

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/319/2022/ESTETRIPASH(TC)	<p>PROVISION OF MAINTENANCE SERVICES FOR PUMP AND ACCESSORIES INCLUDING PUMP CONTROL PANEL AT RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF FIVE (5) YEARS</p> <p>Kelayakan Pemborong/Pembekal: Berdaftar dengan Kementerian Pembangunan atau Kementerian Kesihatan</p> <p>Kelas/Kategori: Kelas: II ke atas Kategori: M03</p>	5 YEARS	DEPARTMENT OF ESTATE MANAGEMENT AND TRANSPORT, RAJA ISTERI PENGIRAN ANAK SALEHA (RIPAS) HOSPITAL	\$100.00	20 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

**PROVISION OF MAINTENANCE SERVICES FOR PUMP AND
ACCESSORIES INCLUDING PUMP CONTROL PANEL AT RAJA ISTERI
PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF FIVE (5) YEARS**

1.0 GENERAL

- 1.1 Tenderers are sought from suitably qualified and skilled staff with adequate testing instruments who wish to be considered for the provision of maintenance services (hereinafter “Maintenance Services”) for pump, its accessories and its control panel (hereinafter “the System”) at Raja Isteri Pengiran Anak Saleha Hospital (hereinafter “RIPAS Hospital”) for a duration of **Five (5) years** as set out in **Schedule 1 –Site Location**.
- 1.2 The Tenderer shall provide Maintenance Services for the System inclusive of all necessary spare parts and replacement parts to ensure that the System is kept in good working order and condition and functioning efficiently within the manufacturer’s specifications. The Maintenance Services consist of:
- Preventive maintenance; and
 - 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.

2.0 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 – 12.15pm and 01.30 pm – 04.30 pm].
- 2.1.2 Preventive maintenance shall be performed in accordance to the maintenance schedules set out in **Schedule 2 – Maintenance Schedule** as 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 Officer In-Charge 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 **three (3) days**. A penalty of **B\$100.00 per day** shall be imposed if the said period is exceeded and that, it is in the opinion of the Superintending Officer, the System ought reasonably to have been put back to service.
- 2.1.7 The Tenderer is also required to submit monthly reports covering details of periodic inspection, servicing and repairs. The monthly report shall include, but not limited to, a log showing the time when fault notice was received, nature of fault, time when rectification work 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 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** shall be imposed upon the Tenderer for every hour or part thereof that the Response Time is exceeded.
- 2.2.4 The technician shall complete any repair or replacement of parts within **seven (7) days** from the time the technician arrives at the specified site. A penalty of **\$100.00 per day** shall be imposed if the said downtime is exceeded and that, it is in the opinion of the 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 Estate Maintenance, RIPAS Hospital on the next working day for approval of ESTET 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, boards, and other necessary work required.
- 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.

3.0 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 be reasonably expected to be needed due to breakdown.
- 3.2 The Tenderer shall submit a price list of all parts or items as listed out in **Schedule C – Schedule of Rate**. This list shall be inclusive of all duties, taxes, labour charges, transport charges and maintained for Five years.
- 3.3 The 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 a 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 borne 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 All parts supplied must be certified with approval from the ABCi and DES (for electrical related components).

4.0 PERSONNEL

- 4.1 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 and qualified supervisor/engineer
 - Six (3) qualified technician
- 4.2 Failure to provide the required personnel to carry out the Maintenance Services will result in an imposition of the following charges:
- Supervisor - **B\$75.00 / day**
 - Technician - **\$50.00 / day**
- 4.3 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 years duration.

- 4.4 The Tenderer is required to submit a list of names, addresses, qualifications, 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 years duration.
- 4.5 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.
- 4.6 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 RIPAS Hospital.

5.0 INSURANCE

The Tenderer shall warrant that he will maintain at his own expense, comprehensive general liability, errors and omissions, workers' compensation, public liability, property damage and automobile liability insurance. Upon request by the Government, the Tenderer shall furnish certificates showing that such insurance is in effect and will not be cancelled or changed in the absence of a prior 30-days' written notice to the Government.

6.0 LOG BOOKS AND REPORTS

- 6.1 A record of the work done on each maintenance visit for each location in **Schedule 1** shall be noted in a log book by the Tenderer.
- 6.2 The log book must show the date, time and duration of work performed; a description of the work performed; and the names of the Tenderer's personnel responsible for performing the work.
- 6.3 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.
- 6.4 The log book must be available for inspection by the Government at any time.
- 6.5 The Tenderer shall also submit Maintenance Service Reports in a format acceptable to 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
- Remarks and recommendation of the person requesting the Maintenance Services.

6.6 Any verbal reports made by the Estate Maintenance, RIPAS Hospital 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.

7.0 EQUIPMENT

The Tenderer shall ensure 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.

8.0 CONTRACT PRICE AND PAYMENT

8.1 The Tenderer shall quote the cost of Five (5) years 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 (one (1) original copy and two (2) duplicate copies of the invoice)
- Service Call Slip; and
- A detailed Maintenance Service Report

8.2 The Tenderer shall submit the invoice of the previous month **within first two (2) weeks of each month**. All claims shall be addressed to:

<p><i>Head of Section Estate Maintenance Section RIPAS Hospital Ministry of Health Brunei Darussalam</i></p>
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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.

SCHEDULE 1 – SITE LOCATION

PUMP HOUSE NO.	LOCATION	EXISTING ITEM	UNIT	QUANTITY
1	3 Days Tank Pump Room	CNP Pump (11kW)	No	2
		CNP Pump (1.5kW)	No	4
		CNP Pump (2.2kW)	No	2
2	Specialist Building Pump Room	Grundfos Pump (4kW)	No	2
		ESPA Pump (2.2kW)	No	2
		Control Panel	No	2
3	Block 5, Roof Top	Grundfos Pump	No	2
		CNP Pump (1.5kW)	No	2
		Pressure Vessel	No	3
		Control Panel	No	2
4	Block 5, Basement – Room No.3	Unoflow Pump (2.2kW)	No	2
		Grundfos Pump (4kW)	No	1
		CNP Pump (4kW)	No	1
		Mono Flow Pump (3kW)	No	1
		Teco Pump (11kW)	No	4
		Pressure Vessel	No	2
		Control Panel	No	4
5	Block 5, Basement – Room No.4	Grundfos Pump	No	2
		CMG Pump (11kW)	No	2
		CNP Pump (11kW)	No	1
6	OPD, Basement – Room No 1	Southern Cross Pump (7.5kW)	No	2
7	OPD, Basement – Room No.2	CNP Pump (4kW)	No	2
		Elemo Pump (2.2kW)	No	1
		Nocchi Pump (2.8kW)	No	1
		Control Panel	No	2
		Pressure Vessel	No	1
8	Block 3, Back-Up Tank Pump Room	DAB Pump (12.75kW)	No	3
		Pressure Vessel	No	1
		Control Panel	No	1
9	Bunga Kuning Pump Room	Grundfos Pump (4kW)	No	2
		Salmons Pump (1.1kW)	No	1
		Pressure Vessel	No	2
		Control Panel	No	2
10	Block 3, Renal Unit Pump Room	CNP Pump (4kW)	No	2
		Control Panel	No	1
11	Block 2 Pump Station	Davey Pump (2.2kW)	No	2
		Filter	No	1
		Pressure Vessel	No	1
		Water Tank	No	2
12	Basement 1, Women & Children Centre	Grundfos Pump (2.2kW)	No	2
		Pressure Vessel	No	1

PUMP HOUSE NO.	LOCATION	EXISTING ITEM	UNIT	QUANTITY
		Filter	No	2
		Wilco Pump	No	3
		Pressure Vessel	No	1
		Teco Pump (55kW)	No	2
		Monoflo (Jockey Pump – 7.5kW)	No	1
		Grundfos (Feeder Pump – 2.2kW)	No	2
		Filter (27.5 Gallon)	No	1
		Grundfos Pump (11kW)	No	2
		Pressure Vessel (820l)	No	1
		Monoflo Pump (22kW)	No	2
		Monoflo (Jockey Pump – 2.2kW)	No	1
		Elemo Pump (3kW)	No	1
		Monoflo Pump (6.3kW)	No	1
		Aero Tex Pump (0.75kW)	No	1
		Media Filter (Eco Pure F36)	No	2
13	Pump Station at entrance gate to jetty	CNP Pump (11kW)	No	2
		Pressure Vessel	No	2
14	Behind Library	Salmon Pump (2.2kW)	No	2
		Pressure Vessel	No	2
		Control Panel	No	1
15	Ehsan Apartment	G.Mag Pump (2.2kW)	No	1
		CNP Pump (1.5kW)	No	1
		Pressure Vessel	No	1
16	Transport Unit	CNP Pump (1.1kW)	No	2
		Monoflo Pump (4.5kW)	No	2
		Monoflo Pump (2.2kW)	No	2
		Pressure Vessel	No	1

SCHEDULE 2 – MAINTENANCE SCHEDULE

Weekly

- Monitoring water level in tanks
- Monitoring noise and vibration
- To check any unusual temperature
- To check any leakage in pump and piping
- Visual inspection of equipment general condition
- Anytime a pump is opened, inspect the running clearances and restore them to original specifications if the running clearances have doubled (adjust ring clearances if so supplied or install new wear rings)
- Anytime a pump is opened, inspect the impeller for excessive wear or corrosion
- To ensure no leakage at every mechanical seal
- To ensure drain lines are working perfectly
- Coupling integrity
- Drive Shaft Integrity

Monthly

- Operate the pump
- Check pressure gauges and pressure tank
- Monitoring pressure switch
- Check float valves and float switch (make sure accurate signal send to the multi-trode at monitoring room)
- Monitoring pump parts temperature (bearing temperature)
- Monitoring electrical motor temperature
- Tightness of foundation and hold-down bolts
- Check coupling alignment and integrity
- Check for any wear on universal joint shafting and steady bearings
- Clean the pumps and pump room
- Check and flush seal water and drain piping
- Perform flow, pressure and power test with proper calibrated instrument
- Check all the battery systems (voltage, voltage alarm and battery charger for proper charge)
- Inspect operation for all valves
- Inspect all indicator lights (emergency and access lights) for proper operation
- Check the pump control panel. Make sure all the components are properly working (selector switch, plc, indicator lights, meters etc.)
- Make sure all the cables are tightened and tidy up the internal wirings, relays, components and boards (control panel).

NOTE:

Checklist of the preventive maintenance must be attached together during the submission for evaluation

SECTION 3

FORMS TO BE USED

TENDER FORM A - FORM OF TENDER

TENDER REFERENCE NO: KK/319/2022/ESTETRIPASH(TC)

INVITATION TO TENDER FOR PROVISION OF MAINTENANCE SERVICES FOR PUMP AND ACCESSORIES INCLUDING PUMP CONTROL PANEL AT RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF 5 YEARS

1. I/we, the undersigned are willing to contract for and perform such maintenance, and repairs to Ministry of Health buildings as may be ordered from time to time for a period of FIVE (5) years commencing from the date of award at the rates contained herein at:-
2. I/we confirm that my/our tender has been calculated on a firm price basis and that I/we have taken into account all aspects, site conditions and other matter that may affect the works. I/we understand that I/we not be allowed any claims for payment may arise out of my/our misunderstanding, and/or misinterpretation and/or miscalculation of the works and/or site conditions.
3. I/we understand and agree that the Government has the option to accept part of my/our tender and I/we agree and confirm that in such case, there shall be no adjustment of my/our tender prices and/or rates.
4. Unless and until a formal agreement is prepared and executed, this tender offer together with your Letter of Acceptance thereof shall constitute a legal and binding contract between us.
5. 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.
6. Our offer is valid for **twelve (12)** calendar months from the tender closing date.

Signature & Date

Name

In the capacity of

(Position in the Company)

(Tenderer Official Stamp)

On behalf of

(Name of Company).

Address

Telephone & Fax

MOD Registration No

(Copy of MOD Registration Certificate to be attached)

Class / Category

Tender Deposit No.

TENDER FORM 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:
 - Maintenance for pumps and it's control panel
 - (d) Minimum manpower proposal for the project which will be full time on site
 - (e) Other information which is considered relevant.

TENDER FORM C - SUB-CONTRACTORS

- 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

		Alliance Relationship between Contractor and Sub-Contractor(s)		
Company Name	Responsibility Description	Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-Contractor(s)				

TENDER FORM E - REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 4.1 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 & Address	Customer Type (Gov't or Quasi-Gov't)	Contact Person	Title	Contact Number Fax Number & Email 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.

- 4.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.
- 4.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.

TENDER FORM F - TENDERER'S DECLARATION

Tender Reference : _____

Tender Title : _____

Department / Ministry : _____

I (*insert name*) _____

(*Brunei I.C no*): _____ *colour* _____

Address : _____

_____ make the following :

DECLARATION :

1. I am
¹a registered proprietor of _____

A firm, with its place of business at _____

²a shareholder in _____

A Company, having its registered address at _____

Which has submitted a Tender Proposal in the above mentioned project;

2. ³I do not own any other firm(s)/Company(ies); (*see notes 3 and 4 below and delete where appropriate*)

3. ⁴I am also the proprietor/shareholder in the list of firm(s)/Company(ies) described at Annex I AND I further DECLARE that to the best of my knowledge, none of my other firm(s)/Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.

4. I also hereby DECLARE:

Annex 1

Pursuant to paragraph 3 of the above declaration, I submit the following list of Firm(s) which I am the proprietor of :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Pursuant to paragraph 3 of the above declaration, I submit the following list of Company(ies) which I am a shareholder of :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Sections 182 of the Penal Code (Cap 22 of the Laws of Brunei)

182. Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it likely that he will thereby cause, such public servant:-

- a) To do or omit anything which such public servant ought not do or omit if the true state of facts respecting which such information is given were known by him; or
- b) To use the lawful power of such public officer to the injury or annoyance of any person,

Shall be punished with imprisonment of either description for a term which may extend to 6 months, or with fine which may extend to \$4,000.00, or with both.

TENDER FORM G - COMPLIANCE FORM

SECTION	DESCRIPTIONS	YES	NO
1.	Instruction To Tenderers	<input type="checkbox"/>	<input type="checkbox"/>
2.	Specifications	<input type="checkbox"/>	<input type="checkbox"/>
3.	Forms to be used	<input type="checkbox"/>	<input type="checkbox"/>
4.	Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>

TENDER FORM H - LIST OF MANPOWER ALLOCATION

ENGINEER

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification:

Experience:

TECHNICIAN

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification:

Experience:

TRADESMAN / ELECTRICIAN

