

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/341/2022/JPK(TC)	PROVISION OF FOOD AND DRINK VENDING MACHINES SERVICE AT THE MUARA HEALTH CENTRE FOR A PERIOD OF THREE (3) YEARS	3 YEARS	DEPARTMENT OF HEALTH SERVICES	\$10.00	3 rd JANUARY 2023	Department of Health Services Ministry of Health Negara Brunei Darussalam Contact No.: 2242424 Ext. 7648

SECTION 2

SPECIFICATION

TENDER REFERENCE NO: KK/341/2022/JPK(TC)

INVITATION TO TENDER

PROVISION OF FOOD AND DRINK VENDING MACHINES SERVICE AT THE MUARA HEALTH CENTRE FOR A PERIOD OF THREE (3) YEARS

1. INTRODUCTION

Tenders are invited from interested parties to provide food and drink vending machines service at the **Muara Health Centre**.

2. CONTRACT PERIOD

The contract will be for a period of **three (3) years**.

3. SCOPE OF WORK

The Tenderer shall:

- 3.1 Supply, install and commission of high quality, new and/or reconditioned machines that are able to provide a reliable vending service.
- 3.2 Stock the vending machines with a wide range of (i) snack food (ii) confectionery (iii) cold drink and (iv) hot drink, including a range of 'healthier' options (e.g Sandwiches, Buns, Cereal Bars, Biscuits, Packets of Dried Fruit, Low Fat Snacks, Bottled Water, Fruit Juices, Low-Calorie Drinks).
- 3.3 Manage the vending machines service which includes but not limited to:-
 - 3.3.1 Ensuring the food and drink in the vending machines are of the best quality, properly labelled and no product shall be for sale beyond its expiry date.
 - 3.3.2 Ensuring all the perishable food and drink in the vending machines are stocked at the start of working hours and to be removed before the end of working hours.
 - 3.3.3 Ensuring the food and drink in the vending machines are continuously replenished.
 - 3.3.4 Responsible for keeping these units clean and ready for use at all time.
 - 3.3.5 Providing appropriate litter bins next to the vending machines to ensure spotless operation area.
 - 3.3.6 Ensure proper labelling on/around the vending machines if required.
- 3.4 Any civil work in relation to the installation of equipment including building modification will be responsibility of the Tenderer. However, any proposal to building modifications must be submitted to the CEO/Head of the Facilities for permission before its implementation.
- 3.5 The Tenant shall at its own costs and expenses reinstate the space allocated to its original state and condition (fair wear and tear exempted) on the expiry or sooner determination of the term hereby granted.

- 3.6 The Tenderer shall finance towards the cost of supplying, installing, commissioning and maintenance of the vending machines and any related equipment/furniture including directional signage (if any).
- 3.7 The Tenderer shall comply with rules and regulations set by the Ministry of Health at all times.
- 3.8 Food and drink charges must be **priced and displayed** properly in accordance with acceptable standard.
- 3.9 Service Center or Customer Care hotline shall be displayed on/near the vending machines for technical support and maintenance purposes.

4. SUBMISSION OF PROPOSAL

- 4.1 Tenderers are required to submit **a business proposal** (colored 2D) of the proposed location of the vending machines at the **Muara Health Centre** complete with the proposed enhancement of the appearance of the area allocated where the vending machines service to be offered.
- 4.2 The business proposal must include list of food and drinks to be stocked in the vending machines.
- 4.3 Tenderers are also required to submit **price quote (MINIMUM BND50) per unit per month.**
- 4.4 Any other business proposal may be included.

5. CODE OF CONDUCT

- 5.1 The space allocated for the vending machines shall not be used for other purposes.

6. SUPPLY AND OPERATION OF EQUIPMENT

- 6.1 The installation tasks to be performed shall include but not limited to:
 - 6.1.1 The connection of equipment to the electrical supply.
 - 6.1.2 The alignment and testing of all equipment.
 - 6.1.3 The provision of an earthing system and lighting protection.
 - 6.1.4 The supply, fabrication, painting and assembly of all miscellaneous material, minor components, supports and other such items as are indicated in the accompanying documentation, are clearly intended to be provided, or are obviously required for completion of the works herein specified.
- 6.2 The Tenderer shall be responsible for maintenance and replacements of electrical fittings and lightings within the premise using LED type lightings devices where appropriate.
- 6.3 The facilities shall provide electricity supply at designated areas for the use and operation of the vending machines.

- 6.4 The Tenderer shall inform beforehand upon the cleaning, repairing, maintaining, renew, remove, replace and any of the acts stated in clause 6.1 and 6.2 to the Head of the Facilities to ensure smooth daily operations of the facilities.

7. PAYMENT OF RENT/LEGAL FEES

- 11.1 The Tenderer shall pay the monthly rent in advance at the beginning of each month without deduction. Monthly rents shall be made in the form of cheque payable to the **Government of His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam** and shall be submitted to the office of **Chief Executive Officer, Department of Health Services, 1st Floor (Old Wing), Headquarter Building, Ministry of Health** not later than first week of each month.
- 11.2 If at any time the rent or any part thereof (whether lawfully demanded or not) shall remain unpaid for **fourteen days** after becoming payable or if the tenderer shall at any-time fail or neglect to perform and observe any of the covenants and conditions and on his part to be performed and observed, the Government may terminate the contract with notice and without prejudice to any claim by remedy in respect of any antecedent breach of any covenant or condition.

SCHEDULE 1 – TENDER FORM

TENDER FORM

To:

TENDER REFERENCE NO: KK/341/2022/JPK(TC)

INVITATION TO TENDER

**PROVISION OF FOOD AND DRINK VENDING MACHINES SERVICE AT THE MUARA HEALTH
FOR A PERIOD OF THREE (3) YEARS**

TENDER OF (name of Supplier) : _____

Company/Business Registration No : _____

Tender Closing Date : _____

Business Proposal complete with the proposed enhancement of the appearance of the facility, services to be offered including the system/equipment to be used and the operation, maintenance and cleaning program for the Vending Machines (please attach picture of the vending machine being offered)

(To be attached with this tender form)

NO.	ITEM	QUANTITY OFFER	MANUFACTURE/ORIGIN
1	Number of Vending Machine(s) being offered		
	a. Hot Drink Vending Machine		
	b. Other Drink Vending Machine		
	c. Snack and Confectionery Vending Machine		

No.	Description	Rental Amount		
		Per Vending Machine /Month (\$)	Total Monthly Rental Cost based on the Vending Machine(s) offered (\$)	Total Contract (3 years) Rental Cost based on the Vending Machine(s) offered (\$)
1	THE RENTAL COST FOR THE PROVISION OF FOOD AND DRINKS VENDING MACHINES SERVICE AT THE MUARA HEALTH CENTRE FOR A PERIOD OF THREE (3) YEARS			

PRICING LIST OF THE FOOD AND BEVERAGE THAT SHOULD BE SOLD:

A. FOOD			
LIST	PRICE	LIST	PRICE
1.			
2.			
3.			
4.			
5.			

OTHER FOOD

OTHER FOOD			
LIST	PRICE	LIST	PRICE
1.			
2.			
3.			
4.			
5.			

B. DRINK			
LIST	PRICE	LIST	PRICE
1.			
2.			
3.			
4.			
5.			

OTHER DRINK

OTHER DRINK			
LIST	PRICE	LIST	PRICE
1.			
2.			
3.			
4.			
5.			

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 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 2022

Tenderer's official stamp:

Signature of authorised officer of Tenderer

Name :

Designation :

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 is the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - ***Operating & Managing Vending Machines Services***
- (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
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 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 of 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

Customers 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 purpose.