



REQUEST FOR QUOTATION (RFQ)

Title	TO SUPPLY AND INSTALL TELBRU LOGO AT RB PLAZA (SIDE ENTRANCE)
Reference No.	PR100010260
Opening Date	THURSDAY, 14 TH JUNE 2018
Closing Date	THURSDAY, 21 TH JUNE 2018 BEFORE 2.00PM LOCAL TIME
Work Category	REGISTERED WITH TELBRU UNDER OB 3 CLASS

Telekom Brunei Berhad (TelBru) seeks qualified vendors to execute the above work. Documents may be obtained from TelBru's Vendor Registration Unit, Supply Chain Management, Level 4, RB Plaza, Jalan Sultan, BS8811, Bandar Seri Begawan, Negara Brunei Darussalam from **Monday to Thursday (8.00am – 12.00pm)** and **Friday (7.45am – 11.00pm)** at **no charge**, or can otherwise can be downloaded from <https://www.telbru.com.bn/equotes>

Note:

This is a Request for Quotation only and is in no way constitutes as a firm Purchase Order (PO) or Contract. Telekom Brunei Berhad is not bound to accept the Vendor's quotation in part or whole.

TelBru's General Conditions of Purchase (GCP) shall prevail over the RFQ and any PO. The GCP and other relevant details are available for reference at <https://www.telbru.com.bn/scm/>

No correction fluid shall be used in the document. Errors shall be crossed out and initialed by the respective Vendor. Any Quotation found to be corrected using correction fluid will not be entertained.

Vendor Company's name and address is NOT to be printed on the cover of Quotation submission envelope which must be fully sealed. Description on the envelope shall be **RFQ Title, Reference Number, RFQ Opening & Closing Dates**. Quotations submitted shall be addressed to:

THE CHAIRPERSON OF TELBRU QUOTATION COMMITTEE
LEVEL 4, RB PLAZA, JALAN SULTAN, BS 8811
BANDAR SERI BEGAWAN,
NEGARA BRUNEI DARUSSALAM

For TELEKOM BRUNEI BERHAD



QUOTATION SUBMISSION

IMPORTANT:

Vendors to provide all information requested below. Failure to do so may result in disqualification. Information submitted should be completed on basis of EITHER Bill of Quantities (BOQ) + Bill of Materials (BOM) OR Bill of Materials (BOM) Only. Only Authorised Officers of the Vendor to sign and stamp the bid submission.

VENDOR DETAILS

- A. Company Name:
- B. Company Address:
.....
.....
- C. TelBru's Vendor Registration Certificate: **(please attach)**
- D. Authorised Vendor
Representative Name:
- E. Company Position:
- F. Telephone No:
- G. Fax No:
- H. Email Address:
- I. Signature:
- J. Date:

FORM OF SUBMISSION

FOR SERVICES AND MATERIALS (BOQ AND BOM)

Please attach all details of the following and tick box to confirm attachments:

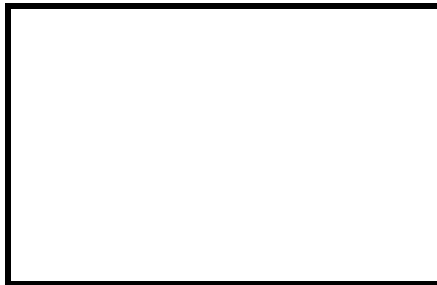
- A. Vendor Organization Chart for Project Delivery
- B. Equipment List (Based on the work awarded on the BOQ and BOM)
- C. Workmen's Compensation, Public Liability (3rd party insurance) and Work Permit for non-local staff who will be part of project delivery
- D. Project Timeline & Implementation Plan
- E. Model/Brand for Materials:
- F. Manufacturer and Country of Origin for Materials:
- G. Delivery Period of Materials:
- H. Bid Validity period:
- I. Warranty Period:

OR

FOR SUPPLY OF MATERIALS (BOM ONLY)

Please attach all details of the following and tick box to confirm attachments:

- A. Model/Brand for Materials:
- B. Manufacturer and Country of Origin of Materials
- C. Supporting Document/technical Document for Materials
- D. Delivery Period:
- E. Sample availability: **YES/NO** (Please circle **YES** if available, **NO** for unavailability)
- F. Bid Validity period:
- G. Warranty Period:



SIGNATURE OF AUTHORISED VENDOR REPRESENTATIVE & COMPANY STAMP

NAME OF SIGNATORY:

DATE:

Advisable to do site visit for this project.

SCHEDULE OF PRICES

NO.	BILL OF QUANTITIES (BOQ)	QTY	UOM	UNIT PRICE	TOTAL PRICE
1.	<u>TO SUPPLY AND INSTALL TELBRU LOGO AT RB PLAZA (SIDE ENTRANCE)</u>				
1.1	To fabricate and install new logo and jawi, using stainless steel build up casing with acrylic signage come with LED lighting effect, wiring and all necessary work. Size – To propose a proper size with height not more than 1.5 m Location – <i>Side entrance of RB plaza as shown in the photo.</i>	1	Lot		
1.2	Government charges - cost for government charges for applying approval Telbru Signage to Authority for Building Control and Construction industry with all necessary work required.	1	Lot		
1.3	Administration fees – Cost for administration fee to prepare drawing and approval from relevant parties (government side) with all necessary works required.	1	Lot		

- **Advisable to do site visit.**

NO.	DESCRIPTION	AMOUNT
1.0	BILL OF QUANTITIES	
GRAND TOTAL PRICE		





VENDOR CONFLICT OF INTEREST DECLARATION FORM

Company Name:

Address:

Telekom Brunei Berhad Headquarters
4th Floor, Royal Brunei Airlines (RBA) Plaza
Jalan Sultan Omar Ali Saifuddien, BS 8811
Bandar Seri Begawan
Negara Brunei Darussalam

Date: _____

Dear Sir / Madam,

DECLARATION TO CONFIRM ABSENCE OF ANY CONFLICT OF INTEREST

I, the undersigned being the authorised signatory for the above-mentioned company/consortium for the quotation/tender..... hereby solemnly declare that we are not and shall not be in any situation which could give rise to a conflict of interest in what concerns the performance and/or implementation of the contract.

In the event of the contract being awarded to us, we undertake the following:

- to act with complete impartiality and in good faith in what concerns its performance and outcome and to immediately declare to TelBru in writing any situation that might raise concerns with respect to conflict of interest, impartiality or otherwise affect our position/ability to duly and appropriately perform the contract
- to declare any affiliations with TelBru employees in the table below, if any

No	Employee Name	Relationship
1		
2		
3		

(*You may attach additional names in a separate table)

- that I understand that should any situation constituting a conflict of interest or could give rise to a conflict of interest, I will inform Telbru, without delay;
- that I have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;
- that I have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;
- that I understand that TelBru reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by the Telbru as a condition of participation in the contract procedure.

I further declare that the information provided in this letter is true.

Thank you for your attention.

Yours Sincerely,

Full Name:
Designation:
Company Name:

STATEMENT OF COMPLIANCE

- 1.1 Tenderers shall indicate their compliance by providing a compliance table in Table 1.1.
- 1.2 Proposal without this compliance table will be considered incomplete and may be disqualified.

Table 1.1 Statement of Compliance

NO	DESCRIPTION	COMPLIANCE	
		YES	NO
1	PLANT, TOOLS AND VEHICLES		
	The Contractor is to provide and maintain all necessary plant, equipment, tools and vehicles for the proper execution and completion of the works and clear away same on completion. All vehicles enter into the site may require prior security clearance and passes.		
2	TEMPORARY SCAFFOLDING		
	The Contractor is to provide, maintain and remove when directed by the Superintending Officer and make good all necessary temporary scaffolding, shoring, staging, planked footways, guardrails and the like and to whatever height as may be required for the use of his workmen and all in accordance with the requirements of the Superintending Officer and the Authorities. Should the Contractor strike any of his scaffolding before ascertaining whether it is required by any Sub-Contractor or Public undertaking, he must re-erect it if so required at his own expense. The design and construction of scaffolding and staging must comply with all safety requirements of the relevant Authorities. Provide for any modification and/or re-erection to the foregoing scaffolding which may become necessary.		
3	SITE ADMINISTRATION		
	Provide for all on and off site management and supervisory costs and charges including the cost of foremen-in-charge. The foremen-in-charge must be competent and shall not be changed without one month's written notice to the Superintending Officer.		
4	SITE SECURITY		
	Provide all necessary barriers, watching and lighting for the Security of the Works, material and plant against damage, theft and prevent all forms of trespassing into the restricted and highly security area. Provide accommodation and other facilities for watchmen/security guard so required or as directed by the Superintending Officer.		
5	PROTECTING THE WORKS FROM INCLEMENT WEATHER		
	The Contractor shall be deemed to have taken all possible weather and tidal conditions into account when preparing his tender and shall not be entitled to extra payment by reason of the occurrence or effect of excessive rainfall, temperatures or humidity, high winds, waves, tides, or any other meteorological or tidal phenomena. Without limiting his liability under the Contract, the Contractor shall make suitable arrangements to protect the Works, temporary works and construction plant against the effect of weather and tidal conditions.		
6	TEMPORARY LIGHTING AND POWER		
	Comply with the Electrical Department's guideline for the temporary supplies. No power shall be tapped from the Telekom buildings to any of the contractor's facilities. Pay all costs and charges in connection with temporary lighting and		

	power for the Works including that for testing equipment and services. Alter, shift and adapt from time to time as necessary. Clear away and make good on completion. Comply with the Electrical Department's guideline for the temporary supplies. No power shall be tapped from the Telekom buildings to any of the contractor's facilities.		
7	TEMPORARY BARRICADES, HOARDING, ETC		
	Construct and maintain temporary barricades of suitable height with support framing and post to enclose the work site area to the approval of the Superintending Officer The barricades shall be of substantial construction to control the movement of vehicles and capable of easy removal. Paint in Malay and English notices prohibiting parking near the barricades and notice of warnings of falling objects from the buildings under construction. Provide suitable lockable gates in approved positions. At each entrance and at other prominent positions, paint in Malay and English a notice prohibiting access to unauthorised persons and a warning of danger. Alter, shift and adapt hoardings as directed by the S.O. from time to time as necessary		
8	SHEDS		
	Provide and maintain at a position to be agreed with the Superintending Officer watertight temporary sheds for the storage of materials, tools and equipment for the use of the Contractor's own work people. Provide and maintain covered working areas if required. Repaint, alter, shift and adapt from time to time as required or as directed and remove on completion of the Works.		
9	SAFETY, HEALTH AND WELFARE OF WORK PEOPLE		
	Make arrangements for First-Aid treatment to be available on the site at all times. Adequate and suitable First-Aid equipment shall be provided. All work-people and others on the site shall be informed of the location of such equipment and treatment positions. Provide for transporting seriously sick or injured persons to the nearest Hospital. Report any accident whether requiring first-aid or involving lost time to the Superintending Officer immediately following the accident. Ensure that all items of equipment be periodically inspected by a competent internationally recognised authority and certified by such authority to be in a safe working condition.		
10	LABOUR ON COST		
	Provide for all costs, payment and charges in respect of all employees for:- <ul style="list-style-type: none"> • Annual and Public Holidays • Travelling time, expenses, fares and transport • Non-productive time and other expenses in connection with overtime. • Incentive and bonus payments. • Payment of Labour Deposits or Cost of Providing Banker's Guarantee in lieu of such deposit. • Any other payment and charges arising from the employment of workmen 		
11	REMOVAL OF RUBBISH		
	Keep the site tidy and free from rubbish, debris and the like. Provide all necessary containers like metal 'skips' and remove all rubbish, debris and the like from the site to approved dumping areas at regular intervals. Burning of rubbish on the site will not be allowed under any circumstance.		
12	CLEARING ON COMPLETION		
	On completion of the Works all plant, building appliances, apparatus or equipment are to be removed as quickly as possible and conveyed away from the site at the sole cost of the Contractor. All services and leads, temporary buildings, sheds, barriers, scaffolding, etc. required in the Work's construction are to be disconnected, dismantled, taken down and removed. All holes, trenches, excavation in connection with plant, etc. are to be filled in a proper manner, levelled off and closely turfed and the site left in a clean and orderly condition.		

	<p>In the event of the Contractor not clearing away the above mentioned materials, plant and other temporary works within a stipulated time, the Employer shall arrange for same to be executed by some other party and the cost of such clearing way shall be adjusted against the Contractor's Final Account. The Employer will not be held responsible or liable for any material or plant left upon the site.</p> <p>Before handing over the Works to the Superintending Officer the Contractor shall scrub all floors, pavings, staircases, etc. and clean out all gutters, gulleys, manholes, sumps and drains. The Contractor shall also clean all glass panes and leave every part of the completed works included in this Contract in a clean, sound and tidy condition to the approval of the Superintending Officer.</p>		
13	NOISE AND NUISANCE		
	<p>The amount of noise made on the works is to be kept to a minimum. Generators, compressors and other noisy plant are to be muffled at all times by means of silencers, screens and the like Take all precautions to prevent the starting and spread of fire and provide suitable firefighting equipment. Take all reasonable measures to prevent nuisance by dust by regular watering or other appropriate means as and when the need arises or when instructed by the Superintending Officer.</p> <p>The Contractor shall not obstruct any public way or do anything which may amount to a nuisance or annoyance, and shall not interfere with any right of way or right to adjoining property. Upon notice received by him or left upon the site requiring the discontinuance or suspension of any part of the works the Contractor shall at once forward the notice to the Superintending Officer or if given verbally, shall at once be communicated by him to the Superintending Officer in writing and the Contractor shall keep the Employer indemnified against any claim or omission of the Contract or his agents, servants or workmen in this respect.</p>		
14	PROGRAMME CHARTS		
	<p>Within a reasonable time after the award of the Contract (but not exceeding two weeks therefrom), submit a programme to complete the various operations and sections of work in order to comply with the Contract Period. The Contractor shall submit four copies of this programme to the Superintending Officer and shall make subsequent revisions as required. The programme charts shall be in the form of simple bar charts, accompanied by critical path network analysis showing each main construction sequence if required. Up to date records of progress shall be kept by the Contractor and submitted to the Superintending Officer at weekly intervals.</p> <p>Submit weekly progress reports on the Superintending Officer's standard form of all matters affecting this Contract, including records of inclement weather, strikes, breakdown of machinery and shortage of materials.</p>		
15	PROGRESS PHOTOGRAPHS		
	<p>Provide six sets of nine (minimum) colour photographs to the Superintending Officer before commencement of the works and thereafter on the first day of each month adequately recording the progress on site. Each set suitably dated and titled, taken from various elevations as directed by the Superintending Officer. The Contractor shall also provide necessary albums for safe keeping of the progress photographs. The ownership and copyright of all photographs and the soft copy will be rested in the Employer.</p>		
16	EXISTING SERVICES		
	<p>The Contractor shall take all necessary steps to ascertain the exact positions of existing overhead cables, pipes, ducts, sewers, service mains and shall uphold, protect and maintain all these and other services of the like nature during excavations for the purposes of this Contract and make good or pay for making</p>		

	<p>good all damage thereto and any consequential damage or loss arising out of such damage. In the case where the services are to be temporarily terminated or diverted, the Contractor shall give the necessary notices to the appropriate Authorities and arrange for the work to be carried out and pay all charges in connection therewith.</p>		
17	<p>PROTECT PUBLIC AND PRIVATE SERVICES</p> <p>Provide suitable overhead protection in the form of safety nets, catch platform and hoarding, etc., where workmen are required to work or pass by places that are normally exposed to falling materials, debris or objects.</p> <p>Take all adequate and reasonable measures to protect any private properties. Make good all damages due to any cause within the Contractor's control at his own expense or pay all costs and charges in connection therewith, notice in writing before executing any work to or affecting adjoining properties.</p>		
18	<p>RECORD DRAWINGS</p> <p>The Contractor shall make accurate records of those parts of the works which will become hidden by further progress as may be directed by the Superintending Officer. Such records shall be checked and verified by the Superintending Officer while the work is open for inspection. Records shall be entered by the Contractor on prints of drawings which will be made available to him free of cost for this purpose, amplified by him with supplementary dimensioned sketches and handed to the Superintending Officer as soon as practicable. These record drawings may be used for the preparation of as built drawings as required by the Contract Specification</p>		
19	<p>CO-OPERATION AND CO-ORDINATION</p> <p>Co-operate with all other persons who are on the site with the authority of the Employer. Co-ordinate the Works such that they may be completed in the most efficient and acceptable manner. The Contractor shall permit other Contractors and the Employer to use any part of the Works.</p>		