

E-GOVERNMENT NATIONAL CENTRE (EGNC)

Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam

Department/References : EGNC/PM/4.2/2017.033 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: THE SUPPLY, DELIVERY, INSTALLATION, TESTING, SUPPORT OF THE LEASED PHOTOCOPY MACHINE AND FAX MACHINE FOR MEDIA CENTRE OF 'THE GOLDEN JUBILEE CELEBRATION OF HIS MAJESTY THE SULTAN AND YANG DI-PERTUAN OF BRUNEI DARUSSALAM'S ACCESSION TO THE THRONE'

Item	Description	Qty	Please specify (y/n) and the Proposed Item & Specification		Unit Price for 1 day	Total Cost for 4 days	Department / References
1.	Photocopy Machine (Black and White) <ul style="list-style-type: none"> With A4 Papers Able to scan 	4 Unit	y/n				Contact Person: Awang Mohammad bin Hj Kassim (8772603) Mohammad Elmy bin Hj Nawi (8863474)
2.	Fax Machine (Black and White) <ul style="list-style-type: none"> With A4 Papers 	1 Unit					
	- Quotation validity at least 6 months or more		Month				
			TOTAL COST :				
	<p>Please Also Observe The Following:</p> <p>a. Any vendors that have not completed or properly filling in the form will not be entertained</p> <p>b. Quotation Validity: 6 months or above</p> <p>ISSUE QUOTATION : 18 July 2017 CLOSE QUOTATION : 08 August 2017 (2.00PM)</p>	<p><i>Acknowledgement:</i></p> <p><i>Company Ref. No.:</i></p> <p>I hereby certify the above quote to be correct.</p> <p>Signature:</p> <p>Designation:</p> <p>Date :</p>			<p><i>Company's Official Stamp:</i></p>		

THE SUPPLY, DELIVERY, INSTALLATION, TESTING, SUPPORT OF THE LEASED PHOTOCOPY MACHINE AND FAX MACHINE FOR MEDIA CENTRE OF 'THE GOLDEN JUBILEE CELEBRATION OF HIS MAJESTY THE SULTAN AND YANG DI-PERTUAN OF BRUNEI DARUSSALAM'S ACCESSION TO THE THRONE'

INTRODUCTION

The Golden Jubilee Celebration Of His Majesty The Sultan And Yang Di-Pertuan Of Brunei Darussalam's Accession To The Throne' will be held on 5th October 2017.

The Media Centre will be setup for the event to accommodate all the media personnel for local and international media.

The venue of the The Media Centre will be at:

**Youth Centre (Pusat Belia),
Jalan Kampong Berangan,
Bandar Seri Begawan BS8211,
Brunei Darussalam.**

The E-Government National Centre reserve the right to choose and select any of the Photocopy Machine and Fax Machine offered at the lowest evaluated cost submitted by the vendors as listed from No. 1 – No. 2 at **Appendix 1**.

PROJECT IMPLEMENTATION

The duration of the Media Centre to be used by the media personnel will be for FOUR (4) days from Tuesday, 03rd October 2017 to Friday, 06th October 2017.

1. The vendor will be required to deliver, set up and test the Photocopy machine and Fax machine on Monday, 02nd October 2017.
2. The vendor shall assist E-Government National Centre to setup the Media Centre Photocopy machine and Fax machine.

INFORMATION DAY

The 'Information day' will be held on Monday, 31st July 2017 (2:30pm) at :

**Youth Centre (Pusat Belia),
Jalan Kampong Berangan,
Bandar Seri Begawan BS8211,
Brunei Darussalam.**

SCOPE OF WORK

The awarded vendor shall:

- Provide **onsite support** during the duration of the 4 days
- Shall work closely together with the E-Government National Centre (EGNC) in setting up the Media Centre
- Additional Photocopy toner and Fax Machine to be deliver immediately if necessary and quotation to be issue later

Should you wish to contact us for any queries, please do not hesitate to contact:

1. **Awang Mohammad bin Hj Kassim**
Email: Mohammad.hjkassim@jpm.gov.bn
Phone No: 8772603
2. **Mohammad Elmy bin Hj Nawi**
Email: elmy.nawi@jpm.gov.bn
Phone No: 8863474

DELIVERY CONFIRMATION LETTER

To:
Chairman of Procurement Committee,
E-Government National Centre,
Prime Minister Office,
Spg 69-18, Jalan E-Government
Gadong BE1110, Negara Brunei Darussalam.

QUOTATION OF: EGNC/PM/4.2/2017.033

With regards to the quotation above that our Company participate, our Company agreed to the terms below:

1. In the event that our Company is successful in this quotation, we promise to perform and supply within the promise period according to the specifications and quantity mention in Appendix 1 from the issued date.
2. In the event that our Company is unable to make provision in the original period specified in paragraph 1., the company will:
 - a) Inform E-Government National Centre within 14 days before the date of supply is to be made in writing with an explanation. In this regard, our Company agreed to implement one of the following ways:
 - i) Replace with the same specifications that is agreed with E-Government National Centre or
 - ii) Lending until supply is made that is agreed with E-Government National Centre.
 - b) Inform in the event that the conditions mentioned above in clause (a) cannot be fulfilled, therefore E-Government National Centre reserves the right to cancel this quotation.
3. If our Company fails to perform as required to make the supply, our Company will be banned from participating in any future tender or quotation from the Government of His Majesty Paduka Seri Baginda Sultan dan Yang Di Pertuan Negara Brunei Darussalam.
4. If our Company fails to meet these requirements, our company will be charged a penalty of 10% of the total price of the delayed or unsuccessful supply without any acceptable reasons. E-Government National Centre is entitled to deduct from the security deposit or any payments to be received by the Company in the event that the Company are not able to supply within the stipulated period.

Signature, Name & Position

Company Cop & dates

TERMS AND CONDITIONS OF RFP
REF. NO: EGNC/PM/4.2/2017.033

- 1.1 The Tenderer is required to quote the proposed services which will best meet the requirement as per given in the enclosed Request for Quotation (RFQ) taking into consideration the following:-
a. Any amendments made should be initialled with the Tenderer's stamp
- 1.2 All prices are to be quoted:
a. In Brunei Dollars (BND),
b. With minimum validity period of 1 year from closing date of quotation.
- 1.3 RFQ responses must be submitted using the form in Appendix 1 attached hereto on or before the closing date :
- 1.3.1 Using a sealed envelope to the Reception Counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG ', addressed to:
- Quotation Reference : EGNC/PM/4.2/2017.033**
- E-GOVERNMENT NATIONAL CENTRE
PRIME MINISTER'S OFFICE
SIMPANG 69-18, JALAN E-KERAJAAN,
GADONG BE1110
NEGARA BRUNEI DARUSSALAM
and marked "Quotation Closing Date, Tuesday 08th August 2017 (2.00 pm)"**
- 1.4 The E-Government National Centre hereafter referred to as the Customer has and reserves the right:
a. not to accept the lowest or any quotation,
b. to accept any quotation in whole or in part, or
c. to penalise and cancel any order or contract from/with the Tenderer if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Tenderer.
- 1.5 Any clarification of the requirement can be requested not later than 1 (one) working day before the closing of the quotation submission. For any clarification please contact **Awang Mohammad bin Hj Kassim via email at Mohammad.hjkassim@jpm.gov.bn or via phone number +6738772603** .
- 1.6 A contract shall be signed with the Government to exercise the terms.
- 1.7 After the services have been delivered, a copy of the Delivery Order is required to be faxed to 2424940 with attention to Procurement Section, E-Government National Centre.
- 1.8 The Tenderer must not make any public statement in relation to this quotation document or to the awarding of any consequent order for the supply of the required items.
- 1.9 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.
- 1.10 If the Supplier does not hear from the Customer within 3 weeks from the date of quotation's closure, the Supplier's quotation is considered unsuccessful

PUSAT KEBANGSAAN E-KERAJAAN
JABATAN PERDANA MENTERI

APPENDIX 4

VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF : EGNC/PM/4.2/2017.033

Tick (v) where appropriate:-

Quote

No Quote

Name :

Designation:

Contact No/Office No/Fax No/email:

Date :

Company's chop:

NOTE :

This form (Appendix 4) must be signed and stamped by the vendor and submit to the reception counter of the **'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG BE1110'** or fax to 2424940.

Your response is highly appreciated.

Pusat Kebangsaan E-Kerajaan
Simpang 69-18
Jalan e-Kerajaan
Gadong BE1110
Negara Brunei Darussalam

Tel: 2424955/6/7 ext 122 / Fax : 2424940