

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/22/2023/LAB(TC)	TO SUPPLY AND DELIVER LABORATORY REAGENTS FOR NATIONAL CLINICAL MICROBIOLOGY REFERENCE LABORATORY, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE	5 YEARS	DEPARTMENT OF LABORATORY SERVICES	\$10.00	28 <sup>TH</sup> FEBRUARY 2023	<p><i>Jauharatud Dini Suhaimi</i>  <i>National Clinical Microbiology Reference Laboratory,</i>  <i>Department of Laboratory Services,</i>  <i>Ministry of Health</i>  <i>Negara Brunei Darussalam</i>  Contact No: 2242424 Ext 6510  email: DINI.SUHAIMI@MOH.GOV.BN</p>

## SECTION 2

### SPECIFICATIONS AND REQUIREMENTS

TENDER REFERENCE NO: KK/22/2023/LAB(TC)

INVITATION TO TENDER

**TO SUPPLY AND DELIVER LABORATORY REAGENTS FOR NATIONAL CLINICAL MICROBIOLOGY REFERENCE LABORATORY, DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE**

<b>DELIVERY PERIOD AFTER PO ISSUED</b>	<b>8-12 WEEKS</b>
--	-------------------

USER'S REQUIREMENTS			
NO	ITEM DESCRIPTIONS AND SPECIFICATIONS	PACKAGING SIZE	TOTAL ESTIMATE USAGE / YEAR
<b>1</b>	<p><b>Nigrosin Stain Solution for Microscopy</b></p> <ol style="list-style-type: none"> <li>1. Ready-to-use</li> <li>2. Negative staining method permits visualization of the usually transparent and unstainable capsule of many organisms, most importantly <i>Cryptococcus neoformans</i></li> <li>3. Composition: Nigrosin 100g/l, Formalin 5ml/l in water</li> <li>4. Store in room temperature</li> <li>5. Application: Hematology, Histology, Microbe ID</li> <li>6. Grade: Microscopy</li> <li>7. The successful tenderer shall supply and deliver the recommended control organisms (ATCC organisms) for internal quality performance check of the reagent as required by ISO 15189 at least once during the term of tender (please indicate the ATCC organisms recommended for use with the reagent being offered).</li> </ol>	<b>100mL per bottle or equivalent</b>	<b>2 bottles (200mL)</b>
<b>2</b>	<p><b>Lactophenol Blue Solution for Staining Fungi</b></p> <ol style="list-style-type: none"> <li>1. Ready-to-use staining solution for fungi staining in bacteriology with samples of human origin</li> <li>2. Samples are stained in one step with Lactophenol blue solution. Fungi appear dark blue.</li> <li>3. Can be used for air-dried, heat-fixed smears of bacteriological material e.g. sputum, FNAB, lavages, imprints, body fluids, pus and exudates, liquid and solid cultures</li> </ol>	<b>100 mL per bottle or equivalent</b>	<b>2 bottles (200mL)</b>

<b>USER'S REQUIREMENTS</b>			
<b>NO</b>	<b>ITEM DESCRIPTIONS AND SPECIFICATIONS</b>	<b>PACKAGING SIZE</b>	<b>TOTAL ESTIMATE USAGE / YEAR</b>
<b>3</b>	<p><b>KOVACS' Indole Reagent for Microbiology</b></p> <ol style="list-style-type: none"> <li>1. Typical composition: n-Butanol, hydrochloric acid and 4-dimethylaminobenzaldehyde</li> <li>2. Detecting microbial indole in the identification of indole-positive and indole-negative microorganisms</li> <li>3. Positive reaction changes indole colour from pale yellow to cerise red/pink.</li> </ol>	<b>100 mL per bottle or equivalent</b>	<b>5 bottles (500mL)</b>
<b>4</b>	<p><b>10% Potassium Hydroxide (KOH)</b></p> <ol style="list-style-type: none"> <li>1. Ready-to-use solution of 10% KOH to be used in slide preparations of specimens for the purpose of identifying fungal elements.</li> <li>2. Dissolves epithelial cells (keratin) in specimens such as hair, nails and skin that may mask fungal elements.</li> </ol>	<b>50 x 0.75ml per pack</b>	<b>4 packs (150mL)</b>
<b>5</b>	<p><b>Oxidase strips</b></p> <ol style="list-style-type: none"> <li>1. Ready-to-use strips</li> <li>2. For the detection of cytochrome oxidase enzyme in microorganisms</li> <li>3. A deep blue/violet colour indicates a positive reaction.</li> </ol> <p>The successful tenderer shall supply and deliver the recommended control organisms (ATCC organisms) for internal quality performance check of the reagent as required by ISO 15189 at least once during the term of tender (please indicate the ATCC organisms recommended for use with the reagent being offered).</p>	<b>100pcs/ pack</b>	<b>15 packs (1,500 pcs)</b>

NO	SPECIFICATIONS AND REQUIREMENTS
1	All reagent supplied throughout this tender <u>shall</u> have a minimum expiry date of twelve <b>(12) months on delivery</b> . Should the reagent be urgently needed, provision of a reagent with expiry date of less than twelve (12) months should be first agreed by the User of the particular laboratory before delivery is made.
2	Letter of Undertaking (LOU) shall be produced upon each delivery of test kit or consumable with expiry date of less than twelve (12) 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.
3	Staggered delivery upon request. Delivery of reagents should be according to user schedule. Supplier should have other alternative in the case where supplier cannot fulfil the delivery on time.
4	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: 1. Tampered or damaged box 2. Leakage upon delivery 3. Items stored pre-delivery not in accordance to manufacturer's instructions 4. Expiry date not meeting requirement
5	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: 1. Tampered or damaged packaging 2. Evident of leakage or damaged products 3. Expired products that are evidently less than the requirement mentioned in para 1 calculated from delivery date 4. Leakage upon delivery
6	Supply of the test kit including reagents is based on the number of kits required in the Purchase Order according to an agreed schedule period as required by user
7	Should there be any discontinuity of reagents due to non-compliance in the manufacturing of the reagents; the vendor must be able to provide an alternative so that the services are still available for the customers.
8	Should there be any new formulation and/or improved performance available for any of the reagent, the successful vendor to provide change for the upgraded reagent at no additional cost
9	All participating vendors MUST provide sample to the end-user for evaluation (either given together with offered quotation or during the first week of evaluation).
10	Vendor shall provide copy of safety data sheet (MSDS) of the reagents.
11	Tenderers must attach product inserts (describing the types of specimens that can be tested, types of test, methods and etc) of the reagents/consumables together with the evaluation documents.
12	Reagents are FDA approved and/or with CE marking.
13	Buffer stock of the reagents should be available at the local representative as contingency.
14	Successful vendor shall provide Certificate of Analysis (CoA) for every batch of reagents delivered.
15	Successful vendor shall replace with new reagent if internal quality performance check fails.
16	EXIT CLAUSE: 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: 1. When the testing is no longer required or relevant i.e. test is obsolete, to the laboratory or the Department.

	<p>2. When the item(s) set out in this tender is/are no longer required by the laboratory or the Department.</p> <p>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 (Lembaga Tawaran Kecil).</p>
<b>17</b>	<b>DELIVERY PERIOD: 8 - 12 weeks</b>
<b>18</b>	<p><b>PRICE VALIDITY:</b></p> <p>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).</p>

<b>DELIVERY PERIOD AFTER PO ISSUED</b>	<b>8-12 weeks</b>	
Lab/Section/Unit	NATIONAL CLINICAL MICROBIOLOGY REFERENCE LABORATORY	
Lab/Section/Unit Ref No.:	DLS/PU/MIC/2022/U50K/05_LAB.REAGENT	
Person to Contact	Name : JAUHARATUD DINI SUHAIMI	
	E-mail : DINI.SUHAIMI@MOH.GOV.BN	
	Tel.No. : 2242424 EXT 6510	Fax No. :
<b>FOR ADMINISTRATION USE ONLY</b>		
PPM/PROC Ref.No.	PPM/PROC/2022/<50K/056(MIC)	
Advertisement Ref. No.		Date :

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

**CONTENTS**

**SCHEDULE 1 - TENDER FORM**

**SCHEDULE 2 - INFORMATION SUMMARY**

**SCHEDULE 3 - SUB-CONTRACTS**

**SCHEDULE 4 - COMPANY BACKGROUND**

**SCHEDULE 5 - REFERENCES**

**SCHEDULE 6 - SUBMISSION OF SAMPLE**

**SCHEDULE 7 - LETTER OF DECLARATION**

# SCHEDULE 1

## TENDER FORM

To:

TENDER REFERENCE NO: KK/22/2023/LAB(TC)

INVITATION TO TENDER

**TO SUPPLY AND DELIVER LABORATORY REAGENTS FOR NATIONAL CLINICAL MICROBIOLOGY REFERENCE LABORATORY,  
DEPARTMENT OF LABORATORY SERVICES, MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE**

---

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

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

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

<b>DELIVERY PERIOD</b>	
------------------------	--

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	<b>Nigrosin Stain Solution for Microscopy</b>  1. Ready-to-use  2. Negative staining method permits visualization of the usually transparent and unstainable capsule of many organisms, most importantly Cryptococcus neoformans	<b>100mL per bottle or equivalent</b>	<b>2 bottles (200mL)</b>						

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\$)
	<p>3. Composition: Nigrosin 100g/l, Formalin 5ml/l in water</p> <p>4. Store in room temperature</p> <p>5. Application: Hematology, Histology, Microbe ID</p> <p>6. Grade: Microscopy</p> <p>7. The successful tenderer shall supply and deliver the recommended control organisms (ATCC organisms) for internal quality performance check of the reagent as required by ISO 15189 at least once during the term of tender (please indicate the ATCC organisms recommended for use with the reagent being offered).</p>								
2	<p><b>Lactophenol Blue Solution for Staining Fungi</b></p> <p>1. Ready-to-use staining solution for fungi staining in bacteriology with samples of human origin</p> <p>2. Samples are stained in one step with Lactophenol blue solution. Fungi appear dark blue.</p> <p>3. Can be used for air-dried, heat-fixed smears of bacteriological material e.g. sputum, FNAB, lavages, imprints, body fluids, pus and exudates, liquid and solid cultures</p>	100 mL per bottle or equivalent	2 bottles (200mL)						



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\$)
3	<p><b>KOVACS' Indole Reagent for Microbiology</b></p> <p>1. Typical composition: n-Butanol, hydrochloric acid and 4-dimethylaminobenzaldehyde</p> <p>2. Detecting microbial indole in the identification of indole-positive and indole-negative microorganisms</p> <p>3. Positive reaction changes indole colour from pale yellow to cerise red/pink.</p>	100 mL per bottle or equivalent	5 bottles (500mL)						
4	<p><b>10% Potassium Hydroxide (KOH)</b></p> <p>1. Ready-to-use solution of 10% KOH to be used in slide preparations of specimens for the purpose of identifying fungal elements.</p> <p>2. Dissolves epithelial cells (keratin) in specimens such as hair, nails and skin that may mask fungal elements.</p>	50 x 0.75ml per pack	4 packs (150mL)						

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\$)
5	<p><b>Oxidase strips</b></p> <p>1. Ready-to-use strips</p> <p>2. For the detection of cytochrome oxidase enzyme in microorganisms</p> <p>3. A deep blue/violet colour indicates a positive reaction.</p> <p>4. The successful tenderer shall supply and deliver the recommended control organisms (ATCC organisms) for internal quality performance check of the reagent as required by ISO 15189 at least once during the term of tender (please indicate the ATCC organisms recommended for use with the reagent being offered).</p>	100pcs/ pack	15 packs (1,500 pcs)						
<b>TOTAL PRICE (B\$) FOR ONE (1) YEAR USAGE</b>									
<b>TOTAL PRICE (B\$) FOR THREE (3) YEARS USAGE</b>									

NO	SPECIFICATIONS AND REQUIREMENTS	VENDOR'S OFFER (PLEASE STATE)
1	All reagent supplied throughout this tender <u>shall</u> have a minimum expiry date of twelve <b>(12) months on delivery</b> . Should the reagent be urgently needed, provision of a reagent with expiry date of less than twelve (12) months should be first agreed by the User of the particular laboratory before delivery is made.	
2	Letter of Undertaking (LOU) shall be produced upon each delivery of test kit or consumable with expiry date of less than twelve (12) 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.	
3	Staggered delivery upon request. Delivery of reagents should be according to user schedule. Supplier should have other alternative in the case where supplier cannot fulfil the delivery on time.	
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>	
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 1 calculated from delivery date</li> <li>4. Leakage upon delivery</li> </ol>	

<b>6</b>	Supply of the test kit including reagents is based on the number of kits required in the Purchase Order according to an agreed schedule period as required by user	
<b>7</b>	Should there be any discontinuity of reagents due to non-compliance in the manufacturing of the reagents; the vendor must be able to provide an alternative so that the services are still available for the customers.	
<b>8</b>	Should there be any new formulation and/or improved performance available for any of the reagent, the successful vendor to provide change for the upgraded reagent at no additional cost	
<b>9</b>	All participating vendors MUST provide sample to the end-user for evaluation (either given together with offered quotation or during the first week of evaluation).	
<b>10</b>	Vendor shall provide copy of safety data sheet (MSDS) of the reagents.	
<b>11</b>	Tenderers must attach product inserts (describing the types of specimens that can be tested, types of test, methods and etc) of the reagents/consumables together with the evaluation documents.	
<b>12</b>	Reagents are FDA approved and/or with CE marking.	
<b>13</b>	Buffer stock of the reagents should be available at the local representative as contingency.	
<b>14</b>	Successful vendor shall provide Certificate of Analysis (CoA) for every batch of reagents delivered.	
<b>15</b>	Successful vendor shall replace with new reagent if internal quality performance check fails.	
<b>16</b>	<p>EXIT CLAUSE: 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 the 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 (Lembaga Tawaran Kecil).</li> </ol>	

17	<b>DELIVERY PERIOD: 8 - 12 weeks</b>	<b>(Yes / No)</b> <b>(If No, please specify)</b>
18	<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).	

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/22/2023/LAB(TC)

### INVITATION TO TENDER

TO SUPPLY AND DELIVER LABORATORY REAGENTS FOR NATIONAL CLINICAL  
MICROBIOLOGY REFERENCE LABORATORY, DEPARTMENT OF LABORATORY SERVICES,  
MINISTRY OF HEALTH FOR A PERIOD OF FIVE (5) YEARS USAGE

SUBMISSION OF SAMPLE FORM OF (NAME OF TENDERER)

NO.	TEST/REAGENT NAME	SAMPLE SUBMITTED (indicate with ✓)	SAMPLE NOT SUBMITTED (indicate with ✕)	OFFERED/ NOT OFFERED (indicate as appropriate)
1	Nigrosin Stain Solution for Microscopy			
2	Lactophenol Blue Solution for Staining Fungi			
3	KOVACS' Indole Reagent for Microbiology			
4	10% Potassium Hydroxide (KOH)			
5	Oxidase strips			

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:

---

### FOR OFFICE USE

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

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