

REFERENCE OF TENDER	DESCRIPTION OF TENDER	TIME PERIOD OF TENDER	DEPARTMENT/DIVISION/ UNIT REQUESTING TENDER	FEEES	CLOSING DATE NOT LATER THAN 2.00PM	FOCAL PERSON
KK/309/2022/JPR(TC)	SUPPLY AND DELIVERY OF MEDICAL CONSUMABLE ITEMS FOR DEPARTMENT OF RENAL SERVICES FOR A PERIOD OF THREE (3) YEARS	3 YEARS	DEPARTMENT OF RENAL SERVICES	\$30.00	13 <sup>th</sup> DECEMBER 2022	Hjh Noorhafizah Binti Hj Taha Assistant Supply Officer Department of Renal Services Ministry of Health Negara Brunei Darussalam Contact No.: 2451010 Fax: 2450488 e-mail: <a href="mailto:noorhafizah.taha@moh.gov.bn">noorhafizah.taha@moh.gov.bn</a>

## SECTION 2

### SPECIFICATIONS AND REQUIREMENTS

TENDER REFERENCE NO: KK/309/2022/JPR(TC)

INVITATION TO TENDER  
SUPPLY AND DELIVERY OF MEDICAL CONSUMABLE ITEMS FOR DEPARTMENT OF RENAL  
SERVICES FOR A PERIOD OF THREE (3) YEARS

NO.	DESCRIPTION	ESTIMATED YEARLY USAGE	BUFFER STOCK REQUIRED	PACK SIZE	SHELF LIFE	DELIVERY PERIOD
1.	Sterilized Hemodialysis Fistula Pack Should include the following: a. 5 pieces of Cotton Ball – 0.5gm b. 4 pieces of Gauze – 10 x 10 x 8 ply each c. 1 piece of Crepe Paper 30cm x 60cm	216,000 PACKS	43,200 PACKS	PACK	MINIMUM 2 YEARS SHELF LIFE	2 TO 4 WEEKS UPON CONFIRMATION OF PURCHASE ORDER OR EARLIER DELIVERY PERIOD IS PREFERABLE

**Note:**

- All consumables supplied throughout this tender must have a minimum shelf life of **2 years (24 months)**. Any consumables items with remaining shelf life less than one (1) year upon delivery will be rejected.

**SECTION 3**  
**FORMS TO BE USED**

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**SCHEDULE 1**  
**TENDER FORM**

To:

**TENDER REFERENCE NO: KK/309/2022/JPR(TC)**

**INVITATION TO TENDER**  
**SUPPLY AND DELIVERY OF MEDICAL CONSUMABLE ITEMS FOR DEPARTMENT OF RENAL SERVICES FOR A PERIOD OF THREE (3) YEARS**

**TENDER OF (name of tenderer)**

Company/Business Registration No.: \_\_\_\_\_

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

NO.	DESCRIPTION	ESTIMATED ANNUAL USAGE	BUFFER STOCK REQUIRED	PACK SIZE	SHELF LIFE	BRAND	UNIT PRICE	TOTAL PRICE	DELIVERY PERIOD
1.	Sterilized Hemodialysis Fistula Pack Should include the following: a. 5 pieces of Cotton Ball – 0.5gm b. 4 pieces of Gauze – 10 x 10 x 8 ply each c. 1 piece of Crepe Paper 30cm x 60cm	216,000 PACKS	43,200 PACKS						

**Note:**

- All consumables supplied throughout this tender must have a minimum shelf life of **2 years (24 months)**. Any consumables items with remaining shelf life less than one (1) year upon delivery will be rejected.

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) MONTHS** 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 and Delivery of Medical Supplies*

(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
<b>Contractor</b>				
		Not Applicable	Not Applicable	Not Applicable
<b>Sub-contractor(s)</b>				

## **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/309/2022/JPR(TC)

**INVITATION TO TENDER  
SUPPLY AND DELIVERY OF MEDICAL CONSUMABLE ITEMS FOR DEPARTMENT OF RENAL  
SERVICES FOR A PERIOD OF THREE (3) YEARS**

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SUBMISSION OF SAMPLE FORM OF *(NAME OF TENDERER)*

ITEM NO.	DESCRIPTION	SAMPLE SUBMITTED (indicate with ✓)	SAMPLE NOT SUBMITTED (indicate with ✗)	OFFERED/NOT OFFERED (indicate as appropriate)
1.	STERILIZED HEMODIALYSIS FISTULA PACK			

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:

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### FOR OFFICE USE

Date of receipt : \_\_\_\_\_

Receiving Officer : \_\_\_\_\_