

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/304/2022/MOH(TC)	THE PROVISION OF TRANSPORTATION SERVICES FOR HOME BASED NURSING AND HOME NURSING, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS	3 YEARS	DEPARTMENT OF MEDICAL AND HEALTH SERVICES	\$100.00	10 th JANUARY 2023	Department of Medical Services Department of Health Services Ministry of Health e-mail: medical.services@moh.gov.bn

SECTION 2

SPECIFICATIONS

TENDER REFERENCE NO: KK/304/2022/MOH(TC)

THE PROVISION OF TRANSPORTATION SERVICES FOR HOME BASED NURSING AND HOME NURSING, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- 1.1 The Ministry of Health in its continuous effort to improve and enhance the quality of the services provided to public, is seeking interested vendors to provide 'The Provision of Transportation Services for Home Based Nursing and Home Nursing, Ministry of Health for A Period of Three (3) Years'.
- 1.2 '**Home Based Nursing**' refers to services provided by the **Home-Based Nursing Unit**, under the Department of Medical Services.
- 1.3 '**Home Nursing**' refers to the services provided by the **Maternal and Child Health Services**, under the Department of Health Services.

2. CONTRACT PERIOD

- 2.1 The contract offered is for a period of **THREE (3) YEARS**.

3. SCOPE OF SERVICES

3.1. Scope of Work

- 3.1.1 The provision of vehicles and drivers for the purpose of transporting Healthcare Workers from their place of work to the designated patients' home.
- 3.1.2 The Healthcare Workers place of work are from:
- a) Hospitals in the Districts and Pusat Amal CeraH Sejahtera (for Home Based Nursing); and
 - b) Health Centres and Health Clinics (for Home Nursing)

3.2. Working Hours

- 3.2.1. The Working Hours for the Services shall be from Monday to Thursday and Saturday from 8:00 am until 12:30 noon; the time is subject to changes.
- 3.2.2. Ad-Hoc Service will be any schedule outside **Clause 3.2.1**, including in the afternoon, Friday, Sunday and Public Holidays, and only when required.

3.3. Vehicles

- 3.3.1. To provide the number of vehicles according to the services required for the smooth running of the services (refer to **Attachment 1** and **Attachment 2**).
- 3.3.2. The type of vehicles shall be provided are saloon car, sedan, SUV and four-wheel drive.

- 3.3.3. To provide four-wheel drive vehicles for travelling to rural areas and unpaved and/or muddy road.
- 3.3.4. The Tenderer may add additional vehicles to fulfill the contract requirement at no additional cost to Ministry of Health;
- 3.3.5. Vehicle provided shall not be more than seven (07) years of age from the date of vehicle registration;
- 3.3.6. To provide photos of the vehicles (from 4 sides view);
- 3.3.7. The vehicles should have insurance coverage during the contract period;
- 3.3.8. The vehicles shall be equipped with jack, spare tires and tire changing tools; and these equipments are in good working condition;
- 3.3.9. The vehicles shall be equipped with a **tracking device** to monitor the journey and ensure the safety of healthcare workers
- 3.3.10. The cost of any modification required for this service shall be covered by the Tenderer;
- 3.3.11. The cost of fuel shall be covered by the tenderer throughout the entire contract period. Petrol for the vehicles must be topped up daily before arriving to the required locations every morning.
- 3.3.12. The maintenance cost for the vehicles shall be borne by the Tenderer.
- 3.3.13. Ensure vehicles are readily available to carry out the Service.
- 3.3.14. Ensure all vehicles provided for the service are in good working condition with:
 - a. Working air-condition;
 - b. Pleasant air (no bad odor);
 - c. Clean and tidy;
 - d. Interior of the vehicle is in excellent condition for the comfort of the healthcare workers

3.4. **Breakdown**

- 3.4.1. The Tenderer shall provide replacement of vehicle(s) immediately within thirty (30) minutes, in case of breakdown.

3.5. **Drivers**

- 3.5.1. To provide Brunei Citizen or Permanent Resident drivers **only**;
- 3.5.2. To provide experienced drivers with valid driving license with class 3 and class 12;
- 3.5.3. Minimum salary for permanent local drivers (brunei citizen or permanent resident) drivers shall be B\$500 per month;
- 3.5.4. Drivers that have attended 'defensive driving' course will be an advantage
- 3.5.5. To provide at least 15% female drivers for the services;
- 3.5.6. The drivers must be able to speak, read and write in Malay / English;

- 3.5.7. The drivers must be screened and free from any criminal offences, and pass security clearance from JPD;
- 3.5.8. The drivers must be mentally and physically fit;
- 3.5.9. The drivers must adhere to Road Traffic Act (Cap.68 of the Laws of Brunei).
- 3.5.10. The drivers shall not engage in any other activity during the Service Working Hours;
- 3.5.11. Any changes in the list of drivers including details such as name and contact number shall be informed to the Focal Person of the Facilities;
- 3.5.12. The drivers shall wear proper outfit/uniform with the company's name/logo/badge;
- 3.5.13. The drivers shall wear proper Personal Protection Equipment (PPE) according to the Government SOP, if required;
- 3.5.14. During endemic, the drivers are required to do Antigen Rapid Test (ART) before going to the Services Location. The ART result will be shown to the nursing staff on duty.
- 3.5.15. The drivers recruited must completed 3 doses of COVID-19 vaccination.

3.6. Insurance Coverage

- 3.6.1. Comprehensive insurance coverage for the vehicles, drivers and passengers shall be borne by the Company.

3.7. Service Location

- 3.7.1. "**Pick-Up Point**" means the location as specified by the Government from where the Healthcare Workers shall be pick-up by the Company and send back to, after visiting patient's houses.
- 3.7.2. For the Department of Medical Services (**Home Based Nursing**), there are **four (4)** pick-up points for each working day, as below: -
 - a. Pusat Amal Cerah Sejahtera, Kampung Subok, for Brunei and Muara District
 - b. Lobby of Pengiran Isteri Hajah Mariam Hospital, for Temburong District
 - c. Lobby of Pengiran Muda Mahkota Pengiran Muda Al-Muhtadee Billah Hospital, for Tutong District
 - d. Lobby of Suri Seri Begawan Hospital, for Belait District
- 3.7.3. For the Department of Health Services (**Home Nursing**), there are **sixteen (16)** Pick-Up points for each working day. They are at the Health Centres and Health Clinics in all districts, as below: -
 - 1) Ong Sum Ping Building (Berakas Health Clinic) or Berakas Health Centre
 - 2) PAPHMWHB Gadong Health Centre
 - 3) Jubli Perak Sengkurong Health Centre
 - 4) Jubli Emas Bunut Health Centre
 - 5) Muara Health Centre
 - 6) PAPHRSB Sungai Asam Health Centre
 - 7) Pengkalan Batu Health Centre
 - 8) Sungai Besar Health Clinic
 - 9) Pekan Tutong Health Centre
 - 10) Sungai Kelugos Health Centre

- 11) Lamunin Health Centre
- 12) Telisai Health Centre
- 13) Sungai Liang Health Centre
- 14) Labi Health Clinic
- 15) Kuala Belait Health Clinic (MCH Clinic)
- 16) Bangar Health Clinic

3.7.4 The number of Pick-Up points may increase or reduced in the future, depending on the services provided. The relevant department from Ministry of Health will inform in advance if there is any reduction or increase in the number of pick-Up points.

3.7.5 For any cancellations, amendments or changes of the routine Pick-Up points (as in attachment 1 and 2), Healthcare Workers shall inform the Focal Person of the Tenderer within **2 hours** from the pick-up time.

3.8. Service Trip

3.8.1. For the Department of Medical Services (**Home Based Nursing**), there are a total of **seven (7) trips** for each working day: -

- **4 trips** for Pusat Amal Cerah Sejahtera, Brunei and Muara district
- **1 trip** for Pengiran Isteri Hajah Mariam Hospital in Temburong district, only on Monday and Wednesday
- **1 trip** for Pengiran Muda Mahkota Pengiran Muda Al-Muhtadee Billah Hospital in Tutong district
- **1 trip** for Suri Seri Begawan Hospital in Belait District

3.8.2. For the Department of Health Services (**Home Nursing**), there are a total of **seventeen (17) trips** for each working day: -

- **trips** for Ong Sum Ping Building (Berakas Health Clinic)
- **3 trips** for PAPHMWHB Gadong Health Centre (sometimes only 2 trips per day)
- **2 trips** for Jubli Perak Sengkurong Health Centre
- **1 trip** for Jubli Emas Bunut Health Centre
- **1 trip** for Muara Health Centre
- **1 trip** for PAPHRSB Sungai Asam Health Centre
- **1 trip** for Pengkalan Batu Health Centre
- **1 trip** for Sungai Besar Health Clinic
- **1 trip** for Pekan Tutong Health Centre **AND** Sungai Kelugos Health Centre (shared vehicle)
- **1 trip** for Lamunin Health Centre **AND** Telisai Health Centre (shared vehicle)
- **1 trip** for Sungai Liang Health Centre **AND** Labi Health Clinic (shared vehicle)
- **1 trip** for Kuala Belait Health Clinic
- **1 trip** for Bangar Health Clinic

3.8.3. For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre.

3.8.4. The number of trips may increase in the future depending on the number of services provided.

3.8.5. For any cancellations, amendments or changes of routine trips, Healthcare Workers shall inform the Focal Person of the Tenderer within **2 hours** of that working day.

4. PRICE

- 4.1. The price that the tenderer shall submit in the tender form is the **price per trip**.
- 4.2. For monthly claims, the price will be based on the number of trips used for that particular month. If there is a trip that was cancelled before the 2-hours period, it will not be charged to Ministry of Health.
- 4.3. For Ad-hoc services: the tenderer shall submit the price, according to the number of **trips per day** (NOT per house).

5. QUERIES

For any queries, The Tenderer can email the Department of Medical Services at medical.services@moh.gov.bn

Queries via WhatsApp or phone calls will not be entertained.

6. CLAIMS

- 6.1. Invoices must be submitted on the first week of each month, together with the relevant documents.

- 6.1.1. Claims for Home Based Nursing shall be submitted to:

*Chief Executive Officer Special Grade
Department of Medical Services
Ministry of Health
Negara Brunei Darussalam*

- 6.1.2. Claims for Home Nursing shall be submitted to:

*Finance Officer
Department of Health Services
Ministry of Health
Negara Brunei Darussalam*

ATTACHMENT 1

TRANSPORT SERVICES FOR HOME BASED NURSING SERVICES

NO.	LIST OF HOMEBASED NURSING UNITS	NUMBER OF VEHICLES REQUIRED	PICK-UP LOCATION FOR NURSES	SCHEDULE AND SERVICE HOURS
1	Homebased Nursing Unit, Brunei and Muara district	4 vehicles	Pusat Amal Cerah Sejahtera, Kampung Subok	Every Monday until Thursday and Saturday
2	Homebased Nursing Unit in Tutong district	1 vehicle	Lobby of Pengiran Muda Mahkota Pengiran Muda Al-Muhtadee Billah Hospital	
3	Homebased Nursing Unit in Belait District	1 vehicle	Lobby of Suri Seri Begawan Hospital	<u>Starting Hours</u> 08:00 a.m. until 12:30 p.m.
4	Homebased Nursing Unit in Temburong district	1 vehicle	Lobby of Pengiran Isteri Hajah Mariam Hospital	Every Monday AND Wednesday <u>Starting hours</u> 08:00 a.m to 12:30 p.m only
TOTAL		7 VEHICLES	4 LOCATIONS	

- Ad-Hoc Service will be any schedule outside the schedule and service hours as above including in the afternoon, Friday, Sunday and Public Holidays.
- For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre

ATTACHMENT 2

TRANSPORT SERVICES FOR HOME NURSING SERVICES

NO.	LIST OF HEALTH CENTRES AND HEALTH CLINICS	NUMBER OF VEHICLES REQUIRED	PICK-UP LOCATION FOR NURSES AND MIDWIVES	SCHEDULE AND SERVICE HOURS
1	Ong Sum Ping Building	2 vehicles	Ong Sum Ping Building	Every Monday until Thursday and Saturday <u>Starting Hours</u> 08:00 a.m. until 12:30 p.m.
2	PAPHMWHB Gadong Health Centre	3 vehicles	PAPHMWHB Gadong Health Centre	
3	Jubli Perak Sengkurong Health Centre	2 vehicles	Jubli Perak Sengkurong Health Centre	
4	Jubli Emas Bunut Health Centre	1 vehicle	Jubli Emas Bunut Health Centre	
5	Muara Health Centre	1 vehicle	Muara Health Centre	
6	Sungai Besar Health Clinic	1 vehicle	Klinik Kesihatan Sungai Besar	
7	Pekan Tutong Health Centre	1 vehicle	Pekan Tutong Health Centre	
8	Sungai Kelugos Health Centre		Sungai Kelugos Health Centre	
9	Lamunin Health Centre	1 vehicle	Lamunin Health Centre	
10	Telisai Health Centre		Telisai Health Centre	
11	Kuala Belait Health Clinic	1 vehicle	Kuala Belait Health Clinic	
12	Sungai Liang Health Centre	1 vehicle	Sungai Liang Health Centre	
13	Labi Health Clinic		Labi Health Clinic	
14	Bangar Health Clinic	1 vehicle	Bangar Health Clinic	
15	Pengkalan Batu Health Centre	1 vehicle	Pengkalan Batu Health Centre	
16	PAPHRSB Sungai Asam Health Centre	1 vehicle	PAPHRSB Sungai Asam Health Centre	
TOTAL		17 VEHICLES	16 LOCATIONS	

- Ad-Hoc Service will be any schedule outside the schedule and service hours as above including in the afternoon, Friday, Sunday and Public Holidays.
- For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre

SECTION 3
FORMS TO BE USED

CONTENTS

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SECTION 3
TENDER FORM

To:

TENDER REFERENCE NO: KK/304/2022/MOH(TC)

INVITATION TO TENDER
THE PROVISION OF TRANSPORTATION SERVICES FOR HOME BASED NURSING AND HOME NURSING, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS

TENDER OF (name of tenderer) _____

Company/Business Registration No _____

Tender Closing Date: _____

NO.	DETAILS	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 3 YEARS
1	TRANSPORTATION SERVICES FOR 'HOME BASED NURSING' (Monday to Thursday and Saturday)	7 TRIPS PER DAY	140 TRIPS PER MONTH				
2	TRANSPORTATION SERVICES FOR 'HOME NURSING' (Monday to Thursday and Saturday)	17 TRIPS PER DAY	340 TRIPS PER MONTH				

- For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre.
- Price quoted shall be based on **price per trip** (not per vehicle)
- The monthly payment paid by Ministry of Health will be based on the actual number of trips made for Home Based Nursing and Home Nursing, for each month

NO.	DETAILS	ESTIMATED TRIPS	ESTIMATED TOTAL TRIPS PER MONTH	PRICE PER TRIP	PRICE PER MONTH	PRICE PER YEAR	PRICE FOR 3 YEARS
3	AD-HOC SERVICE WILL BE ANY TRIPS REQUESTED OUTSIDE SCHEDULE (Including in the afternoon, Friday, Sunday and Public Holidays, and only when required)	For Home Based Nursing services (Average between 1 – 5 trips in a week, but it can increase in future)	48 TRIPS PER MONTH				

- For each trip, the Healthcare Workers will visit between **one (1) house to seven (7) houses** at the designated area or catchment area of the health centre.
- Ad-Hoc Service will be any schedule outside the schedule and service hours including in the afternoon or Friday, Sunday and Public Holidays.
- For Ad-hoc services: The tenderer shall submit the price, according to the number of **trips per day** (NOT per house).

FINAL ACCEPTANCE CERTIFICATE

PROJECT: **INVITATION TO TENDER THE PROVISION OF TRANSPORTATION SERVICES FOR HOME BASED NURSING AND HOME NURSING, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS**

PROJECT REF: _____

COMPANY'S NAME: _____

It is hereby certificated that all VEHICLES delivered under the AGREEMENT have been inspected and that they conform to the Specifications set out in the AGREEMENT.

The date of Final Acceptance Certificate shall be the date of commencement of the Lease Term as defined in the AGREEMENT.

For the GOVERNMENT

Name: _____

Date: _____

Signature: _____

REMARKS: _____

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 **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 _____, _____

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:
 - **SUPPLYING, MAINTAINING VEHICLES AND DELIVERY OF VEHICLES ON LEASE OR RENTAL**
- d) Minimum manpower proposal for the project which will be full time on site
- e) Other information which is considered relevant.

SCHEDULE C
SUB-CONTRACTORS

- 1.1 Tenderers shall complete Table 3 with information about all the companies involved in the provisions 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.
- 1.2 Tenderers shall also indicate in Table 3 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 Responsibility Table.

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

SCHEDULE D

COMPANY'S PROFILE

- 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 financial standing and certified copy of its Certificate of Incorporation, Form X or Section 16 & 17, and Certificate of Approved Workshop from Land Transport Department, Ministry of Communications

Name of Company _____

Registration No. _____

Type Of Company _____

(Sdn.Bhd., Partnership, Sole proprietor, Joint Venture, Trading Co.)

Authorised Capital (B\$)

Paid-up Capital (B\$)

Banker for the Company's business _____

Table 4 - Shareholders Table

Directors/Shareholders/ Proprietor	Percentage Share	Brunei I/C Number	Immigration Status

Current workforce (No.of persons) in Brunei :-

a) Management : b) Engineers :.....

c) Technicians : d) Tradesman :

e) Trainee/Workmen : f) Others :

TOTAL WORKFORCE :No .of persons.

We certify that he above information is correct.

SCHEDULE E

REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5 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 - 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.

- 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 F

STATEMENT OF COMPLIANCE

- 1.1 Tenderers shall indicate their compliance by providing a compliance table in Table 7 with clause by clause including sub-clause by sub-clause statement of compliance corresponding to all the sections of Section 2 – Specifications.
- 1.2 Proposal without the compliance table will be considered incomplete and will be disqualified.

Table 7 - Compliance Table

Section	Compliance ¹		Remarks ²
	Yes	No	
General Conditions			
Specifications			
Vehicle Accessories			
Warranty			
Maintenance Services			
Breakdown & Recovery Services			

Note:

- ¹ Please put a tick (✓) at “Yes” column if complied, and a tick (✓) at “No” column if not complied.
- ² Where appropriate, Tenderer shall specify how the requirement will be met in the Remarks