

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/01/2023/ESTETMOH(TC)	<p>THE PROVISION OF PLANNED PREVENTIVE MAINTENANCE (PPM) SERVICES FOR LIFTS AT DEPARTMENT OF SCIENTIFIC SERVICES FOR A PERIOD OF FIVE(5) YEARS</p> <p><u>Eligibility For Tenderers:</u> Registered with Ministry of Health and Ministry of Development</p> <p><u>Class:</u> III above    <u>Category:</u> KPME02</p>	5 YEARS	ESTET MOH	\$10.00	31 <sup>ST</sup> JANUARY 2023	<p><i>Mohammad Shahrin bin Haji Sharbini</i> <i>Pmk Penolong Pengarah Kemajuan Rrojek</i> <i>Bhg Pengurusan Estet dan Perkembangan Projek</i> <i>Negara Brunei Darussalam</i> <i>Contact No.: 2381640 EXT. 7925 &amp; 7928</i> <i>Fax: 2382124</i> <i>e-mail: shahrin.sharbini@moh.gov.bn</i></p>

## SECTION 2

### SPECIFICATIONS

TENDER REFERENCE NO: KK/01/2023/ESTETMOH(TC)

#### INVITATION TO TENDER

**FOR THE PROVISION OF PLANNED PREVENTIVE MAINTENANCE SERVICES (PPM) FOR LIFTS AT DEPARTMENT OF SCIENTIFIC SERVICES BUILDING FOR A PERIOD OF FIVE (5) YEARS**

#### 1 GENERAL

- 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 lifts (hereinafter referred to as the “Equipment”) at Department of Scientific Services, Ministry of Health
- The duration of the Maintenance Services is **for a period of five (5) years.**
- To enable the proper evaluation of the Tender, Tenderers must complete the list of registered personnel with full details of their qualifications and experiences for Mechanical and Electrical engineering works as set out in **Section 3** in the invitation to tender.
- **The tenderers shall submit a written confirmation from the lift manufacturer or supplier to give back up support and to provide manufactured lift genuine spare parts throughout the period of maintenance contract.**

#### 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
- The contractor is also required to carry out “special service calls” (service calls between regular scheduled preventive maintenance service calls) at no extra charge to the Ministry of Health , when requested and found by the Superintending Officer to be necessary to keep the lifts in good working condition and order.
- The contractor shall also provide standby site attendance of two ( 2 ) qualified personnel, whenever requested by the Superintending Officer during special event at no extra charge. Such personnel must be present at the specified site at least **two ( 2 ) hours** before the event to carry out testing of the lift.
- The contractor shall provide emergency minor adjustment / rescue service on a 24-hour basis for lift breakdowns, as soon as such breakdowns are reported, where the freeing of passengers is necessary.

## 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** for the particular lift shall be imposed if the said period is exceeded and that, it is in the opinion of the Superintending Officer, the equipment ought reasonably to have been put back to service.
- All materials specified to be used on the routine preventive maintenance visits such as grease, oil, distilled water and cleaning materials shall be included in the cost of the service.
- A minimum of two ( 2 ) persons are required to be stationed at the site during the Government working hours when preventive maintenance is being carried out.
- Within fourteen ( 14 ) days of being awarded the tender, the contractor shall submit work schedule for the five ( 5 ) year duration to the Superintending Officer,
- This work schedule must clearly show the actual working time, day/date, month, names of each service teams and type of maintenance (“W” indicates two weeks, “M” indicates monthly; “Q” indicates quarterly, “H” indicates every six months or biannually; “A” indicate annually) for each routine preventive maintenance to be carried out.
- The contractor shall ensure that the personnel comply with the work schedule while carrying out the routine preventive maintenance.
- When necessary, the Superintending Officer reserves the right to shift the schedule maintenance date to alternative date/s, in conjunction with a VIP visit to any of the sites with or without prior notice.

## 2.2 Corrective Maintenance

- The Tenderer shall also perform corrective maintenance on the lifts.
- The service shall be provided free of charge with unlimited breakdown calls per year.
- Corrective Maintenance shall be performed **AT ANY TIME** (inclusive of public holidays) upon notification by the Superintending officer or his representative.
- The Contractor shall dispatch its service engineer to a site specified by the Superintending Officer or his representative within **[1 hour]** after being notified in writing or telephone that the lift is inoperative. A penalty of **\$100.00 per hour** shall be imposed for every hour or part thereof of the response time is exceeded.
- After responding to the response time, the contractor and / or his personnel shall produce and submit a report of the fault or breakdown to the Superintending Officer prior to

proceeding with rectifying the fault or breakdown.

- The service engineer shall complete any repair or replacement of parts within **3 days** from the time the service engineer arrives at the site. A penalty of **\$100.00 per day** shall be imposed if the said downtime is exceeded and that, it is in the opinion of the Superintending Officer, the equipment ought reasonably to have been put back to service.
- To ensure immediate response by the Contractor and / or his personnel, the Contractor shall submit contact numbers of his personnel to enable the Superintending Officer or his representative for reporting faults and breakdowns.

### **3 ANNUAL SAFETY TESTS**

- The contractor shall carry out Annual Safety Tests in accordance with the Singapore Standard CP2:2000 or International Standard, to be witnessed by the Superintending Officer.
- Once the test/s has /have been completed, the Contractor shall certify in written form to the Ministry that the lift are safe for passengers / goods use within the specified capacity.
- **The contractor will be responsible for ensuring safe condition of the lift at all time and will be liable for any lift accident result from poor maintenance during the maintenance period.**

### **4 SHUT DOWN OF LIFT SERVICES**

- When it is necessary to shut down lift services for preventive maintenance, this shall be done in liaison with the Superintending Officer of the site affected. This will take the form of shutting down the lift services during normal working day at a time when it will cause least disturbance to the passengers using the lift.
- In some cases it may be practical to shut down the lift services only before or after working hours, in which case special arrangements for access and security must be made at the Ministry's expense.

### **5 CLEANING OF LIFT PITS**

- The Contractor shall ensure that he is equipped with his own Submersible Pump in the event the lift pit is found to be flooded and water is required to be discharge out of the lift pit. Such cleaning shall be at the Contractor's own expenses.

### **6 INSTALLATION NOT OPERATIONAL**

- In the event of a fault being found which requires the lift to be switched off immediately, whether for immediate repair or to prevent the fault developing into a dangerous condition or becoming more expensive to repair, the Contractor shall immediately inform the Superintending Officer of the site affected.
- If the fault have developed into a breakdown where the major spare part has to be repaired or replaced, the contractor shall provide an estimated time for the repair or replacement to be carried out.

### **7 DEFECTS DURING MAINTENANCE SERVICES**

- When any defects in any of the lifts, performance is identified by the Contractor during the maintenance services, the Contractor shall be responsible for making good such defects.
- Where the **defects** may cause danger to any person or property or deprive passengers of the use of the lift, the report must be made within two ( 2 ) days of the last inspection.

- The Contractor shall give due to importance to safety at all times. Appropriate notices shall be posted at all landing levels whenever service / repair / safety test are being carried out. Adequate barricades should be used when a landing door is kept opened for works inside the lift hoistway or inspection works.

## 8 CANCELLATIONS etc

- For all cancelled or postponed maintenance services, the contractor is required to give in writing the reasons for not carrying out such works on the schedule date /s.
- The Ministry reserves the right to arrange alternative dates/times to perform the outstanding maintenance services or make deductions from the charges / invoice submitted for payment.

## 9 CONTRACT PRICE AND PAYMENTS

- The proposed contract sum shall be deemed to cover all costs involved in performing the Maintenance Services including all costs , charge , and expenses for labour, spare parts, materials, consumable , tools, equipment, transport, documentation, insurance, taxes, duties, overheads, and any other necessary items. The proposed Contract Sum shall be remain fixed and firm for the five( 5 ) years duration.
- The contractor shall submit invoices (in 3 copies) of the previous month on the first week of the following month for each site. All claims shall be addressed to:

*Estate Maintenance Section  
MOH Complex  
Ministry of Health  
Brunei Darussalam.*

- Payment will only be made after submission of the invoice and other related documents such as the certified original and duplicate service reports by the Superintending officer and monthly breakdown / maintenance report.
- If only one maintenance services is performed in a month instead of two ( 2 ), then the Contractor shall invoice only fifty percent (50%) of the maintenance costs.

## 10 REPLACEMENT PARTS, SPARE PARTS, MATERIALS ETC.

- The contractor shall supply all replacement parts, spare parts and consumables (such as batteries, bulbs, fittings etc) necessary for the proper operation, preventive maintenance and breakdown repairs of the lifts.
- The contractor shall ensure that these are genuine parts approved by the manufacturer/s, and here new parts or materials are to be used , shall be sought in advanced.
- The contractor shall not be liable to replace parts, materials and consumables due to vandalism.
- The contractor is required to keep all spare parts in stock at all times. Major items which are of high cost such as motor are unlikely to be required within one year need to be stocked. However it **essential** for the Contractor to have a spare lift hoist motor where the site is served by one lift only.

## 11 DISPATCH OF ITEMS FOR LIFTS FOR OVERHAUL OR REPAIR.

- The contractor shall bear all costs in the dispatch of any parts or module of the lifts for overhaul, repair or reprogrammed , including the costs for packing, carriage and insurance.

## 12 USE OF SITE

- The contractor shall not use any of the sites for any purpose other than of carrying out Maintenance Services stipulated in these Specifications.
- The Contractor 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.

## 13 HEALTH AND SAFETY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, etc

- The Contractor shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The contractor 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 contractor shall take all reasonable precautions to prevent loss or damage by fire comply with existing fire regulations and all instructions given to him by the Superintending Officer with regards to fire precautions and preventions.

## 14 SUPERVISION AND PERSONNEL

- To ensure the proper and efficient execution of the Maintenance Services, the Contractor shall provide and employ **a minimum / at least** three ( 3 ) qualified and competent workers to perform the Maintenance Services on a full time – basis .
- The Contractor shall ensure that such personnel are properly trained, registered with the Electrical Services Department, Brunei Darussalam and employed by the Contractor throughout the duration of this tender.
- The contractor is required to submit a list of names, addresses, qualifications, experiences and other relevant information that the Superintending Officer may require, of all person, that shall be employed for the performance of the Maintenance Services. Any Amendments made to the list shall be submitted in writing within five (5) days upon knowlegde 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 contractor, who in the opinion of the Superintending Officer is not competent to execute the Maintenance Services, and shall direct the Contractor to replace such person/s.
- Within fourteen (14) days of being award of this tender, the Contractor is required to submit the following information relating to stand-by mechanics to facilitate the Ministry and Fire Rescue Services Department to make contact in case of any emergency:
  - Names
  - Contact address
  - Telephone / facsimile number (s)
- The contractor 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 contractor shall ensure that this workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- **All** personnel employed by the Contractor shall be neatly and properly atired in uniforms.

## **15. 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.

## **16. INSPECTION**

- The Superintending Officer has the authority to inspect and test any part or the whole of the lifts or dumbwaiters at any time but not to open-up, disconnect, adjust or alter any setting, component of control, except to operate the external switches and control.
- The superintending officer reserves the right to ask the contractor or his representative during a routine maintenance visit or by giving seven (7) days written notice to carry out a supervised installation test.
- Any defects found during the test which would affect the installation's performance, safety, or life shall be corrected without delay. If the defect can reasonably be attributed to negligence or incompetence on the part of the contractor's expense, the cost of correcting the defect shall be borne by the contractor and at no extra charge to the Ministry.

## **17. LOG BOOKS AND REPORTS**

- A record of the work done on each maintenance visit shall be noted in a maintenance log book by the Contractor, to be kept where possible in the lift motor room for each installation.
- Where a number of lifts serve a building and have separate motor rooms, the maintenance log book for all the lifts shall be kept in the "lift Motor room".
- 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 lift/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.
- The contractor shall also submit Maintenance Service reports in a format acceptable to the Government and shall include the following information:
  - The lift's reference number;
  - The job number;
  - Date, time and total time the lift is made unavailable to the Government;
  - The name of Contractor's technician / personnel responsible for carrying out the job; and
  - The comments of the person requesting the Maintenance Services.

## **18. EQUIPMENT AND TOOLS**

- To enable the mechanics / engineers to carry out their work efficiently, safely, accurately and without any risk of causing excessive wear to the lifts being serviced, all mechanics / engineers employed by the Contractor must be equipped with an adequate tool kit.

- To carry out installation and testing works, the Contractor must be in possession of the following measurement instruments:
  - Megger – insulation resistance
  - Multitester – AC &DC voltage, DC current & resistance
  - Tong tester – AC current
  - Tachnometer & stopwatch – contract speed
  - Lux meter - lighting of car
  - Battery tester - battery of E.B.O.P.S and A.R.D
- The contractor must also be in possession of other maintenance tools , grease gun, hand-held blowers, vacuum cleaners etc.

## **19. 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 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 being engaged to work at the secured area, or if the employee has left the Tenderer's employment.



**SCHEDULE 1**

**LIST OF LIFTS**

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Location</b>
<b>1</b>	<b>"SIGMA" 1 NO. PASSENGER LIFT AND 1 NO. GOODS LIFT</b>	<b>2</b>	<b>DEPARTMENT OF SCIENTIFIC SERVICES (NEW EXTENSION BUILDING ), MINISTRY OF HEALTH</b>

## **SCHEDULE II**

### **PLANNED PREVENTIVE MAINTENANCE & SERVICES SCHEDULE**

#### **SCHEDULE II – MAINTENANCE & SERVICING SCHEDULE**

1. The maintenance schedules set out below shall serve as a general guide for routine preventive maintenance services. The maintenance schedules as recommended by the equipments' manufacturers and in the equipments' manuals shall be adopted in addition to these schedule. The contractor familiarities himself with the said 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 components part of each item of equipment , but the Contrator is expected to carry out usual maintenance process in accordance with normal trade practices and to meet specific requirements of the equipments' manufacturers' 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 the repairs before proceeding with the works.
5. Certain terms used frequently in the maintenance schedules below are defined as follows:

**EXAMINE:** To make a careful and critical scrutiny 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.

**TEST:** To operate the equipment and / or the appropriate testing instruments to ensure that the equipment is functioning correctly.

**CHECK:** 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.

NB. In addition to establishing the normal functioning of equipment the "EXAMINE", "TEST" and "CHECK" as defined above must include verification of the satisfation state of all safety aspects.

#### **A. Every Two Weeks**

1. Check all bearing oils, oil rings, oil chains etc all machines should be carefully checked for abnormal temperature rise.
2. Check all load wires of relays and contacts, check their movement.
3. Clean traction machines N-G set , relay panel control panel, starting panel, selector , governor , car top, car gate , sill and pits.
4. Check brake action and adjust if necessary
5. Check movement of door switches, gas switches and emergency stop watch.
6. Check indicator lamps and indicator
7. Check indicator lights, buzzer and car lights
8. Check leveling difference, brake slippage, acceleration , deceleration and riding comfort.
9. Check movement of car control buttons, switches etc.
10. Check operation of weighting device.
11. Check and clean lift pit
12. Check and test the intercom system for proper functioning.
13. Check and clean push buttons of car control switches
14. Check and clean push buttons of car control panels.

## **B. Every month**

Check all that performed in every two weeks include

1. Turn grease cups for speed governor and compensating pulley
2. Check and oil selector
3. Top up rail lubricator
4. Clean M-G set's brush holder and inside frame. Adjust slip ring is necessary. Check commutator.
5. Check oil electric brake pin
6. Check oil all pins of door operator , door opening mechanisms and door lever
7. Check and clean , oil and adjust door closer and lever
8. Clean hoist way, beams slow-down cams, outside cage, rails and counterweight rails.
9. Clean main sheave, secondary sheaves and rope sheaves on car top and counterweight top.
10. Clean brake wheel
11. Check oil compensating rope tensioning pulley
12. Check door shoes
13. Check and clean oil safety gear
14. Clean and oil interior of terminal limit switch and position switch. Check rubber roller of terminal limit switch.
15. Check movement of limit switch
16. Check the voltage of exciter and automatic voltage regulator
17. Check and clean the sleeve and plunger of the electro-magnetic brake
18. Clean the brush holder and commutator of the door motor
19. Check the voltage of rectifier
20. Check and top-up battery water if necessary.

## **C. Every three months**

Check all that performed in every month include

1. Check the operation of terminal limit switches and final switches
2. Check the governor switch
3. Check the traction rope for broken wire, wear , elongation and tension. Adjust if necessary
4. Using electric blower remove, remove the dust inside the M-G set, traction machine and control panel.
5. Check oil and clean interior of door switch , gate switch. Replace worn parts if necessary.
6. Check flexible cable
7. Check condition of the commutator brushes of traction motor
8. Check the compensating chain or rope
9. Grease the secondary sheave, car top sheave and counterweight top sheave.
10. Clean the connection on box of every floor , car cage. Tighten all screws and check the condition of cables at conduit inlet and outlet.

## **D. Every Six Months**

Check all that performed in every three months include

1. Check the compensating chain or rope
2. Grease the secondary sheave car top sheave and counterweight top sheave
3. Check the wear of guide shoes of car and counterweight
4. Inspect all electro-mechanical parts for wear relating to the car door mechanism, replace if necessary
5. Inspect all the electrical & mechanism parts within the lift motor room for wear , replace if necessary. Lubricate gear wheels & bearing if required and change gear /motor oil.
6. Inspect all relays, contractors, PC boards for possible wear & overheating , replace if

necessary.

7. Inspect all safety devices, governors and to carry out normal safety tests and load test to ensure the function of over load safety device.
8. Check that the motor overload protection dashpots and oil buffer have an adequate oil level , if fitted.
9. Test emergency, inverter supply circuit & automatic rescue device if installed. If defective replace faulty PV boards , relays, charger circuit, Ni-Cad battery bank etc.
10. Cleaning, removal of rust and painting off lift car top exterior and all motor room equipments with the original matching colour , whenever necessary.
11. Check and maintain car interior (flooring, wall hand rails and ceilings)

#### **E. Every year**

Check all that performed in every six months include

1. Check and condition of worn gear and thrust bearing of the gear box
2. Check and tighten screws of control panel, starting panel and relay panel
3. Remove the dust inside the landing inductor switch by electric blower
4. Test all safety devices
5. Dismantle, clean and adjust the electro -magnetic brake of gearless machines.
6. Change gear oil and motor oil
7. Check and tighten screws and foundation bolts of traction machine, secondary sheaves, exterior of lift frame, guide rail clamp and brackets etc
8. Test the over current relays
9. Dismantle, clean and check the ball bearing etc of M-G set.

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

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**SCHEDULE A**  
**FORM OF TENDER**

**TENDER REFERENCE NO: KK/01/2023/ESTETMOH(TC)**

**INVITATION TO TENDER**

**FOR THE PROVISION OF PLANNED PREVENTIVE MAINTENANCE (PPM) SERVICES FOR LIFTS  
AT DEPARTMENT OF SCIENTIFIC SERVICES BUILDING FOR PERIOD OF FIVE (5) YEARS**

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

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

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

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>QUANTITY</b>	<b>RATE</b>	<b>PRICE/MONTH B\$</b>
1	"SIGMA" Passenger Lift	Scientific Lab (New extension building), Ministry of Health	1		
2	"SIGMA" Good Lift	Scientific Lab (New extension building), Ministry of Health	1		
TOTAL COST OF PREVENTIVE MAINTENANCE SERVICE CHARGE (B\$)					
TOTAL COST FOR FIVE ( 5 ) 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 requesting by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Date this    day of    20\_\_\_\_\_

\_\_\_\_\_  
 Signature of authorised officer of Tenderer  
 Name:  
 Designation:

Tenderer's official stamp:

**SCHEDULE B**  
**INFORMATION SUMMARY**

2.1 Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) Company profile [including Contractor and sub-contractor(s), if any]
- (c) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
  - *Provision of maintenance services for lifts and dumbwaiters*
- (d) Other information which is considered relevant.



**SCHEDULE C**  
**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

		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 D**

### **COMPANY'S PROFILE**

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

## SCHEDULE E

### 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 & Address	Customer Type (Gov't or Quasi-Gov't)	Contact Person	Title	Contact Number Fax Number & Email Address

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

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

**SCHEDULE F – LETTER OF DECLARATION**

**DECLARATION FORM**

TENDER REFERENCE: \_\_\_\_\_

TENDER TITLE : \_\_\_\_\_

That I .....The owner /one of the  
Owners of .....Company which  
Participates in the above mentioned tender, hereby declare that I or any member of my  
Family do not have any interest in other companies competing for the same tender.

\_\_\_\_\_  
Signature & Company Chop

**SCHEDULE H**

**LIST OF MANPOWER ALLOCATION**

**ENGINEER**

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

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

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

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

**Qualification:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Experience:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOREMAN/ SUPERVISOR**

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

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

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

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

**Qualification:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Experience:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TECHNICIAN**

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

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

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

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

**Qualification:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Experience:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRADESMAN / ELECTRICIAN**

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

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

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

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

**Qualification:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Experience:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE I  
COMPLIANCE FORM**

<b>SECTION</b>	<b>DESCRIPTIONS</b>	<b>YES</b>	<b>NO</b>
1.	<b>Instruction To Tenderers</b>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Specification &amp; Bill of Quantities</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Forms to be used</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Articles of Agreement &amp; Conditions of Contract</b>	<input type="checkbox"/>	<input type="checkbox"/>