

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/332/2022/LAB(TC)	TO SUPPLY AND DELIVER RESPIRATORY PANEL FILMARRAY KITS WITH EQUIPMENT RENTAL FOR NATIONAL VIROLOGY REFERENCE LABORATORY, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS USAGE	3 YEARS	DEPARTMENT OF LABORATORY SERVICES	\$50.00	10 <sup>th</sup> JANUARY 2023	Hjh Mazmah binti Hj Ahmad Morshidi Virology Laboratory Department of Laboratory Services Ministry of Health Negara Brunei Darussalam Contact No.: 2221821 e-mail: mazmah.morshidi@moh.gov.bn

## SECTION 2

### SPECIFICATIONS AND REQUIREMENTS

TENDER REFERENCE NO: KK/332/2022/LAB(TC)

#### INVITATION TO TENDER

TO SUPPLY AND DELIVER RESPIRATORY PANEL FILMARRAY KITS WITH EQUIPMENT RENTAL FOR NATIONAL VIROLOGY REFERENCE LABORATORY, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS USAGE

DELIVERY PERIOD AFTER PO ISSUED	STAGGERED DELIVERY; < 4 WEEKS UPON RECEIPT OF PURCHASE ORDER
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NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	PACKAGING SIZE	TOTAL ESTIMATE USAGE
1	RESPIRATORY PANEL MULTIPLEX PCR FILMARRAY KITS	30 TESTS/KIT	360 TESTS/YEAR

NO.	SPECIFICATIONS AND REQUIREMENTS
1.0	<b>PROVISION OF EQUIPMENT</b>
1.1	Supply, deliver, install and commission one (1) brand new rental unit of multiplex PCR FilmArray system for molecular diagnostics testing for a variety of pathogens that cause viral respiratory, pneumonia, bloodstream, gastrointestinal infections and meningitis-encephalitis as well as antimicrobial resistance genes to National Virology Reference Laboratory.
1.2	Rental analyser SHALL be provided with an un-interrupted power supply (UPS). Please state how long the UPS will support the analyser/system while operating at full capacity.
1.3	Fully describe the specifications of the analyser being offered and the component parts including printer. The tenderer should be responsible to provide FREE OF CHARGE all the consumables and accessories during the rental period e.g. printer ink and cartridges.
1.4	Prior to the laboratory acceptance of the analysers, the tenderer shall bear all costs necessary and to assist user in full method performance verification as required by ISO 15189 and to provide a comprehensive report of the performance verification.
2.0	<b>EQUIPMENT SPECIFICATION</b>
2.1	The multiplex PCR FilmArray system shall integrate sample preparation, amplification, detection and analysis of samples in a closed system, minimizing contamination.
2.2	The system shall be for a fast, accurate molecular diagnostics testing for a variety of pathogens that cause viral respiratory, pneumonia, bloodstream, gastrointestinal infections and meningitis-encephalitis as well as antimicrobial resistance genes to National Virology Reference Laboratory.
2.3	The system shall enable simultaneous testing for bacteria, viruses, yeast, parasites and/or antimicrobial resistant genes designed to be used with comprehensive panels.
2.4	The analyser/system must be FDA, CE-IVD marked multiplex PCR system that integrates sample preparation, amplification, detection and analysis.
2.5	The analyser/system must be able to do self-tests where it fulfils the requirement for preventive maintenance and calibration verification

<b>3.0</b>	<b>TEST KITS</b>
<b>3.1</b>	<p>Comprehensive respiratory pathogen panels with simultaneous testing for 23 of the most common pathogens:</p> <ol style="list-style-type: none"> <li>1. Adenovirus</li> <li>2. Coronavirus 229E</li> <li>3. Coronavirus HKU1</li> <li>4. Coronavirus OC43</li> <li>5. Coronavirus NL63</li> <li>6. Middle East Respiratory Syndrome CoronaVirus (Mers-CoV)</li> <li>7. Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)</li> <li>8. Human Metapneumovirus</li> <li>9. Human Rhinovirus/Enterovirus</li> <li>10. Influenza A</li> <li>11. Influenza A/H1</li> <li>12. Influenza A/H1-2009</li> <li>13. Influenza A/H3</li> <li>14. Influenza B</li> <li>15. Parainfluenza 1</li> <li>16. Parainfluenza 2</li> <li>17. Parainfluenza 3</li> <li>18. Parainfluenza 4</li> <li>19. RSV</li> <li>20. Bordetella pertussis</li> <li>21. Bordetella parapertussis</li> <li>22. Chlamydophila pneumoniae</li> <li>23. Mycoplasma pneumoniae</li> </ol>
<b>3.2</b>	Each pouch contains at least ONE internal process control with turnaround time of 45 minutes
<b>3.3</b>	No precise measuring or pipetting required, with 2 minutes of hands-on time required only
<b>3.4</b>	Freeze-dried in durable plastic pouches where pouches are stored under vacuum in individually-wrapped canisters to protect pouch integrity
<b>3.5</b>	Relatively long reagent stability with expiry date ranging between 5-7 months
<b>3.8</b>	Kits must be compatible to the equipment offered and existing equipment in the National Virology Reference Laboratory
<b>4.0</b>	<b>SERVICE AND AFTER SALES SUPPORT</b>
<b>4.1</b>	All reagent test kits / consumables supplied throughout this tender shall have a minimum expiry date of <b>six (6) months on delivery</b> . Should the reagent or consumable be urgently needed, provision of a reagent test kit or consumable with expiry date of less than six (6) months should be first agreed by the User of the particular laboratory before delivery is made.
<b>4.2</b>	Letter of Undertaking (LOU) shall be produced upon each delivery of test kit or consumable with expiry date of less than six (6) months and vendor shall declare in the LOU that unused, unopened, expired kits will be replaced accordingly. For items which are known to have short expiry date such as those containing red blood cells, list down all such items and vendor shall declare in this tender submission of such items and shall be exempted from submitting LOU upon delivery.
<b>4.3</b>	Staggered delivery every 3 months period directly to the User.
<b>4.4</b>	<p>User shall have the rights to refuse delivery of items that do not meet the acceptance criteria such as, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Tampered or damaged box</li> <li>2. Leakage upon delivery</li> <li>3. Items stored pre-delivery not in accordance to manufacturer's instructions</li> <li>4. Expiry date not meeting requirement</li> </ol>
<b>4.5</b>	<p>User shall have the rights to return any items, and to be replaced at no extra cost, if found not meeting the acceptance criteria upon opening a pack such as, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Tampered or damaged packaging</li> </ol>

	<ol style="list-style-type: none"> <li>2. Evident of leakage or damaged products</li> <li>3. Expired products that are evidently less than the requirement mentioned in para 4.1 calculated from delivery date</li> <li>4. Leakage upon delivery</li> </ol>
4.6	Please supply details of the arrangement for 24-hour service support. There should preferably be remote diagnostic facility available. This should include the number of engineers and application specialist, their qualification/training with the system, response time during office hours, after office hours, weekdays and weekends.
4.7	The supplier SHALL be responsible for the preventive maintenance (Weekly, Monthly, and Quarterly as needed) and breakdown maintenance of the analyzers. Any breakdown should be quickly attended to within 2 hours.
4.8	A copy of service report must be submitted to the laboratory whenever service work is done on the instrument.
4.9	Spare parts SHALL be supplied by the supplier should any replacement is required during preventive and breakdown maintenance.
4.10	Vendor shall aid the user with verification of a comprehensive methods performance for all of the tests listed above including, but not limited to, precision, accuracy, linearity, sensitivity, specificity, carryover, limit of detection or as required by the User depending on the nature of testing. Report of the verification study shall be submitted to the User for approval by the Director of Laboratory Services.
4.11	In the event of test results cannot be produced due to equipment failure or unavailable reagent supplies within the specified turnaround time, the vendor shall arrange and bear all costs for analysis of tests to an accredited laboratory (ISO 15189).
4.12	Any event that leads to halt in the service of testing for 14 working days due to problems arising from equipments or reagents, the tenderer shall bear the charges of sending the specimens to an accredited laboratory to produce the report according to our requirements.
5.0	<b>ENVIRONMENTAL AND INFRASTRUCTURE REQUIREMENTS</b>
5.1	Should preferably occupy space not more than the present system in place at the Virology Laboratory. If any renovation is required, costs will be borne by Vendor. Vendor shall submit a sketch of the layout of the placement of the analyser and sample preparation platform (if applicable)
	Should any renovation is required, Vendor shall comply with the Ministry's procedure for infection control risk assessment (ICRA), implementation and monitoring as set out in the document titled Construction and/or Renovation, Maintenance, Repair and Demolition in the Health Care Setting.
5.2	Power and water requirements: No or low water consumption. If water is required, state how much and what purity, with provision of water purification system included. Please provide specification for power requirement. All costs for installing electrical and water requirements shall be borne by the Vendor. All the electrical wires shall be covered with PVC trunk properly for safety precautions.
5.3	Assist user in the disposal of reagents and consumables when they are required to be disposed of.
6.0	<b>TRAINING- FOR 3 YEARS TERM CONTRACT</b>
6.1	Training shall be provided, at no additional cost, as follows:
6.2	On-site training for ALL staff members expected to handle the machine. Please ensure that adequate time is allocated such that training will take place in small groups to minimise staff shortage in the laboratory.
6.3	Certificate of competence is to be issued to all trainees after completion of training.
6.4	The successful tenderer need to ensure the key users are updated on the current or relevant information related to the system used. They should provide ONE off-site trainings for two (2) key users. All expenses for attending the training shall be borne by the tenderer; full registration, air ticket, daily allowance, accommodation, transport to and from airport and place of training. Training may be in the form of operator's training, workshop, congress, international conference or other forms of training that is deemed appropriate and relevant.
6.5	Inviting speakers from overseas to give talks or presentations to the users on topics related to the laboratory testing as part of users' continuous education. Certificate of attendance is to be issued to all trainees after completion of training.

<b>7.0</b>	<b>LITERATURE</b>
<b>7.1</b>	To supply one (1) CD and one (1) set of hard copy of the Operating Manual and Service Manual for the analyser including circuit diagrams of the equipment during commissioning to each location.
<b>7.2</b>	To supply the laboratory with one (1) set of Material Safety Data Sheet (MSDS)
<b>7.3</b>	To supply hardcopy of maintenance log with list of details of daily, weekly or scheduled maintenance
<b>8</b>	<b>FINANCIAL AGREEMENT</b>
8.1	A rental agreement is required over a period of three (3) years for the provision of the reagent kits as per estimated total costs for this contract. However, contract agreement shall be terminated when total expenditures of supplies exceed the estimated total costs regardless of three (3) years contract.
8.2	Supply of the test kit including reagents, consumables and accessories is based on the number of kits required in the Purchase Order according to an agreed schedule period.
8.3	Buffer stock of the test kit including reagents, consumables and accessories should be available at the local representative as contingency.
8.4	The equipment supplied should include reagents, consumables, calibrators, maintenance record sheet, maintenance cleaning kit and quality control for initially setting up of the instruments.
8.5	Should there be any discontinuity of reagents due to non-compliance in the manufacturing of reagents; the vendor must be able to provide an alternative so that the test requests are still available for the customers.
8.6	All costs incurred for the supply and delivery of test kit including reagents, consumables and accessories, equipment and other accessories required by the tender will be borne by the successful vendor.
8.7	<b>EXIT CLAUSE:</b> The tender contract shall be automatically terminated even though tender has not yet expired and this shall be in effect due to, but not limited to, the following: <ol style="list-style-type: none"> <li>1. When the testing is no longer required or relevant i.e. test is obsolete, to the laboratory or department.</li> <li>2. When the item(s) set out in this tender is/are no longer required by the laboratory or the Department.</li> <li>3. When the approved budget allocation for this tender contract has been used up before the tender contract expires whereby a renewal of tender shall be submitted by the user for an open advertisement subject to approval by the Mini Tender Board (<i>Lembaga Tawaran Kecil</i>).</li> </ol>
9	<b>DELIVERY PERIOD:</b> Staggered delivery for less than 4 weeks upon the receipt of purchase order
10	<b>PRICE VALIDITY:</b> The quotation shall remain valid for 12 MONTHS from the final date for the submission of the quotation and no supplier may withdraw his/her quotation within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension to the quotation validity period shall have written consent of the supplier(s).

NO.	GENERAL SPECIFICATIONS
A	Model & Brand
B	Country of Origin
C	Total Price Per Test (CIF): B\$
D	Price Ranking:
E	Where marketed
F	Year of Manufacture
G	Warranty:
H	Delivery Time:
I	Power Requirements:
J	Battery Back-up:
K	International Safety Standard:
L	Technical Support:
M	Equipment Whole Life Support
N	Dimensions (WxHxD) cm:
O	Weight (kg):
P	User Manuals
Q	Service Manuals
R	Spare-parts & Consumables Listing
S	Technical Training On-Site:
T	Site Requirements:

<b>DELIVERY PERIOD AFTER PO ISSUED</b>	<b>Staggered delivery; &lt; 4 weeks upon receipt of Purchase Order</b>	
Lab/Section/Unit	NVRL	
Lab/Section/Unit Ref No.:	DLS/PU/VIR/2022/A50K/07	
Person to Contact	Name : Hjh Mazmah Hj Ahmad Morshidi	
	E-mail : mazmah_morshidi@moh.gov.bn	
	Tel. No. :2221821	Fax No. :
<b>FOR ADMINISTRATION USE ONLY</b>		
PPM/PROC Ref. No.	PPM/PROC/2022/>50K/069(VIR)	
Advertisement Ref. No.		Date :

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

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# SCHEDULE 1

## TENDER FORM

To:

TENDER REFERENCE NO: KK/332/2022/LAB(TC)

**INVITATION TO TENDER  
TO SUPPLY AND DELIVER RESPIRATORY PANEL FILMARRAY KITS WITH EQUIPMENT RENTAL FOR NATIONAL VIROLOGY REFERENCE  
LABORATORY, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS USAGE**

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

Company/Business Registration No \_\_\_\_\_

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

<b>DELIVERY PERIOD</b>	
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USER'S REQUIREMENTS				VENDOR'S OFFER					
NO.	ITEM DESCRIPTIONS AND SPECIFICATIONS	PACKAGING SIZE	TOTAL ESTIMATE USAGE/YEAR	ITEM DESCRIPTIONS AND SPECIFICATIONS	PART/ CATALOGUE NUMBER AND BRAND	PACKAGING SIZE	TOTAL QUANTITY OFFERED /YEAR	*COST PER UNIT (B\$)	TOTAL COSTS (B\$)
1	RESPIRATORY MULTIPLEX PANEL PCR FILMARRAY KITS	30 TESTS/KIT	360 TESTS/YEAR						

\*Cost per test should include the kit, control, calibrator and accessories/consumables required to run the test



NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
1.0	<b>PROVISION OF EQUIPMENT</b>	
1.1	Supply, deliver, install and commission one (1) brand new rental unit of multiplex PCR FilmArray system for molecular diagnostics testing for a variety of pathogens that cause viral respiratory, pneumonia, bloodstream, gastrointestinal infections and meningitis-encephalitis as well as antimicrobial resistance genes to National Virology Reference Laboratory.	
1.2	Rental analyser SHALL be provided with an un-interrupted power supply (UPS). Please state how long the UPS will support the anaLyser/system while operating at full capacity.	
1.3	Fully describe the specifications of the analyser being offered and the component parts including printer. The tenderer should be responsible to provide FREE OF CHARGE all the consumables and accessories during the rental period e.g. printer ink and cartridges.	
1.4	Prior to the laboratory acceptance of the analysers, the tenderer shall bear all costs necessary and to assist user in full method performance verification as required by ISO 15189 and to provide a comprehensive report of the performance verification.	
2.0	<b>EQUIPMENT SPECIFICATION</b>	
2.1	The multiplex PCR FilmArray system shall integrate sample preparation, amplification, detection and analysis of samples in a closed system, minimizing contamination.	
2.2	The system shall be for a fast, accurate molecular diagnostics testing for a variety of pathogens that cause viral respiratory, pneumonia, bloodstream, gastrointestinal infections and meningitis-encephalitis as well as antimicrobial resistance genes to National Virology Reference Laboratory.	
2.3	The system shall enable simultaneous testing for bacteria, viruses, yeast, parasites and/or antimicrobial resistant genes designed to be used with comprehensive panels.	

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
2.4	The analyser/system must be FDA, CE-IVD marked multiplex PCR system that integrates sample preparation, amplification, detection and analysis.	
2.5	The analyser/system must be able to do self-tests where it fulfils the requirement for preventive maintenance and calibration verification	
3.0	<b>TEST KITS</b>	
3.1	<p>Comprehensive respiratory pathogen panels with simultaneous testing for 23 of the most common pathogens:</p> <ol style="list-style-type: none"> <li>1. Adenovirus</li> <li>2. Coronavirus 229E</li> <li>3. Coronavirus HKU1</li> <li>4. Coronavirus OC43</li> <li>5. Coronavirus NL63</li> <li>6. Middle East Respiratory Syndrome CoronaVirus (Mers-CoV)</li> <li>7. Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)</li> <li>8. Human Metapneumovirus</li> <li>9. Human Rhinovirus/Enterovirus</li> <li>10. Influenza A</li> <li>11. Influenza A/H1</li> <li>12. Influenza A/H1-2009</li> <li>13. Influenza A/H3</li> <li>14. Influenza B</li> <li>15. Parainfluenza 1</li> <li>16. Parainfluenza 2</li> <li>17. Parainfluenza 3</li> <li>18. Parainfluenza 4</li> <li>19. RSV</li> <li>20. Bordetella pertussis</li> <li>21. Bordetella parapertussis</li> <li>22. Chlamydomphila pneumoniae</li> <li>23. Mycoplasma pneumoniae</li> </ol>	

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
3.2	Each pouch contains at least ONE internal process control with turnaround time of 45 minutes	
3.3	No precise measuring or pipetting required, with 2 minutes of hands-on time required only	
3.4	Freeze-dried in durable plastic pouches where pouches are stored under vacuum in individually-wrapped canisters to protect pouch integrity	
3.5	Relatively long reagent stability with expiry date ranging between 5-7 months	
3.8	Kits must be compatible to the equipment offered and existing equipment in the National Virology Reference Laboratory	
4.0	<b>SERVICE AND AFTER SALES SUPPORT</b>	
4.1	All reagent test kits / consumables supplied throughout this tender <u>shall</u> have a minimum expiry date of <b>six (6) months on delivery</b> . Should the reagent or consumable be urgently needed, provision of a reagent test kit or consumable with expiry date of less than six (6) months should be first agreed by the User of the particular laboratory before delivery is made.	
4.2	Letter of Undertaking (LOU) shall be produced upon each delivery of test kit or consumable with expiry date of less than six (6) months and vendor shall declare in the LOU that unused, unopened, expired kits will be replaced accordingly. For items which are known to have short expiry date such as those containing red blood cells, list down all such items and vendor shall declare in this tender submission of such items and shall be exempted from submitting LOU upon delivery.	
4.3	Staggered delivery every 3 months period directly to the User.	

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
4.4	<p>User shall have the rights to refuse delivery of items that do not meet the acceptance criteria such as, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Tampered or damaged box</li> <li>2. Leakage upon delivery</li> <li>3. Items stored pre-delivery not in accordance to manufacturer's instructions</li> <li>4. Expiry date not meeting requirement</li> </ol>	
4.5	<p>User shall have the rights to return any items, and to be replaced at no extra cost, if found not meeting the acceptance criteria upon opening a pack such as, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Tampered or damaged packaging</li> <li>2. Evident of leakage or damaged products</li> <li>3. Expired products that are evidently less than the requirement mentioned in para 4.1 calculated from delivery date</li> <li>4. Leakage upon delivery</li> </ol>	
4.6	<p>Please supply details of the arrangement for 24-hour service support. There should preferably be remote diagnostic facility available. This should include the number of engineers and application specialist, their qualification/training with the system, response time during office hours, after office hours, weekdays and weekends.</p>	
4.7	<p>The supplier SHALL be responsible for the preventive maintenance (Weekly, Monthly, and Quarterly as needed) and breakdown maintenance of the analyzers. Any breakdown should be quickly attended to within 2 hours.</p>	
4.8	<p>A copy of service report must be submitted to the laboratory whenever service work is done on the instrument.</p>	
4.9	<p>Spare parts SHALL be supplied by the supplier should any replacement is required during preventive and breakdown maintenance.</p>	
4.10	<p>Vendor shall aid the user with verification of a comprehensive methods performance for all of the tests listed above including, but not limited to, precision, accuracy, linearity, sensitivity, specificity, carryover, limit of detection or as required by the User depending on the nature of testing. Report of the verification study shall be submitted to the User for approval by the Director of Laboratory Services.</p>	

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
4.11	In the event of test results cannot be produced due to equipment failure or unavailable reagent supplies within the specified turnaround time, the vendor shall arrange and bear all costs for analysis of tests to an accredited laboratory (ISO 15189).	
4.12	Any event that leads to halt in the service of testing for 14 working days due to problems arising from equipments or reagents, the tenderer shall bear the charges of sending the specimens to an accredited laboratory to produce the report according to our requirements.	
5.0	<b>ENVIRONMENTAL AND INFRASTRUCTURE REQUIREMENTS</b>	
5.1	Should preferably occupy space not more than the present system in place at the Virology Laboratory. If any renovation is required, costs will be borne by Vendor. Vendor shall submit a sketch of the layout of the placement of the analyser and sample preparation platform (if applicable)	
	Should any renovation is required, Vendor shall comply with the Ministry's procedure for infection control risk assessment (ICRA), implementation and monitoring as set out in the document titled Construction and/or Renovation, Maintenance, Repair and Demolition in the Health Care Setting.	
5.2	Power and water requirements: No or low water consumption. If water is required, state how much and what purity, with provision of water purification system included. Please provide specification for power requirement. All costs for installing electrical and water requirements shall be borne by the Vendor. All the electrical wires shall be covered with PVC trunk properly for safety precautions.	
5.3	Assist user in the disposal of reagents and consumables when they are required to be disposed of.	
6.0	<b>TRAINING- FOR 3 YEARS TERM CONTRACT</b>	
6.1	Training shall be provided, at no additional cost, as follows:	

<b>NO.</b>	<b>SPECIFICATIONS AND REQUIREMENTS</b>	<b>VENDOR'S OFFER (PLEASE STATE)</b>
6.2	On-site training for ALL staff members expected to handle the machine. Please ensure that adequate time is allocated such that training will take place in small groups to minimise staff shortage in the laboratory.	
6.3	Certificate of competence is to be issued to all trainees after completion of training.	
6.4	The successful tenderer need to ensure the key users are updated on the current or relevant information related to the system used. They should provide ONE off-site trainings for two (2) key users. All expenses for attending the training shall be borne by the tenderer; full registration, air ticket, daily allowance, accommodation, transport to and from airport and place of training. Training may be in the form of operator's training, workshop, congress, international conference or other forms of training that is deemed appropriate and relevant.	
6.5	Inviting speakers from overseas to give talks or presentations to the users on topics related to the laboratory testing as part of users' continuous education. Certificate of attendance is to be issued to all trainees after completion of training.	
7.0	<b>LITERATURE</b>	
7.1	To supply one (1) CD and one (1) set of hard copy of the Operating Manual and Service Manual for the analyser including circuit diagrams of the equipment during commissioning to each location.	
7.2	To supply the laboratory with one (1) set of Material Safety Data Sheet (MSDS)	
7.3	To supply hardcopy of maintenance log with list of details of daily, weekly or scheduled maintenance	
8	<b>FINANCIAL AGREEMENT</b>	

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
8.1	A rental agreement is required over a period of three (3) years for the provision of the reagent kits as per estimated total costs for this contract. However, contract agreement shall be terminated when total expenditures of supplies exceed the estimated total costs regardless of three (3) years contract.	
8.2	Supply of the test kit including reagents, consumables and accessories is based on the number of kits required in the Purchase Order according to an agreed schedule period.	
8.3	Buffer stock of the test kit including reagents, consumables and accessories should be available at the local representative as contingency.	
8.4	The equipment supplied should include reagents, consumables, calibrators, maintenance record sheet, maintenance cleaning kit and quality control for initially setting up of the instruments.	
8.5	Should there be any discontinuity of reagents due to non-compliance in the manufacturing of reagents; the vendor must be able to provide an alternative so that the test requests are still available for the customers.	
8.6	All costs incurred for the supply and delivery of test kit including reagents, consumables and accessories, equipment and other accessories required by the tender will be borne by the successful vendor.	
8.7	<p><b>EXIT CLAUSE:</b> The tender contract shall be automatically terminated even though tender has not yet expired and this shall be in effect due to, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. When the testing is no longer required or relevant i.e. test is obsolete, to the laboratory or department.</li> <li>2. When the item(s) set out in this tender is/are no longer required by the laboratory or the Department.</li> <li>3. When the approved budget allocation for this tender contract has been used up before the tender contract expires whereby a renewal of tender shall be submitted by the user for an open advertisement subject to approval by the Mini Tender Board (<i>Lembaga Tawaran Kecil</i>).</li> </ol>	

NO.	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
9	<b>DELIVERY PERIOD:</b> Staggered delivery for less than 4 weeks upon the receipt of purchase order	<b>(Yes / No)</b> <b>(If No, please specify)</b>
10	<b>PRICE VALIDITY:</b> The quotation shall remain valid for 12 MONTHS from the final date for the submission of the quotation and no supplier may withdraw his/her quotation within that period. The Government reserves the right to extend this period if deemed necessary provided that such extension to the quotation validity period shall have written consent of the supplier(s).	



NO.	GENERAL SPECIFICATIONS	VENDOR'S OFFER
A	Model & Brand	
B	Country of Origin	
C	Total Price Per Test (CIF): B\$	
D	Price Ranking:	
E	Where marketed	
F	Year of Manufacture	
G	Warranty:	
H	Delivery Time:	
I	Power Requirements:	
J	Battery Back-up:	
K	International Safety Standard:	
L	Technical Support:	
M	Equipment Whole Life Support	
N	Dimensions (WxHxD) cm:	
O	Weight (kg):	
P	User Manuals	
Q	Service Manuals	
R	Spare-parts & Consumables Listing	
S	Technical Training On-Site:	
T	Site Requirements:	

\*To all participating companies, please fill in the table above along with your other documents during submission of tender.

1. We offer and undertake on your acceptance of our Tender to supply and deliver the above mentioned goods in accordance with your Invitation To Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation To Tender. We have not qualified or changed any of the provisions of your Invitation To Tender.
3. We shall execute a formal agreement in the appropriate form set out in Section 4 – Contract of the Invitation to Tender together with such further terms and conditions, if any, agreed between the Government and us.
4. OUR OFFER IS VALID FOR **TWELVE (12)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*[Signature of authorised officer of Tenderer]*

Name:

Designation:

Tenderer's official stamp:

## SCHEDULE 2 - INFORMATION SUMMARY

2.1 Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) Company profile (including Contractor and sub-contractor(s), if any)
- (c) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
  - *Supply & Delivery Of Laboratory Equipment, Test Kits and Consumables.*
- (d) Other information which is considered relevant

### SCHEDULE 3 – SUB-CONTRACTS

- 3.1 Tenderers shall complete Table 3.1 with information about all the companies involved in the provision of the services and items specified in this tender. This shall include details about the Contractor and each sub-contractor involved, as well as their respective responsibilities.
- 3.2 Tenderers shall also indicate in Table 3.1 any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 3.1 Responsibility Table

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

## **SCHEDULE 4 – COMPANY’S BACKGROUND**

- 4.1 Each of the companies involved in this tender, including Contractor and sub-contractor(s) (if any), shall provide information on the company's background, scope of operations, financial standing and certified copy of its Certificate of Incorporation or Certificate of Registration (as the case may be).

## SCHEDULE 5 – REFERENCES

- 5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 References of previous customers

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

**\*Note: Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. A Quasi Government is defined as an organisation which (1) is managed and controlled by the Government; or (2) has at least 50% shares being held by the Government. Please leave the column blank if the customer is neither a Government or Quasi Government organisation.**

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

## **SCHEDULE 6 - SUBMISSION OF SAMPLE**

- 6.1 Tenderers shall submit the Submission of Sample form below in respect of the items specified in this tender.
- 6.2 Samples of the items to be submitted shall be:
  - a) identical in packing and manufacture to the items to be offered by the Tenderer; and
  - b) marked with the corresponding item number of the tender.

## SUBMISSION OF SAMPLE FORM

To:

TENDER REFERENCE NO: KK/332/2022/LAB(TC)

### INVITATION TO TENDER

TO SUPPLY AND DELIVER RESPIRATORY PANEL FILMARRAY KITS WITH EQUIPMENT RENTAL FOR NATIONAL VIROLOGY REFERENCE LABORATORY, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF THREE (3) YEARS USAGE

SUBMISSION OF SAMPLE FORM OF (NAME OF TENDERER)

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NO.	TEST/REAGENT NAME	SAMPLE SUBMITTED (indicate with ✓ )	SAMPLE NOT SUBMITTED (indicate with ✕ )	OFFERED/ NOT OFFERED (indicate as appropriate)
1	RESPIRATORY PANEL MULTIPLEX PCR FILMARRAY KITS			

We understand as stated in the Instructions to Tenderers that Tenders without samples shall not be considered.

Tenderer's official stamp:

\_\_\_\_\_  
*[signature of authorized officer of Tenderer]*

Name:

Designation:

Date:

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### FOR OFFICE USE

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

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