendix VII</p>	

	<p>At the collection point on the day of a blood donation drive: Collect additional blood bank equipments if required, load the equipments in the vehicle, arrange the equipments in the vehicle, and sign the delivery form as per Appendix VIII.</p> <p>At the delivery point: Unload the equipments from the vehicle, deliver the equipments to the specified blood donation drive site (using trolley), set up and arrange the equipments as per the Blood Bank Supervisor instructions and get the Blood Bank Supervisor to sign the delivery form. Additional tables and chairs (provided at the blood donation drive site) are also to be arranged as per the Blood Bank Supervisor instructions.</p> <p>During the blood donation drive at a specified time interval: Collect cool box/es containing blood units from an assigned staff, load the cool box in the vehicle, arrange and secure the cool box inside the vehicle, and sign the delivery form as per Appendix VI.</p> <p>At the end of the blood donation drive: Pack up the blood bank equipments, ensure the site is clean before leaving, reload the equipments to the vehicle, rearrange and secure the equipments on the vehicle. Transport donated/collected blood units in a cool box to Blood Donation Centre if required.</p> <p>At the Blood Donation Centre: Unload the cool box/es, deliver the cool box/es to the Blood Donation Centre, and get the recipient/s to confirm the number of cool box/es and sign the delivery form and finally, return to the blood donation drive site, or end the day if no longer required.</p>	
	STAFFING AND CODE OF CONDUCT	
11	The Operator shall be responsible for direct staff employment and provision of training for the job. All employees involved in the transportation of all goods shall attend safety briefing conducted by DLS Safety Committee.	
12	All employees involved shall also attend all the necessary trainings conducted by DLS and other relevant sections. Completion of such trainings is required before the transportation service may commence.	
13	New employees shall report to the DLS and shall undergo and complete similar trainings as stated in Clause 12.	

14	The Operator shall provide one (1) driver and one (1) assistant staff in carrying out delivery duties for each vehicle (both driver and assistant staff must be able to replace each other should the situation require a replacement of a driver or an assistant staff). The Operator may add additional vehicle(s) or assistant staff(s) to fulfill the contract requirement at no additional cost to DLS. An additional one (1) assistant staff is required for Blood Donation Centre to perform similar duties.	
15	The Operator for each van/vehicle shall respond to any call (can be contacted at any time) made by the user(s) at respective location. User(s) at respective location will contact the Operator with regards to any issue that may arise.	
16	The driver/s are not permitted to make any stop to any irrelevant place whilst on the way transporting the good/s to the specified locations. Petrol for the vehicle must be topped up daily before arriving to the starting location every morning.	
17	The driver/s and the assistant staffs are not permitted to smoke while performing their duties in the transportation service of good/s of any nature.	
18	The driver/s and the assistant staff/s shall dress in a manner fitting to their occupation and carry the company's name/logo/badge for easy identification to enter end-user's collection/receiving area.	
19	Undertake in writing to indemnify the Government from all liabilities out of claim by any workman employed in the performance of this Contract for payment of compensation under or by virtue of provision of the Workmen's Enactment 1957 (or any other law amending or replacing such ordinance) and from all costs and expenses incidental or consequential thereto.	
	VEHICLES	
20	The Operator shall finance towards the cost of providing the vehicle/s, its equipment and their maintenance in ensuring smooth delivery of the goods.	
21	Alternate vehicle/s must be provided immediately to replace broken down vehicle/s so as not to jeopardize any deliveries to be made.	
22	The vehicles for Route A, B and C shall be of either saloon car or a compact SUV.	
23	The panel van for Blood Donation Centre shall have an expanded cargo space for easy loading and unloading with the following minimum dimensions: i. Cargo area height of no less than 1350mm ii. Opening height of no less than 1250mm iii. Cargo area width of no less than 1500mm iv. Opening width of no less than 1350mm v. Cargo area depth of no less than 2850mm	

24	The vehicles shall have 1 driver seat and at least 1 passenger seat with 4 doors.	
25	All vehicles must not be more than 3 years of age. Offer with new vehicles is an added advantage. Please provide a copy of bluecard of vehicles, if any.	
26	Vendors shall be responsible to ensure regular servicing of the vehicles to ensure vehicles are always safe and ready for use and to avoid interruption of services that may affect the integrity of specimens and turnaround time of results.	
27	The compartment inside the vehicle/s should be temperature controlled offering a temperature between 20°C – 25°C . Temperature-sensitive goods, such as specimens and reagents, should not be stored for prolonged periods at temperatures above 30°C, which temperature can be reached when parked under the sun.	
28	Petrol for the vehicle/s must be topped up daily before arriving to the required locations every morning.	
29	The cooler box(es) or cooler bag(s), reagents and consumables packages must be properly arranged and stored in such a way to prevent topple over during transportation.	
30	Provision of first aid kit, disposable gloves, disposable gown or disposable plastic apron, plastic bags in every vehicle in the event of mishaps.	
	DELIVERY	
31	The Operator shall carry out transportation services of specimens, reagents, consumables and miscellaneous items as well as blood bank equipments daily, 5 days a week, 7.30am - 4.30pm (+ other non- office hour upon special request if required) to/from specified locations as stated in Appendix I, II and III as well as to all blood donation drive sites.	
32	In cases of emergency that requires transportation of specimens or other items from the specified locations as stated in Appendix I, II and III or from ANY unspecified locations and during ANY other times, vendor shall provide an appropriate vehicle to transport the specimens or other items to the appropriate locations, including during non-office hour upon special request. Specimens shall be transported within such time that does not affect the integrity of the specimens and turnaround time of its results.	
33	For the transportation of specimens, reagents, consumables and miscellaneous items as per Routes A, B and C: To be clear and agreed to the roles and responsibilities in carrying out the duties: <ul style="list-style-type: none"> ▪ collect the following from the different locations as specified in Appendix I, II and III: 	

	<ul style="list-style-type: none"> ○ specimen cooler bag/s or Cooler box/es ○ box/es of Reagents and Consumables ○ folder/s of documents ○ miscellaneous items, if any <ul style="list-style-type: none"> ▪ send the items to the corresponding locations as specified on the item/s or as specified by the laboratory <p>At the collection point: Receive item/s from the sender, load the item/s to the vehicle/s, arrange the item/s inside the vehicles, count the number of items and sign the delivery form as per Appendix V</p> <p>At the delivery point: Unload the items from the vehicle/s, deliver the item/s to the recipients' receiving area (using trolley) and get the recipient/s to confirm the number of items and sign the delivery form and finally, return the delivery form to the sender at the collection point.</p>	
34	<p>For the transportation and storage of blood bank equipments:</p> <p>To be clear and agreed to the roles and responsibilities in carrying out the duties:</p> <ul style="list-style-type: none"> ▪ collect and store in the panel van the blood bank equipments as specified in Appendix VII. ▪ send the blood bank equipments to the specified blood donation drive site at the specified time <p>On the first/starting day: Receive blood bank equipments from Blood Donation Centre, load and store the equipments to the vehicle/s, arrange and secure the equipments inside the vehicles, sign the collection form as per Appendix VII.</p> <p>At the collection point on the day of a blood donation drive: Collect additional blood bank equipments if required, load the equipments in the vehicle, arrange the equipments in the vehicle, and sign the delivery form as per Appendix VIII.</p> <p>At the delivery point: Unload the equipments from the vehicle, deliver the equipments to the specified blood donation drive site (using trolley), set up and arrange the equipments as per the Blood</p>	

	<p>Bank Supervisor instructions and get the Blood Bank Supervisor to sign the delivery form. Additional tables and chairs (provided at the blood donation drive site) are also to be arranged as per the Blood Bank Supervisor instructions.</p> <p>During the blood donation drive at a specified time interval: Collect cool box/es containing blood units from an assigned staff, load the cool box in the vehicle, arrange and secure the cool box inside the vehicle, and sign the delivery form as per Appendix VIII.</p> <p>At the end of the blood donation drive: Pack up the blood bank equipments, ensure the site is clean before leaving, reload the equipments to the vehicle, rearrange and secure the equipments on the vehicle. Transport donated/collected blood units in a cool box to Blood Donation Centre if required.</p> <p>At the Blood Donation Centre: Unload the cool box/es, deliver the cool box/es to the Blood Donation Centre, and get the recipient/s to confirm the number of cool box/es and sign the delivery form and finally, return to the blood donation drive site, or end the day if no longer required.</p>	
	SECURITY	
35	The Operator is fully liable and responsible for ensuring the safety and security of the goods while in transit in their possession.	
36	The Operator is fully liable and responsible for ensuring the goods reached and received by the recipient/s at the designated destination and get the delivery form to be signed and verified by the recipient/s.	
37	The Operator is to report to the Department of Laboratory immediately with regards to any event which objects the Operator from ensuring all above to be executed and followed by written report addressed to The Director of Department of Laboratory Services.	
	CLAIMS	
38	The operator shall submit the invoice transportation services for routes A, B and C monthly and addressed to:	

	<p><i>Head of Phlebotomy & Central Specimen Receiving Area</i> <i>Department of Laboratory Services</i> <i>Ministry of Health</i> <i>Negara Brunei Darussalam</i></p>	
39	<p>Logistic services shall be chargeable on a daily basis i.e. whenever the service is employed as per scheduled blood donation drive events, or when required. The operator shall separately submit the invoice transportation service for Blood Donation Centre monthly and addressed to:</p> <p><i>Head of Blood Donation Centre</i> <i>Department of Laboratory Services</i> <i>Ministry of Health</i> <i>Negara Brunei Darussalam</i></p>	
	PRICE VALIDITY	
40	<p>The quotation shall remain valid for 12 MONTHS from the final date for the submission of the quotation and no supplier may withdraw his/her quotation within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension to the quotation validity period shall have written consent of the supplier(s).</p>	

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) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:

- *Supply & Delivery Of Transport Services For Medical Items*

(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 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.

SCHEDULE 6 - SUBMISSION OF SAMPLE

- 6.1 Tenderers shall submit the Submission of Sample form below in respect of the items specified in this tender.
- 6.2 Samples of the items to be submitted shall be:
- a) identical in packing and manufacture to the items to be offered by the Tenderer; and
 - b) marked with the corresponding item number of the tender.

SUBMISSION OF SAMPLE FORM

To:

TENDER REFERENCE NO: KK/297/2022/LAB(TC)

**INVITATION TO TENDER
THE PROVISION OF BIOLOGICAL SAMPLES TRANSPORTATION AND LABORATORY
RELATED LOGISTIC SERVICES FOR DEPARTMENT OF LABORATORY SERVICES, AND
LOGISTIC SERVICES FOR BLOOD DONATION CENTRE, DEPARTMENT OF LABORATORY
SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

SUBMISSION OF SAMPLE FORM OF (NAME OF TENDERER)

NO.	TEST/REAGENT NAME	SAMPLE SUBMITTED (indicate with ✓)	SAMPLE NOT SUBMITTED (indicate with ✕)	OFFERED/ NOT OFFERED (indicate as appropriate)
1	VEHICLE FOR ROUTE A			
2	VEHICLE FOR ROUTE B			
3	VEHICLE FOR ROUTE C			
4	PANEL VAN FOR BLOOD DONATION CENTRE			

We understand as stated in the Instructions to Tenderers that Tenders without samples shall not be considered.

Tenderer's official stamp:

[signature of authorized officer of Tenderer]

Name:

Designation:

Date:

FOR OFFICE USE

Date of receipt : _____

Receiving Officer : _____