

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/323/2022/SSBH(TC)	THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS UNDER THE SURI SERI BEGAWAN (SSB) HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (3) YEARS	3 YEARS	HOSPITAL SURI SERI BEGAWAN KUALA BELAIT	\$10.00	10 <sup>th</sup> JANUARY 2023	Hjh Rohayah binti Haji Abu Bakar Ketua Bahagian Pengurusan Estet Hospital Suri Seri Begawan Kuala Belait Negara Brunei Darussalam Contact No.: 3335331 EXT. 3276 email: <a href="mailto:rohayah.abu@moh.gov.bn">rohayah.abu@moh.gov.bn</a>

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## SECTION 1

### INSTRUCTION TO TENDERERS

#### 1. INTRODUCTION

- 1.1 The purpose of this Invitation To Tender is to invite Tenders for **THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS UNDER THE SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (3) YEARS**

#### 2. INTERPRETATION

- 2.1 As used in these Instructions To Tenderers, the following terms shall have the following meanings, except where the context otherwise requires:

**"Contract"** means the agreement(s) to be entered into between the Government and the successful Tenderer in the form of the Agreement(s) set out in Section 4 of this Invitation to Tender or as otherwise agreed between the successful Tenderer and the Government;

**"Government"** means the Government of His Majesty the Sultan and Yang DiPertuan of Brunei Darussalam represented by the Ministry of Health, Brunei Darussalam.

**"Government Project Officer"** means the Project Co-ordinator or such other person as the Government may from time to time determine;

**"Works"** means the works to be provided by the Tenderer as described in **Section 2** of this Invitation To Tender;

**"Intellectual Property Rights"** means any rights in respect of or in connection with any confidential information, copyright, patents, design rights, reports, drawings, specification, or eligible layout rights and includes any right to apply for registration of such intellectual property rights;

**"Invitation To Tender"** means this Invitation To Tender, including the Instructions To Tenderers and all of its Sections, inviting Tenderers to offer to meet the Government's requirements by submitting a Tender in accordance with the requirements of this Invitation To Tender;

**"Specification"** means the specifications and requirements of the Services as described in **Section 2** of this Invitation To Tender;

**"Tender"** means the Tenderer's response to this Invitation To Tender;

**"Tender Closing Date"** means the date and time specified for the submission of the Tender;

**"Tenderer"** means a person, partnership or any other body (whether corporate or otherwise) who submits a Tender in accordance with this Invitation To Tender;

**"Validity Period"** means the time period during which the Government may accept a Tender.

- 2.2 Subject to any inconsistency of subject or context, the following rules of construction shall be used in the interpretation of these Instructions To Tenderers.

2.2.1 A cross reference to a clause number is a reference to a clause of these Instructions to Tenderers and includes all of its' sub clauses;

2.2.2 Words importing the singular include the plural (and vice versa) and words importing a gender include any other gender;

2.2.3 In the event of any inconsistency between these Instructions To Tenderers and the conditions of the Contract as contained in this Invitation To Tender, the latter shall prevail.

### **3. ELIGIBILITY**

- 3.1 Only companies which are involved in maintenance services for fume cupboards and registered with the Ministry of Health are eligible to participate in this Invitation to Tender.
- 3.2 Tenderers are required to submit their Company's Certificate of Incorporation or Firm's Certificate of Registration, as applicable, with their Tender.

### **4. CONFIDENTIALITY**

- 4.1 This Invitation To Tender constitutes confidential and proprietary information of the Government and shall not, except with the consent in writing of the Government, be disclosed in whole or in part to any third party, or to any employees of the Tenderer, other than those who have a need to know such information for the purpose of responding to this Invitation To Tender, and shall not be duplicated or used by the Tenderer for any other purpose than to evaluate this Invitation To Tender.
- 4.2 The Government may require any unsuccessful Tenderer to return any specification, plans, patterns, samples or instructions issued by the Government.
- 4.3 The Tenderer's attention is also drawn to the Official Secrets Act (Chapter 153) which relates to the safeguarding of official information.

### **5. FORM OF CONTRACT**

- 5.1 The successful Tenderer shall be required to enter into an agreement with the Government in substantially the form enclosed at Section 4 in this Invitation to Tender, or as otherwise agreed between the successful Tenderer and the Government.
- 5.2 The final decision to appoint a successful Tenderer or not will rest with the Government in its sole and absolute discretion. The Government will not be bound to accept the provision of any products and/or services tendered by any Tenderer unless and until the execution of the Contract by the successful Tenderer.

### **6. SUBMISSION OF TENDER**

- 6.1 All Tenders shall be submitted in a form which satisfies the following requirements:
- 6.1.1 the Tender must be in English;
  - 6.1.2 each page must be numbered consecutively;
  - 6.1.3 whenever possible, the Tender submitted should not exceed A4 paper size; and
  - 6.1.4 the Tender must be bound in a form which does not facilitate replacement of pages (i.e. loose leaf binding is not acceptable).
- 6.2 The Tender must include an address where notices, request, waiver, consent or approval required to be sent by the Government, can be directed to.
- 6.3 The Tender, including the Tender Form and all other accompanying documents are to be put in an envelope, sealed and must be submitted in **three (3) sets** made up of one (1) original and two (2)

duplicates. All sets shall be bound and clearly labelled as ORIGINAL, DUPLICATE ONE and DUPLICATE TWO etc. respectively. All Tenders must be addressed to:

**Chairman,  
Mini Tender Board,  
Ministry of Health,  
Jalan Menteri Besar,  
Commonwealth Drive,  
Bandar Seri Begawan BB3910,  
Negara Brunei Darussalam**

6.4 The envelope containing the Tender:

- (a) shall not bear the name or address of the Tenderer, and
- (b) shall have on its **top left-hand**
  - (i) the Tender number;
  - (ii) and the words **"DO NOT OPEN BEFORE 2.00 p.m., On Tuesday, 10<sup>TH</sup> JANUARY 2023 "** and
  - (iii) the closing date and time of the Tender.
- (c) shall bear the following description of the project, namely:

**" THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS UNDER THE SURI SER BEGAWAN HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (03) YEARS ( KK /323 / 2022/SSBH(TC) )"**

6.5 For the ORIGINAL:

- (a) All pages of the Tender must bear the official seal or rubber stamp of the Tenderer and initialled by the Tenderer's authorized representative.
- (b) All price schedules must be typewritten, bear the official seal or rubber stamp of the Tenderer and signed by a duly authorized agent or officer of the Tenderer.
- (c) All corrections or cancellations will not be accepted unless such corrections or cancellations are initialled by the Tenderer.
- (d) All pages must be numbered.

6.6 All documents and materials must be submitted at the same time. Materials such as published articles, brochures and pamphlets submitted with the Tender must be stamped with the name of the Tenderer and securely packaged with the Tender

6.7 Submission of Tender by telex, telegram or facsimile is **not** permitted.

## **7.0 VALIDITY PERIOD OF TENDER**

7.1 Each Tenderer shall for each Tender it submits, maintain a Validity Period of **six (6) months** from the Tender Closing Date. Any Tender expressed to be valid for a shorter period may, in the absolute discretion of the Government, be rejected.

7.2 Where the Government seeks an extension of the Validity Period, a request in writing will be forwarded to the Tenderer. The Tenderer shall be required to respond in writing to extend the Validity Period. Failure to respond will result in the Tender not being considered further.

## **8. AMENDMENT OR ADDITION TO THE INVITATION TO TENDER**

- 8.1 The Government reserves the right to issue amendments or additions to these Invitation To Tender at any time before the Tender Closing Date. Any such amendment shall be numbered, dated and issued by the Government Project Officer. Where the amendment is significant, the Government may at its discretion extend the Tender Closing date.
- 8.2 The Government will endeavour to notify all Tenderers in writing of any such amendments or additions by forwarding such amendments or additions to the Tenderers' address as advised by the Tenderer in the **Invitation To Tender Acknowledgment Form**. The said form shall be in the format set out in **Appendix 1** to these Instructions to Tenderers. It is a condition of this Invitation To Tender that any amendment or addition forwarded by the Government to the Tenderer in accordance with this clause shall be deemed to have been duly given if this information is forwarded to such address.

## **9. WITHDRAWAL OF TENDER**

No Tender may be withdrawn after the Tender Closing Date. Any Tenderer who attempts to do so may, in addition to any remedy that the Government may have against it, be liable to be debarred from future Government tender.

## **10. TENDER PRICE**

The Tenderer shall quote in Brunei Dollars in its Tender the all-inclusive price (i.e. CIF price, inclusive of all customs duties and taxes payable whether in or outside Brunei Darussalam) of the Goods described in these Invitation To Tender. Tendered prices shall be firm and fixed and remain valid for acceptance for a period of six (6) months from the Tender Closing Date and during such extension of the period as may afterwards separately be agreed in writing by the Tenderer at the request of the Government. The tendered prices shall be submitted in accordance with the format set out in **Section 3** to this Invitation to Tender.

## **11. SUFFICIENCY OF TENDER PRICE**

The Tenderer shall be deemed to have satisfied itself before tendering as to the correctness and sufficiency of its Tender for the services.

## **12. CLARIFICATION PRIOR TO TENDER CLOSING DATE**

- 12.1 A Tenderer seeking clarification of any of the requirements of this Invitation To Tender prior to the Tender Closing Date may only do so in writing in the format set out in Appendix 2 to these Instructions To Tenderers and shall be sent by the Tenderer by mail or facsimile to:

*Head of Section  
Estate Management Section  
Suri Seri Begawan Hospital, Kuala Belait  
Negara Brunei Darussalam  
Telephone no: +673 3335331/2 ext 4304 / 4234*

- 12.2 The Government will endeavour to provide any clarification as soon as possible. Each and every request for clarification (without any details as to who they are from), together with the relevant clarification, shall be distributed to all Tenderers.
- 12.3 The Government will NOT accept any request for clarification that is submitted within seven (7) days prior to the Tender Closing Date.

## **13. OWNER SHOP OF TENDER DOCUMENTS**

- 13.1 By submitting a Tender, the Tenderer:

13.1.1 licences the Government to reproduce for its own purposes whatsoever, the whole or any portion of the Tender notwithstanding any copyright or other Intellectual Property Right that may subsist in those documents; and

13.1.2 acknowledges that the Tender and all other documentation submitted with it shall not be returned to the Tenderer.

13.2 The Government acknowledges that, subject to Clause 13.1 above, the Intellectual Property Rights in the Tender documentation remains vested in the Tenderer concerned.

#### **14. TENDER CLOSING DATE**

All Tenders shall be lodged on or before the Tender Closing Date in accordance with these Instructions to Tenderers.

#### **15. LATE TENDERS**

A Tender lodged or received by the Government after the Tender Closing Date shall be disqualified.

#### **16. TENDERERS TO INFORM THEMSELVES**

16.1 By responding to this Invitation To Tender, a Tenderer will be deemed to have acknowledged and agreed that it has done so on the basis that it has:

16.1.1 the necessary skills, knowledge and experience to provide the Goods sought;

16.1.2 in preparing its Tender:

(a) fully examined this Invitation To Tender (including all documents the Invitation To Tender refers to) and any other information made available by the Government to Tenderers for the purpose of this Invitation To Tender; and

(b) made its own reasonable enquiries (including inspections) to fully, inform itself of all the risks, contingencies and other circumstances which may impact on the Tender and the proper performance of the Tenderer's obligations under the Contract; and

(c) has not relied upon any warranty or representation (whether oral or in writing or by conduct) made on behalf of the Government except where such warranty or representation is contained in this Invitation To Tender or made through the processes specified by these Instructions To Tenderers; and

16.1.2 satisfied itself as to the accuracy and sufficiency of the Tender (including the tendered prices) to achieve the due and proper performance and completion of the Tenderer's obligations under the Contract.

#### **17. SUB-CONTRACTORS**

17.1 To assist the Government in its evaluation of any Tender, where a Tenderer proposes to sub-contract any of its obligations under the Contract, the Tenderer shall state the name and address of each sub-contractor and the extent of the work to be carried out by the sub-contractor. In addition, the Tenderer shall provide information about each sub-contractor.

## **18. ERRORS IN TENDERS**

- 18.1 Tenderers are advised to study this Invitation To Tender very carefully before finalising their Tenders for submission. The onus is on the Tenderer to ensure that an accurate and complete Tender is submitted.
- 18.2 The Government may exclude from consideration, any Tender in which prices are not clearly and legibly stated.
- 18.3 Where the Tender is on a lump sum basis and an error has been made in the priced bill of quantities to arrive at the tendered lump sum, the Tenderer shall without undue delay make all such alterations in and to the priced bill of quantities as the Government considers necessary for such purpose.
- 18.4 If the Tenderer fails to make the alterations as directed by the Government and/or fails to do so within the time set by the Government, the Tender shall be deemed to have been withdrawn by the Tenderer.
- 18.5 Where the prices tendered are on a schedule of rates basis and an error has been made in the calculation or summation of the prices, the Tenderer shall be bound by the rates tendered and the Contract sum/total stated in the Tender shall, subject to the agreement of the Tenderer, be altered by the Government to reflect the correct calculation or summation of the prices.
- 18.6 If the Tenderer fails or refuses to agree to the alteration of the Contract sum/total, the Tender shall be deemed to have been withdrawn by the Tenderer.
- 18.7 If a Tenderer becomes aware of any other discrepancy, error or omission in its Tender not referred to or covered in Clauses 18.3 and 18.5 above and wishes to lodge a correction or additional information, it can *only* do so if
- 18.7.1 the correction or additional information is provided to the Government without undue delay and is done prior to the Tender closing date; and
- 18.7.2 the correction or additional information is provided to the Government in writing and is initialled by the Tenderer.
- 18.8 In all the above circumstances, any correction or addition shall not be used to alter the Tender in any material particular or so as to change the Tender in a material way. Any omission or addition which is deemed by the Government to alter the original Tender in a material particular, the Tender shall be rejected without any liability whatsoever on the part of the Government

## **19. CLARIFICATION OF TENDERS BY GOVERNMENT**

- 19.1 At any stage during the evaluation phase, the Government may:
- 19.1.1 request clarification of any Tender in respect of specific issues contained in that Tender;  
or
- 19.1.2 call for interviews with Tenderers; or
- 19.1.3 request Tenderers to provide additional information in writing; or
- 19.1.4 conduct a site inspection or a presentation of the Tenderer's facilities and equipment to clarify any part of the Tender and to examine the capabilities of such facilities and equipment. The Tenderer shall not unreasonably deny such request.
- 19.2 Where requested to clarify any matter contained in the Tender or to provide additional information or sample, Tenderers; shall provide such sample and/or clarification and/or additional information in writing at the time and place stipulated by the Government. Failure to comply with any such request may result in the Tender being excluded from further consideration.



19.3 In the event that any clarification, additional information, sample, presentation or site inspection is requested from a Tenderer by the Government, the Tenderer shall provide such clarification, additional information, sample, presentation or site inspection at no cost to the Government whatsoever.

## **20. CONDUCT OF TENDERER**

Any Tenderer who attempts or is found to have offered a bribe, gratuity, bonus, discount or any sort of enticement to any employee of the Government shall have their Tender rejected by the Government.

## **21. CANVASSING**

Canvassing shall render the Tender invalid. In the event of any canvassing being discovered after the acceptance of the Tender, the Government shall be entitled to rescind the Contract.

## **22. EXPENSE OF TENDERER**

In submitting a tender, the Tenderer will be deemed to have acknowledged and agreed that it will bear all the expenses it incurs in preparing its Tender or negotiating the Contract and is not entitled to seek any compensation or reimbursement of those costs from the Government.

## **23. INVALID TENDERS**

Incomplete Tender submissions and/or Tender submissions received after the Tender Closing Date shall be invalid.

## **24. ACCEPTANCE OF TENDER**

24.1 The Government reserves the right not to accept the lowest priced or incomplete Tender or any Tender, and shall not be bound to assign any reason therefor.

24.2 When accepting the Tender, the Government may accept the whole or any part(s) of the Tender in which event, the Contract Price shall be adjusted in accordance with the schedule of prices set out in the Tender.

24.3 The successful Tenderer or Tenderers (as the case may be) shall be required to enter into a contract with the Government in substantially the form enclosed at Section 4 of this Invitation to Tender, or as otherwise agreed between the successful Tenderer and the Government. In the event that the Tenderer is a duly, authorised agent, the formal agreement is to be executed with the principal.

24.4 A Letter of Acceptance of Tender will be sent by registered post to the successful Tenderer's address as given in his Tender and shall be deemed to be received in due course by post.

24.5 Where the successful Tenderer's office is outside Brunei Darussalam, he shall also be informed by telex or fax, where possible.

## **25. COPYRIGHT**

The Government reserves to itself all copyrights in this Invitation To Tender.

## 26. PERFORMANCE BOND [NOT APPLICABLE FOR THIS TENDER ]

The successful Tenderer shall provide a Performance Bond in accordance with the Contract as required.

## 27. SUPPORTING DOCUMENTS (FORMS TO BE USED)

27.1 The Tenderer shall furnish, as part of its Tender, the following and in the form of Schedules specified below:

27.1.1 **Schedule 1 - Tender Form**, in the format set out in **Section 3** to these Instruction To Tenderers;

27.1.2 **Schedule 2 - Information Summary**, containing information on Tenderer's profile and previous experience(s) in supplying the goods and services specified in this Invitation to Tender;

27.1.3 **Schedule 3 - Sub-Contracts**, as required under Clause 17 above;

27.1.4 **Schedule 4 - Company's Background**, containing information on the Tenderer's background, scope of operations, financial standing, certified copy of its Certificate of Incorporation or Certificate of Registration (as the case maybe);

27.1.5 **Schedule 5 - References**, containing a list of organizations or government agencies to whom the Tenderer has supplied/is supplying the goods and services specified in this Invitation To Tender;

27.1.6 **Schedule 6 - Letter of Declaration**, containing a declaration by the Tenderer that the Tenderer or any member of the Tenderer's family do not have any interest in other companies competing for the same tender

27.1.8 **Schedule 7 - List of Personnel**, containing a list of all the Tenderer's personnel to be employed in providing the services specified in this Invitation To Tender.

27.2 The Tenderer shall also provide details of any special conditions applicable to its Tender and any other information required by this Invitation To Tender.

## 28. COMPLIANCE WITH INSTRUCTIONS TO TENDERERS

Tenders will be considered only if submitted according to the instructions in these Instructions To Tenderers. Non-compliance with any such instructions will render the Tender 'Non-Compliant' and possible rejection by the Government.

### EVALUATION OF TENDER

#### Evaluation Objective

29.1 Tenderers must note that the Government will award the Contract to the Tenderer whose Tender is considered to be most advantageous to the Government. Therefore, whilst cost is an important consideration, it is only one of the criteria upon which each Tender will be evaluated. Price is considered in conjunction with conformance to the specifications and requirements contained in **Section 2** in this Invitation To Tender.

#### Evaluation Process

29.2 The assessment of the Tenderer's response will be derived from the written Tender response, information obtained as a result of enquiries made with reference sites, the samples submitted and any presentations/demonstrations undertaken as part of the evaluation process.

### **Shortlisting**

- 29.3 At any time during any stage of the evaluation process the Government may undertake a shortlisting exercise and shortlist more than one Tenderer.
- 29.4 If the Government performs such a shortlisting exercise, then Government may exclude from further evaluation and consideration Tenders which are not included on the shortlist. The Government may at any time and in its sole discretion, include on the shortlist any Tender which was not initially included on the shortlist.

### **Enquiries of Referees And Others**

- 29.5 Tenderers should note that the Government may make enquiries of any person, company or organisation to ascertain the suitability of the Tender and the Tenderer.
- 29.6 This may include, but is not limited to, the confirmation of any information provided in the Tender. Should the Government decide to approach a current or former customer of the Tenderer that has not been included in the list of references, the Government will notify the Tenderer of such action.
- 29.7 Information obtained pursuant to these enquiries an information supplied by referees and other persons may be taken into account by the Government when evaluating Tenders.

## SECTION 2

### SPECIFICATIONS

#### THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS UNDER THE SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (03) YEARS

#### 1 GENERAL

1.1 Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of comprehensive maintenance services (hereinafter referred to “ Maintenance Services”) for fume cupboard and its associated installation (hereinafter referred to as the “Equipment”) at the following sites:

➤ Suri Seri Begawan Hospital, Kuala Belait

- The duration of the Maintenance Services is **for a period of three (03) years**

#### 2 SCOPE OF WORK

- The Tenderer shall provide Maintenance Services for the Equipment as listed out in **Schedule I - List of Equipment** inclusive of all necessary spare parts, replacement parts and materials and electrical supply accessories to keep the Equipment in good working condition and order.
- The Ministry of Health (hereinafter referred to as “the Ministry”) reserves the right to amend the schedule of equipment, either by addition or deletion, as the equipment becomes liable for the maintenance under this tender, or is taken out of service.
- The Maintenance Services comprise of the following:-
  - i. Preventive Maintenance
  - ii. Corrective Maintenance

##### 2.1 Preventive Maintenance

- The Tenderer shall carry out schedule or routine Preventive maintenance as set out in **Schedule II – Preventive Maintenance Schedule**.
- Preventive maintenance shall be carried out during Government working hours :  
7.45am - 12.15pm & 1.30pm - 4.30pm
- The Tenderer shall prepare and submit a quarterly work schedule detailing the dates covering the preventive maintenance and major overhaul **two (2) weeks** in advance for approval and implementation.
- Preventive maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the equipment.
- The Tenderer shall ensure that the downtime of the equipment 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 for exceeding the maximum period.
- 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

- The Tenderer shall also perform corrective maintenance on the equipment.
- Corrective Maintenance shall be performed **AT ANY TIME** (inclusive of public holidays) upon notification by the Superintending officer or his representative.
- The Tenderer shall dispatch its service engineer to the site within **One (1) hour.**

A penalty of **B\$50.00 per hour** shall be imposed for every hour or part thereof that the response time is exceeded.

- If the Tenderer, after receipt of written notice from the Superintending Officer requiring the Tenderer to complete any repair or replacement within **seven (7) days**, fails to comply with such instruction, a penalty of **B\$100.00 per day** or part thereof shall be imposed if the seven (7) days period is exceeded and that, it is in opinion of Superintending Officer, the equipment ought reasonably to have been put back to service

## 3 REPORTING TIME

- The Tenderer shall report and adhere to the work times:
  - i. Office Hours: **07.30 am to 04.30 pm**
  - ii. Fridays, Sundays & Public Holidays: **08.00 am to 02.00 pm**

## 4 CONTRACT PRICE AND PAYMENT

- The proposed contract sum shall be deemed to cover all costs involved in performing the Maintenance Services including all costs, charges and expenses for labour, spare parts, materials, consumables, tools, equipment, transport, documentation, insurance, taxes, duties, overheads and any other necessary items. This proposed Contract Sum shall remain fixed and firm for the three (3) years duration.
- The Tenderer shall submit the invoice of the previous month **on the first weeks of the following month.** All claims shall be addressed to:

**Head of Section  
Estate Management Section  
Suri Seri Begawan Hospital , Kuala Belait  
Negara Brunei Darussalam**

- 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:
  - i. 1 Original invoice
  - ii. 1 Duplicate invoice
  - iii. Service call Slip, and
  - iv. A detailed Maintenance service Report

## 5 DISPATCH OF ITEMS OF EQUIPMENT FOR OVERHAUL OR REPAIR

- The Tenderer shall bear all costs in the dispatch of items of equipment for overhaul or repair, including the costs for packing, carriage and insurance.
- 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:

- Multi tester
- Insulation Tester
- Testpin
- Smoke tester
- Electronic Leak detector
- Spanner

## 6 SPARE PARTS, CONSUMABLES etc

- The Tenderer shall supply all replacement parts, spare parts and consumables necessary for the proper operation, preventive maintenance and breakdown repairs of the equipment.
- The Tenderer shall ensure that these are genuine parts approved by the manufacturer/s, and here new parts or materials are to be used, approval from the Superintending officer shall be sought in advanced.
- The Tenderer shall keep all essential spare parts as set out in '**Schedule III – Spare Parts List**' in stock at all times during the three (3) year period. The Tenderer shall submit a price list of these spare parts in the format set out in **Section 3** of this Invitation To Tender. The price list shall be quoted in Brunei Dollars inclusive of taxes and duties and maintained for the three(3) year period.
- The Superintending officer or his representative reserves the right to check stock against **Schedule III** within three (3) months after the commencement of the Contract, and make assessment as to the percentage of stock level.
- Notwithstanding the above provisions, the Tenderer shall obtain spare parts required for the Maintenance Services in the quickest possible manner. There shall be a 30-day grace period for repairs which are delayed or outstanding due to unavailability of spare parts or awaiting for such parts, which a **penalty of B\$150.00 per day** or part thereof the grace period is exceeded shall be imposed. The Superintending officer shall give a written notice to the Tenderer of the expiry date of the said grace period and start of the penalty imposition. Such notice shall be given at least fourteen (14) days before expiry date of the garce period.
- Unused spare parts at the end of the three-year period shall remain the property of the Government. Any unused spare parts shall be handed over by the Tenderer before the final invoice is certified for payment.
- Consumable items as listed out in **Schedule IV – List of Consumable Items** shall be deemed to be included in the rates and prices for the Maintenance Services. No additional claims shall be entertained for these items.

## 7 USED OF SITE

- The Tenderer shall not use any of the sites for any purpose other than that of carrying out Maintenance Services stipulated in these Specifications.
- The Tenderer shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.

## 9 SUPERVISION AND PERSONNEL

- To ensure the proper execution of the Maintenance Services, the Tenderer shall provide and employ an adequate number qualified and competent personnel to perform the Maintenance Services as follows:

Engineer	1
Supervisor/Technician	1
Tradesman	1

- The Tenderer shall ensure that such personnel are properly trained, registered with the Electrical Services Department, Ministry of Energy, Brunei Darussalam and employed by the Tenderer throughout the three-year period
- 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 **Section 3 – Forms to be used**. 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 period of the contract.
- 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 not later than seven (7) days.
- Failure to provide such replacements shall result in a penalty on the Tenderer as stated below:

<b>Engineer</b>	<b>\$100.00 per day</b>
<b>Supervisor/Technician</b>	<b>\$ 75.00 per day</b>
<b>Tradesman</b>	<b>\$ 50.00 per day</b>
<b>Helper</b>	<b>\$ 15.00 per day</b>

- The Tenderer shall nominate supervisor/s for the purpose of administrative and on-site supervision. Such nominated persons may be called for interviews prior to the award of the Tender.
- The Tenderer shall ensure allocation of adequate number of personnel to perform the Maintenance Services as follows:

<b>Location</b>	<b>Preventive Maintenance</b>	<b>Corrective Maintenance</b>
<b>Suri Seri Begawan Hospital, Kuala Belait</b>	1	1

- The Tenderer shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- All personnel employed by the Tenderer shall be neatly and properly attired in uniforms.

## 10. INSURANCES

- 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.

## 11. SECURITY

- Where the Maintenance Services is to be carried out within a secure area, the Tenderer shall provide to the Superintending Officer full details of all his personnel and vehicles requiring access to the site, not less than seven (7) days before entry is required. Details shall include the following particulars:

- Name
  - Address
  - Identity card number/passport number
  - Gender
  - Citizenship
  - Expire date of work pass (for foreign workers)
- Where security passes are issued to the Tenderer's personnel, the Tenderer is responsible for the proper use of the passes.
  - The Tenderer shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee no longer being engaged to work at the secured area, or if the employee has left the Tenderer's employment.

## **12. REPORTS**

- A record of the work done on each maintenance visit shall be noted in a maintenance log book by the Tenderer.
- The log book must show the following information:
  - document each incident of lift defect or malfunction;
  - date, time and duration of work performed on the fume board /s; and
  - a description of the reason for the work done (whether preventive maintenance or corrective maintenance)
- Completion of the maintenance visit shall be confirmed in writing by the Senior mechanic/engineer.
- The log book must be available for inspection by the Superintending Officer at any time.
- Any verbal reports shall be made within 24 hours after the complaint is received by the Tenderer, stating the fault, work done and if any further work is required.
- The Tenderer shall also submit Maintenance Service Reports in a format acceptable to the Government and shall include the following information:
  - the equipment's reference number;
  - the job number;
  - the date the job was completed;
  - the date, time and total time the equipment is made unavailable to the Government;
  - the name of Tenderer's technician/personnel responsible for carrying out the job; and
  - the comments of the person requesting the Maintenance Service.

## **13. HEALTH AND SAFETY PRECAUTION AGAINST FIRE, NOISE CONTROL, etc**

- The Tenderer shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The Tenderer shall also comply with all orders and instructions given to him from time to time by the Superintending Officer with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- The Tenderer shall take all reasonable and all instructions given to him by the Superintending Officer with regards to fire precautions and prevention.
- The Tenderer shall also ensure that all measures are taken to control noise levels produced during the Maintenance Services.
- The Tenderer shall ensure that all equipment is/are safe and operable prior to handing over to the Government.



**SCHEDULE I****SCHEDULE OF EQUIPMENT AND PRICES FOR SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT**

<b>NO.</b>	<b>DESCRIPTION</b>	<b>PLANT NO.</b>	<b>LOCATION</b>	<b>MONTHLY B\$</b>	<b>YEARLY B\$</b>
1	BIOSAFETY CABINAET ANTA 1 AIRTECH	JZ2021073500 BME26968	MICROBIOLOGY LABORATORY		
2	ESCO LABCULTURE SAFETY CABINET	LA-4A1/2013- 81052	MICROBIOLOGY LABORATORY		
3	ESCO IVF-4A1 LAMINAR FLOW	2009-39370	ANDROLOGY LABORATORY		
PAGE TOTAL C/F				B\$	B\$

**SUB-TOTAL AND GRAND TOTAL FOR SCHEDULE OF EQUIPMENT AND PRICES  
UNDER SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT MINISTRY OF HEALTH**

	<b>Monthly B\$</b>	<b>Annual Certification B\$</b>
<b>SUB-TOTAL</b>	B\$ x 12 mths x 3 yrs	B\$ x 3 units x 3 yrs
	B\$	B\$
<b>Planned Preventive Maintenance</b>		
<b>Preliminaries</b>	B\$	
<b>GRAND TOTAL</b>	B\$	

**SCHEDULE II**

**PREVENTIVE MAINTENANCE SCHEDULE**

**ROUTINE PREVENTIVE MAINTENANCE SCHEDULE OF FUME CUPBOARDS FOR SURI SERI  
BEGAWAN HOSPITAL, KUALA BELAIT**

<b>NO.</b>	<b>DESCRIPTION LOCATION **(SSBH, KB)**</b>	<b>PLANT NO</b>	<i>Jan</i>	<i>Feb</i>	<i>Mac</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<b>1</b>	BIOSAFETY CABINAET ANTA 1 AIRTECH	JZ2021073500 BME26968	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>A</i>	<i>M</i>	<i>M</i>
<b>2</b>	ESCO LABCULTURE SAFETY CABINET	LA-4A1/2013- 81052	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>A</i>	<i>M</i>	<i>M</i>
<b>3</b>	ESCO IVF-4A1 LAMINAR FLOW	2009-39370	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>M</i>	<i>A</i>	<i>M</i>	<i>M</i>

### CHECK LIST REPORT (SAMPLE)

Date:- .....

Plant No	Location	Serial No	Normal Reading	Recorded Reading	Done	
<b>1</b>	<b>Monthly</b>				Yes	No
	A	Clean work area				
	B	Check for gas leak at cupboard				
	C	Visually inspect for damage, leaks of air duct and flexible connections				
	D	Cupboard Fan Motor Running (Amps)				
	E	Confirm positive air flow to roof record static enclosure Pressure	0.25"			
	F	Examine belt wear, Replace as necessary				
	G	Check source of noise and vibration at the roof extractor				
	H	Check roof bearings from heating, lubricate as required				
	I	Examine safety guard for source fitting at roof extractor				
	J	Roof fan motor running current (Amps)	0.25"			
	K	Inspect service and clean roof fan blade tips, impeller track and casing				
<b>2</b>	<b>Yearly</b>					
	a	Carry out monthly maintenance				
	b	Test the control and safety features				
	c	Megger Roof fan motor readings				
	d	Megger Cupboard fan motor readings				
	e	Replace air filters, clean filter enclosure				
	b	Test the control and safety features				

**Remarks:-**


Name and Signature (Lab Staff)		Name and Signature (Contractor staff)
Name and Signature ( Supervising Officer)		

## CHECKLIST REPORT

1	<b>Fume Cupboard and Exhaust Fan Motor.</b>
1.1	<b>Monthly</b>
1.1.1	Examine V- belts for wear replace as necessary.
1.1.2	Check tension, drive , alignment of V-belt and motor.
1.1.3	Examine bearings for overheating , lubricate or replace as necessary
1.1.4	Examine safety guards for secure fixing
1.1.5	Check for noise and vibration
1.1.6	Record running current (amps)
1.1.7	Visually inspect for damage, leak of air duct, flexible connection and exhaust pipe.
1.1.8	Record air quantity at the exhaust duct of the cupboard and static pressure
1.1.9	Inspect , service and clean blade tips, impeller track ,casing and etc
1.2	<b>Yearly</b>
1.2.1	Carry out monthly Maintenance
1.2.2	Test and calibrate all the control and safety component
1.2.3	Mega all the fan motors
1.2.4	Replace the air filters
1.2.5	Clean and remove loose paint, remove all rust and paint with anti-rust. Paint all external surfaces of the units similar to the Original Colours.

### Note

Hepa Filter for T.B. , Bacteriology and Virology Laboratories must be changed and Replaced once per contract (First month of the contract)This is also apply to any machine which used the same filter.

**\*\*\* If any damage to the Hepa Filter or the suction pressure for above said machines is less than 0.75 inches of water. The tenderers must replace as required by S.O without any extra costs**

**SCHEDULE III**

**SPARE PARTS LIST**

\* ie , Motors, Capacitors, Contactors, Belting, Indicator Bulbs and etc at no extra charges.

<b>ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approved equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
<b>A</b>	<b>Airtech Biosafety Cabinet Class II</b>			
1	Exhaust ULPA Filter			
2	Downflow ULPA Filter			
3	Pre Filter			
4	Centrifugal Fan			
5	PC Board			
6	UV Lamp			
7	UV Ballast			
8	Fluorescent Lamp			
9	Fluorescent Ballast			
10	LCD Display			
11	Relay Board			
12	Membrane			
13	HPV Decontamination			
14	Annual Calibration and Re-Certification			
<b>SUB – TOTAL C/F</b>				

<b>ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approved equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
<b>B</b>	<b>ESCO Labculture Safety Cabinet LA-4A1/ 2013-81052</b>			
1	ULPA Filter (Downflow)			
2	H14 Filter (exhaust)			
3	Blower Centrifugal			
4	Sash glass c/w bracket and sash handles			
5	Speed Controller			
6	Control Board			
7	UV Ballast			
8	Fluorescent Electronic Ballast			
9	Relay Board			
10	Relay			
11	UV Lamp			
12	Membrane			
13	Fuse			
14	Capacitor			
15	Temperature Sensor			
16	Airflow Sensor			
17	SMPS			
18	LCD			
19	Interface Board			
20	Fluorescent Tube			
21	Circuit Breaker			
22	Magnetic Switch			
23	Magnet with adhesive			
24	Lamp/Tube Holder			
25	Aluminum Pulley			

<b>ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approved equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
<b>26</b>	Splash Cover for Electrical Outlet			
<b>27</b>	HPV Decontamination			
<b>28</b>	Annual Calibration and Re-Certification			
<b>SUB – TOTAL C/F</b>				



<b>ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approved equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
<b>C</b>	<b>ESCO IVF-4A1 Laminar Flow</b>			
1	ULPA Filter			
2	Pre Filter			
3	Blower Centrifugal			
4	Speed Controller			
5	Main Board			
6	UV Ballast			
7	Fluorescent Electronic allast			
8	Relay Board			
9	Relay			
10	UV Lamp			
11	Membrane			
12	Fuse			
13	Interface Board			
14	LCD			
15	SMPS			
16	Airflow Sensor			
17	Temperature Sensor			
18	Temperature Controller			
19	Heating Wire			
20	Buzzer			
21	Capacitor			

<b>ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approved equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
<b>22</b>	Fluorescent Tube			
<b>23</b>	Circuit Breaker			
<b>24</b>	Magnetic Switch			
<b>25</b>	Magnet with adhesive			
<b>26</b>	Lamp Holder			
<b>27</b>	Splash Cover for Electrical Outlet			
<b>28</b>	HPV Decontamination			
<b>29</b>	Annual Calibration and Re-Certification			
<b>SUB – TOTAL C/F</b>				

\* ie , Motors, Capacitors, Contactors, Belting, Indicator Bulbs and etc at no extra charges.

<b>ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approved equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
	<b>Microprocessor Set</b>			
1.	Mainboard			
2.	Watchdog Board			
3.	Relay Board			
4.	LCD			
5.	Interface Board			
6.	Membrane/Sticker			
7.	Table MAW			
	<b>Sensors</b>			
1.	Downflow Sensor			
2.	Exhaust Sensor			
3.	Pressure Switch			
4.	Pressure Transmitter			
5.	VOC Sensor			
	<b>Light / UV</b>			
1.	UV Ballast			
2.	UV Tube			
3.	Fluorescent Ballast			
4.	Fluorescent Lamp			

ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....				
Ref. No.	PARTS DESCRIPTION (As described below or approved equivalent)	RATE PARTS ONLY	RATE LABOUR TO INSTALL	NETT PRICE TO SUPPLY & INSTALL
	<b>Control Panel</b>			
1.	Blower Relay (K1)			
2.	UV Relay (K2)			
3.	SMPS			
4.	UV Timer			
5.	Relay K2 – K5			
6.	Relay K6 – K8			
7.	SMPS 48V			
8.	Travo			
	<b>MCB</b>			
1.	Main Circuit Breaker			
2.	Aux Circuit Breaker			
	<b>PO</b>			
1.	Magnetic Switch			
2.	Magnet			
	<b>Speed Controller</b>			
1.	Main Speed Controller			
2.	Exhaust Speed Controller			
	<b>Blower</b>			
1.	Main Blower			
2.	Exhaust Blower			
3.	Motor Blower			

<b>ALL PRICES ARE FOR SINGLE UNIT – 1 NO., OR 1 M, OR 1 M2 etc....</b>				
<b>Ref. No.</b>	<b>PARTS DESCRIPTION (As described below or approved equivalent)</b>	<b>RATE PARTS ONLY</b>	<b>RATE LABOUR TO INSTALL</b>	<b>NETT PRICE TO SUPPLY &amp; INSTALL</b>
	<b>Capacitor</b>			
1.	Main Capacitor			
2.	Exhaust Capacitor			
	<b>Filter</b>			
1.	Main			
2.	Exhaust			
3.	Secondary Exhaust			
4.	ULPA / HEPA filter			
5.	Pre Filter			
6.	Supply			
<b>SUB – TOTAL C/F</b>				
<b>GRAND – TOTAL</b>				

### SCHEDULE III

1.	The maintenance schedules set out below shall serve as a guide for routine preventive maintenance services. The maintenance schedules as recommended by the equipments manufacturers and in the equipment manuals shall be adopted in addition to these schedules. The Contractor shall familiarise himself with recommended maintenance schedules.
2.	The frequencies of maintenance may be adjusted, by mutual agreement to suit the duty and conditions of operation of the equipments.
3.	The maintenance schedules set out below do not include instructions for every component part of each item of equipment, but the contractor is expected to carry out the usual maintenance process in accordance with normal trade practices and to meet specific requirements of the equipments manufacturer's recommendations.
4.	Where follow-up work, after carrying out routine maintenance, is considered necessary which involves further repairs, the contractor shall notify the Superintending Officer of the extent of repairs before proceeding with the works.
5.	Certain terms used frequently in the maintenance schedules below are defined as follows:-
	<b>Examine:-</b> To make careful and critical security of an item carried out without dismantling by using the senses of sight, hearing, smell and touch to verify that the equipment is in working order.
	<b>Test:-</b> To operate the equipment and/or use appropriate testing instrument to ensure that the equipment is working order.
	<b>Check:-</b> To make a through inspection for damage, wear or deterioration, also to ascertain that the equipment is correctly adjusted to conform to the required standard.
	<b>NB.</b> In addition to establishing the normal function of equipment the "Examine" , Test and Check as defined above must include verification of the satisfactory state of all safety aspects.
6.	<b>Fumigation Procedure</b>
6.1	Remove any objects from the cabinet by wiping them with disinfectant and enclosing in plastic bag which is sealed for separate decontamination. Clean the work zone and sump of the cabinet, removing any encrusted matter. Allow surface to dry
6.2	Unpack the kit and confirm that all components are in a satisfactory condition
6.3	Fix the ATTEST indicator to the exhaust fan grill of the cabinet, and fix the smaller of the PVC seal over the exhaust opening. Remove the paper backing strip from the self-adhesive sealing tape a little at a time. Ensure that the seal is effective at all points. Excess seal material can be trimmed or folded into pleats
6.4	Place the fumigant generating container in the centre of the cabinet work surface and pour in all of the formation solution. Place the lid alongside the container, for later use in sealing the container at the end of the procedure.
6.5	Check that all ports and services , eg Gas taps are closed
6.6	Fix the larger of the PVC seals over the work zone opening and seal effectively at all points.
6.7	Cut a 200-300mm slit in the work seal, sufficient to allow access to reach into the container
6.8	Pour the Potassium Permanganate crystal into the container, and immediately seal the slit in the seal
6.9	Place the "CAUTION" signs on the cabinet and outside the room so as to be clearly visible.
	<b>Note:</b>  * The chemical reaction will be quite rapid and heat will be produced to generate the formaldehyde gas which fumigates the cabinet. In initial stage, some pressurization will occur, and the seals will expand slightly.  * Use of full-face respirator and suitable gloves is recommended where exposure to formaldehyde is possible  * Allow the cabinet to be exposed to the fumigant for at least 12 hours.
7.	<b>Post Fumigation Procedure.</b>
7.1	Purging/neutralization of fumigant.

	<p>At the end of 12hours period, the concentration of formaldehyde will have reduced to about 36ppm. The two most common and appropriate methods of purging the cabinet of the fumigant gas are discharge outside the building, or chemical quenching.</p> <p>The dilution method, involving the discharge of the fumigant directly into the room is not recommended. Where external discharge is possible, connect a length of "layflat" plastics tubing of approximately 200mm diameter to exhaust seal. This should be attached after fumigation, and prior to switching on the cabinet exhaust fan. The discharge end of the tubing should reach a window or other location where fumigant can be safely vented.</p>
	<p>Where external fumigant discharge is not possible, chemical quenching may be conducted. The recommended procedure is as follows:-</p> <ul style="list-style-type: none"> <li>* Obtain these materials.</li> <li>♣ A Petri dish approx 90mm diameter with lid.</li> <li>♣ An absorbent paper towel approx A4 size, folded into four so as to form a long strip (this becomes a wick for evaporation of the ammonia solution)</li> <li>♣ The ammonia solution from the kit.</li> <li>♣ After fumigation, place the folded paper towel in the Petri dish inside the front of the cabinet. Do this by carefully lifting the work zone seal at the lower right hand corner by no more than 150mm. On class II cabinets, place the Petri dish on the front grille.</li> <li>♣ Pour the ammonia solution onto the towel in the Petri dish. Leave the empty ammonia container in the cabinet. Restore and seal.</li> <li>♣ Turn on the cabinets fans, and allow air to recirculate within the cabinet. Quenching is achieved as the ammonia evaporates from the paper wick, and the ammonia combines with both formaldehyde and preformaldehyde to produce hexamethylene a white odourless powder</li> <li>♣ After 10 minutes, remove the exhaust opening seal and the work zone seal. Retained the ATTEST indicator for later determination of the effectiveness of the procedure.</li> <li>♣ Fold the paper towel into Petri dish and fit the lid.</li> <li>♣ Immediately place the sealed Petri dish into a sink and cover with cold water. This will remove any excess vapour.</li> </ul>

7.2	<b>Testing Apparatus for Laminar Flow and Fume Cupboard</b>	
No	Apparatus	Application
1.1	Aerosol generator (smoke generator)	HEPA filter integrity and air barrier testing
1.2	Aerosol Photometer	HEPA filter integrity and air barrier testing
1.3	Anemometer, rotating vane	Measuring air velocity
1.4	Sound pressure meter	Measuring sound level
1.5	UV radiometer	Measuring UV radiation intensity
1.6	Vibration meter	Measuring vibration at work surface

**Note:- The above said apparatus must be available throughout the contract periods**

8.	<b>The Disposal of HEPA Filters</b>
No.	Things Needed
1.1	Large Plastic Bag (Bio-Hazardous)
1.2	Waste container
1.3	Gloves
1.4	Pollen mask or respirator
	<b>Instructions:</b>
1.1	Wear protective clothing, gloves and pollen mas or respirator, since the used HEPA filter may be extremely dirty, dusty or even toxic.
1.2	Turn off and unplug the device in which the HEPA filter is installed.
1.3	Remove the filter housing and any-filters from the device.
1.4	Remove the HEPA filter by grasping the outside corners of the unit and placing it in large, sealable bag. Seal the bag closed.
1.5	Discard the bagged HEPA filter in an outdoor waste container or cotaminated waste receptacle for Incineration in an approved incinerator.



## **SCHEDULE IV**

### **CONSUMABLES ITEMS**

#### LIST OF CONSUMABLES ITEMS

Consumables items to be paid within the contract conditions including labour, supervision, testing and commissioning. To be used at any time when required throughout the contract period.

1. Belting of all types and various sizes
2. Bearing/ Bush (Any types and sizes)
3. Painting and Cleaning material to all Plant ,electrical grade contact spray for switch board , Control Panel and etc.
4. Motor terminal,Relays any type and brand , etc
5. Rubber mounting, motor etc
6. Screws, fastener , nuts and bolts (any types and sizes)
7. 13A Plug Top, Fuses , Cables lugs, Connector and etc (any types and amps)
8. Indicator bulbs for all type of switch board, indicator panel etc of PCR, Cytotoxic, Class2 safety Cabinet.

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

**CONTENTS**

SCHEDULE 1	:	TENDER FORM
SCHEDULE 2	:	INFORMATION SUMMARY
SCHEDULE 3	:	SUB-CONTRACTORS
SCHEDULE 4	:	COMPANY'S BACKGROUND
SCHEDULE 5	:	REFERENCES
SCHEDULE 6	:	TENDERER'S DECLARATION
SCHEDULE 7	:	LIST OF PERSONNEL

**SCHEDULE 1 – TENDER FORM**

**TENDER REFERENCE NO: KK/323/ 2022/SSBH(TC)**

**INVITATION TO TENDER FOR THE PROVISION OF MAINTENANCE SERVICES FOR FUME CUPBOARDS UNDER THE SURI SERI BEGAWAN HOSPITAL, KUALA BELAIT FOR A PERIOD OF THREE (03) YEARS**

To:

**TENDER OF (name of tenderer):** \_\_\_\_\_

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

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

ITEM	DESCRIPTION	LOCATION	PLANT NO.	RATE	PRICE/MONTH BS
A	<b>Preliminaries</b>				
	<b>Insurance : Workman Compensation, Public Liability &amp; Fire</b>				
01	BIOSAFETY CABINAET ANTA AIRTECH 1	MICROBIOLOGY LABORATORY	JZ2021073500 BME26968		
02	ESCO LABCULTURE SAFETY CABINET	MICROBIOLOGY LABORATORY	LA-4A1/2013-81052		
03	ESCO IVF-4A1 LAMINAR FLOW	ANDROLOGY LABORATORY	2009-39370		
<b>TOTAL (PER MONTH)</b>					
<b>TOTAL FOR THREE ( 03 ) YEARS</b>					

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 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:

- *Provision of maintenance services for fume cupboards*

(d) Other information which is considered relevant

**SCHEDULE 3**

**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)				

## **SCHEDULE 4**

### **COMPANY'S BACKGROUND**

- 4.1 Each of the companies involved in this tender, including Contractor and subcontractor(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 with the Ministry of Development.

## 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

<b>Customer Name and Address</b>	<b>Customer Type (Govt or Quasi Govt)*</b>	<b>Contact Person</b>	<b>Title</b>	<b>Contact Number, Fax Number and E-mail Address</b>

**\*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 7**

**LIST OF PERSONNEL**

- 7.1 The Tenderer shall state the number of locally/overseas (Singapore, Malaysia, Philippines, etc.) based technical services personnel trained to maintain the equipment tendered by completing the table below.
- 7.2 The Tenderer shall also include telephone/mobile phone numbers which shall be used for reporting faults as specified in this Invitation To Tender, including mobile phone numbers for the Supervisor.
- 7.3 The Contractor shall submit resumes or CVs of each personnel listed below. Failure to do so will render the Tender as “non-compliant” and possible rejection by the Government.

<b>Name of Trained Technical Personnel</b>	<b>Local Or Overseas</b>	<b>*Telephone/Mobile and/or Pager No.</b>	<b>Years of Experience</b>

**ENGINEER**

Name: \_\_\_\_\_

Brunei I/C No & Colour: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Valid until: \_\_\_\_\_

**Qualification:**

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**Experience:**

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**FOREMAN/ SUPERVISOR**

Name: \_\_\_\_\_

Brunei I/C No & Colour: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Valid until: \_\_\_\_\_

**Qualification:**

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**Experience:**

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**TRADESMAN / ELECTRICIAN**

Name: \_\_\_\_\_

Brunei I/C No & Colour: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Valid until: \_\_\_\_\_

**Qualification:**

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**Experience:**

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