

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/307/2022/ESTETRIPASH(TC)	<p>FIVE (5) YEARS TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF GENERATOR SET IN RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL</p> <p>Kelayakan Pemborong/Pembekal: Berdaftar dengan Kementerian Pembangunan atau Kementerian Kesihatan</p> <p>Kelas/Kategori: Kelas: II Kategori: M03 & E01</p>	5 YEARS	DEPARTMENT OF ESTATE MANAGEMENT AND TRANSPORT, RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL	\$30.00	06 TH DECEMBER 2022	<p>IR Abdul Mushawwir bin Haji Abdul Rahman Jurutera Kanan Hospital Hospital Raja Isteri Pengiran Anak Saleha Kementerian Kesihatan Negara Brunei Darussalam Contact No.: 2242424 EXT 8637/8640/2222 e-mail: mushawwir.rahman@moh.gov.bn</p>

SECTION 2

SPECIFICATIONS AND REQUIREMENTS

TENDER REFERENCE NO: KK/307/2022/ESTETRIPASH(TC)

INVITATION TO TENDER

FIVE (5) YEARS TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF GENERATOR SET IN RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL

SCOPE OF WORKS

GENERAL

- 1.1 Tenderers are ought from suitably qualified contractors who wish to be considered for the comprehensive maintenance and repair (hereinafter referred to (“ Maintenance Services”) of Generator Set as set out In **Schedule I – List of Equipment**, at RIPAS hospital for a duration of Five (5) years.
- 1.2 The Contractor shall provide Maintenance Services for the system inclusive of all necessary spare parts and replacement parts ensure that the system is kept in good working order and condition and functioning efficiently within the manufacturer’s specification. The Maintenance Services consist of:
 - Preventive Maintenance
 - Corrective Maintenance
- 1.3 All prices to be quoted shall include labour, parts and transport charges.
- 1.4 The tenderer shall also ensure that technical services shall be available twenty-four (24) hours a day for the convenience of the Government to provide assistance for any emergency service. In the event that any attended calls are made during the preventive maintenance period, there shall not be any charges for the replacement of parts.

MAINTENANCE SERVICES

2.1 PREVENTIVE MAINTENANCE

- 2.1.1 Scheduled or routine preventive maintenance, which includes testing and inspection, on the system shall be performed during Government working hours (07.45 am – 12.15 pm and 01 pm – 04.30 pm).
- 2.1.2 Preventive maintenance shall be performed in accordance with the maintenance schedules set out in **Schedule ‘II’ – Plant Preventive Maintenance Schedules (PPM)** recommended by the manufacturers’ service manuals.
- 2.1.3 Although the maintenance schedules may not include instructions for every component of each item of the equipment, the Tenderer is expected to carry out the usual maintenance process in accordance with the normal trade practices and to meet specific requirements of the respective equipment’s manufacturer’s recommendations.
- 2.1.4 The frequencies of the preventive maintenance may be adjusted by mutual agreement, to suit the duty and conditions of operation of the system’s equipment.
- 2.1.5 Where follow – up work is considered necessary and involves further repairs the Tenderer shall notify the Superintendent Officer of the extent of the repairs before proceeding with the work.

- 2.1.6 The Tenderer shall ensure that downtime of any of the equipment within the system is kept to a minimum. The maximum period for which any equipment to be continuously out of service shall be **One (1) day**. A penalty of **B\$100.00 per day** shall be imposed if the said their period if exceeded and that, it is in the opinion of the Superintendent Officer, the system ought reasonably to have been put back to service.
- 2.1.7 The tenderer as also required to submit monthly report covering details of periodic inspection servicing and repairs. The monthly report shall include, but not limited to, a log showing time when fault notice was received, nature of fault, time when rectification works was initiated, actual time taken for repair, materials and parts used.

2.2 CORRECTIVE MAINTENANCE

- 2.2.1 Corrective Maintenance shall be performed at **ANY TIME (inclusive of public holiday)** upon notification by the Superintending Officer or his representative.
- 2.2.2 The Tenderer shall dispatch his competent mechanics/technician to a site specified by the Superintending Officer or his representative within 30 minutes (hereinafter "Response Time") after being notified in writing or telephone that a fault is reported via a "Service Call Slip" which the Tenderer shall collect prior to commencing the repair or replacement works. This Service Call Slip must be certified by the Superintending Officer or his representative with an official stamp, time in, time out and date.
- 2.2.3 If the response Time is exceeded, **a penalty of B\$50.00 per hour** upon the Tenderer for every hour or part thereof that the Response time is exceeded.
- 2.2.4 The mechanics/technician shall complete any repair or replacement of parts within seven (7) days from the time the mechanics/technician arrives at the specified site. **A penalty of B\$100.00 per day** shall be imposed if the said downtime is exceeded and that, it is in opinion of Superintending Officer, the system ought reasonably to have been put back to service.
- 2.2.5 Any breakdown report(s) shall be forwarded to the respective Estate Maintenance Section on the next working day of approval of EMS's Superintending Officer.

2.3 ADDITIONAL SERVICES

- 2.3.1 The Tenderer shall service the existing panels such as tightening the cable, terminations, replacement of fused indicating lights, faulty meters, tidying up the internal wirings, relays, components and boards.
- 2.3.2 The Tenderer is also required to provide necessary protection against the existing plants and equipment in the adjacent working areas while carrying out the Maintenance Services.
- 2.3.3 The tenderer is also required to include refurbish & maintenance of existing Plant room and repair such as lighting, socket, air-conditioning, service fire extinguisher, repair door, louvers including other accessories, exhaust fan and other necessary works without extra costs.

SPARE PARTS

- 3.1 The Tenderer shall maintain sufficient spare parts which are commonly used to ensure and enable all preventive maintenance to be carried out and to replace any parts which may reasonably expected to be needed due to breakdown.
- 3.2 The Tenderer shall submit a price list of all parts or item as listed out in **Schedule III –Schedule of Rates**. This list shall be inclusive of all duties, taxes, labour charges, transport charges and maintained for Five (5) years.
- 3.3 Tenderer shall remove and replace any parts supplied which are damaged, defective or do not meet the respective specification. Failure to do within the **stipulated time** by the Superintending officer may result in the removal of the part/s by the Superintending Officer and replaced by

others. The Government reserves the right to recover all costs and expenses incurred for such removal and replacement.

- 3.4 A grace period of **two (2) weeks** for repairs which are outstanding due to unavailability of spare parts or awaiting spare parts, after which penalty of **B\$100.00 per day or part thereof** shall be imposed. A written notice will be given to the Tenderer seven (7) days prior to expiry of the grace period and start of the penalty.
- 3.5 If, in the opinion of the Superintending Officer, any of the parts supplied are not in accordance with the specifications, the Superintending Officer reserves the right to submit the part/s to expert examination and/or test. All costs in connection therewith shall be done by the Tenderer unless such examination and/or test show that the said part/s is/are in accordance with its specification/s.
- 3.6 The service engineer shall complete any repair or replacement of parts within fourteen **(14) days** from the time the service engineer arrives at the site.
- 3.7 The contractor shall supply all replacement part, spare parts and materials necessary for the proper operation, routine preventive maintenance and breakdown repairs of the system.
- * These shall be genuine parts and materials approved by the system manufacturers and where new parts or materials are to be used, the Superintendent Officers approval shall be an advance.
- 3.8 The contractor shall give (9) months warranty period to all replacement parts and repair after complete works done

PERSONNEL

- 3.9 To ensure the proper and efficient execution of the maintenance services, the Tenderer shall provide and employ qualified and competent workers to perform the Maintenance Services as follows:
- One (1) registered Engineer
 - One (1) registered technician/supervisor
 - Two (2) tradesmen
- 3.10 Failure to provide the required personnel to carry out the Maintenance Services will result in an imposition of the following charges:
- Engineer - **B\$100/day**
 - Supervisor/Technician - **B\$75.00/day**
 - Tradesman - **B\$50.00/day**
- 3.11 The Tenderer shall ensure that such personnel are properly trained and employed (if they are employed outside of Brunei Darussalam) by the Tenderer throughout the Five (5) years duration.
- 3.12 The Tenderer is required to submit a list of names, addresses, qualification, experiences and other relevant information that the Superintending Officer may require, of all persons that shall be employed for the performance of the Maintenance Services in the format set out in Section 3 of this invitation to Tender. Any amendments made to the list shall be submitted in writing within five (5) days upon knowledge that any person has been added or deleted from the list during the Five (5) years duration.
- 3.13 The superintending Officer reserves the right to remove, reject or replace any persons employed by the Tenderer, who in the opinion of the Superintending Officer is not competent to execute the maintenance Services and shall direct the tenderer to replace such person/s.
- 3.14 All personnel employed by the Tenderer shall be neatly and properly attired in uniforms and equipped with proper tools and safety equipment to enable them to carry out their work safely, accurately and without any risk of causing damage to the system or any of the building at respective Hospital/Health Centre/Clinic, Ministry of Health.

INSURANCE

3.15 The Tenderer shall warrant that he will maintain at his own expenses, comprehensive general liability, errors and omissions, worker's compensation, public liability, property damage and automobile liability insurance. The Tenderer shall note that all insurance should cover throughout the contract period of Five (5) years and, any approved extension of time.

LOG BOOKS AND REPORTS

3.16 A record of the work done on each maintenance visit for each location in **Schedule I** shall be noted in a log book by the Tenderer.

3.17 The log book must show the date, time and duration of work performed; a description of work performed and the name of the Tenderer's personnel responsible for performing the work.

3.18 Completion of the maintenance visit shall be affixed via the technician's signature and shall be confirmed in writing by the Superintending Officer or his representative.

3.19 The log book must be available for inspection by the Government at any time.

3.20 The Tenderer shall also submit Maintenance Service Reports in a format acceptable the Government and shall include the following information.

- Reference number of any equipment of the system;
- Job number;
- Date of completion of job;
- Date, time and total time any equipment of the system is made unavailable to the Government;
- Name of Tenderer's technician/personnel responsible for carrying out the job;
- and
- Comments of the person requesting the Maintenance Services.

3.21 Any verbal reports made by the EMS on any breakdown shall be made available to the Superintending Officer or his representative within twenty-four (24) hours of receiving the complaint. Such report must state the nature of the fault, work done and whether any further work is required.

EQUIPMENT AND TOOLS

7.1 The Tenderer shall insure that all technicians working on site are equipped with adequate equipment and/or tools to enable them to carry out their work safely, accurately and without risk of causing any damage to the system or any of the buildings. Such equipment and tools include but are not limited to the following:

- Multitester
- Insulation Tester
- Test pin
- Fuse
- General Tool kit

CONTRACT PRICE AND PAYMENT

8.1 The tenderer shall quote the cost of an annual service contract which shall consist of the maintenance services charges and the cost of parts replaced (if any), upon receipt of:

- Three (3) copies of invoice;
 - 1 Original invoice
 - 1 Duplicate invoice
- Service call Slip; and

- A detailed Maintenance Service Report
- 8.2 The tenderer shall submit the invoice of the previous month **within first week of the following month**. All claims shall be addressed to respective:
- Head of Section**
Estate Maintenance Section
RIPAS HOSPITAL
Negara Brunei Darussalam
- 8.3 Payment will be made within forty-five (45) days after submission of the invoice and other related documents, subject to any deduction under the Contract and satisfactory certification by the Government during the preceding month.

USE OF SITE

- 9.1 The contractor shall not use the site for any purpose other than that of carrying works in connection with the performance of the contract.
- 9.2 The contractor shall at all times keep the site clear and free from all surplus materials, rubbish, debris arising from the execution of the works and shall keep the site in a clean condition.

TWO-WAY RADIO FOR COMMUNICATIONS

The contractor shall provide (4) numbers of two-way radio communications (walkie-talkie) OR other approved equivalent alternative type of effective communication for use of the S.O. and his staff as mean of communication. All charge associated with commissioning, licensing and maintenance shall be borne by the contractor.

HEALTH AND SAFETY, PRECAUTION AGAINST CONTROL

The contractor shall provide all necessary measure, comply with all occupational health and safety regulations and rules that are force, and comply with all orders and instructions given to him from time to time by the Superintending Officer in regard to occupational health and safety persons in the vicinity of the site and including safety and other regulation in force in the Hospital/Health Centre/Clinics and any requirements of local Authority and/or Public Service Authority. No claim by the contractor for additional payment shall be allowed on the grounds of any misunderstanding or misinterpretation due lack of knowledge of these conditions, regulations and requirements.

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SECTION 3
TENDER FORM

SCHEDULE A – TENDER FORM

To:

TENDER REFERENCE NO: KK/307/2022/ESTETRIPASH(TC)

INVITATION TO TENDER
FIVE (5) YEARS TERM CONTRACT FOR COMPREHENSIVE MAINTENANCE AND REPAIR OF
GENERATOR SET IN RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL

TENDER OF (*name of tenderer*)

Company/Business Registration No _____

Tender Closing Date: _____

MAINTENANCE VISIT

1. Schedule of Equipment, Schedule No.1, Rates for Maintenance item number A to G inclusive.
 - a. Total of 1 No. Task 'A' inspection for all item.
B\$ (BRUNEI DOLLAR
.....)
 - b. Total of 1 No. Task 'B' inspection for all item.
B\$ (BRUNEI DOLLAR
.....)
 - c. Total of 1 No. Task 'C' inspection for all item.
B\$ (BRUNEI DOLLAR
.....)
 - d. Total of 1 No. Task 'D' inspection for all item.
B\$ (BRUNEI DOLLAR
.....)
 - e. ANNUAL COST OF MAINTENANCE VISIT
Total of Task 'A', Task 'B', Task 'C' plus Task 'D' inspection for all items.
B\$ (BRUNEI DOLLAR
.....)

REPLACEMENT ITEMS

2. Schedule of Rates, Schedule No.2, Rates for replacement items, Serial Number 1 to 46 (i) inclusive.
 - a. Total for item 1 to item 46 (i) inclusive.
B\$ (BRUNEI DOLLAR
.....)

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 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 **SIX (6)** 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 B – 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:
 - *Provision of maintenance services for Standby Generator Set*
- (d) Other information which is considered relevant

SCHEDULE C – 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 D – 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 E – 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.