

E-GOVERNMENT NATIONAL CENTRE (EGNC)

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

Department/References : EGNC/PM/4.2/2016.035 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

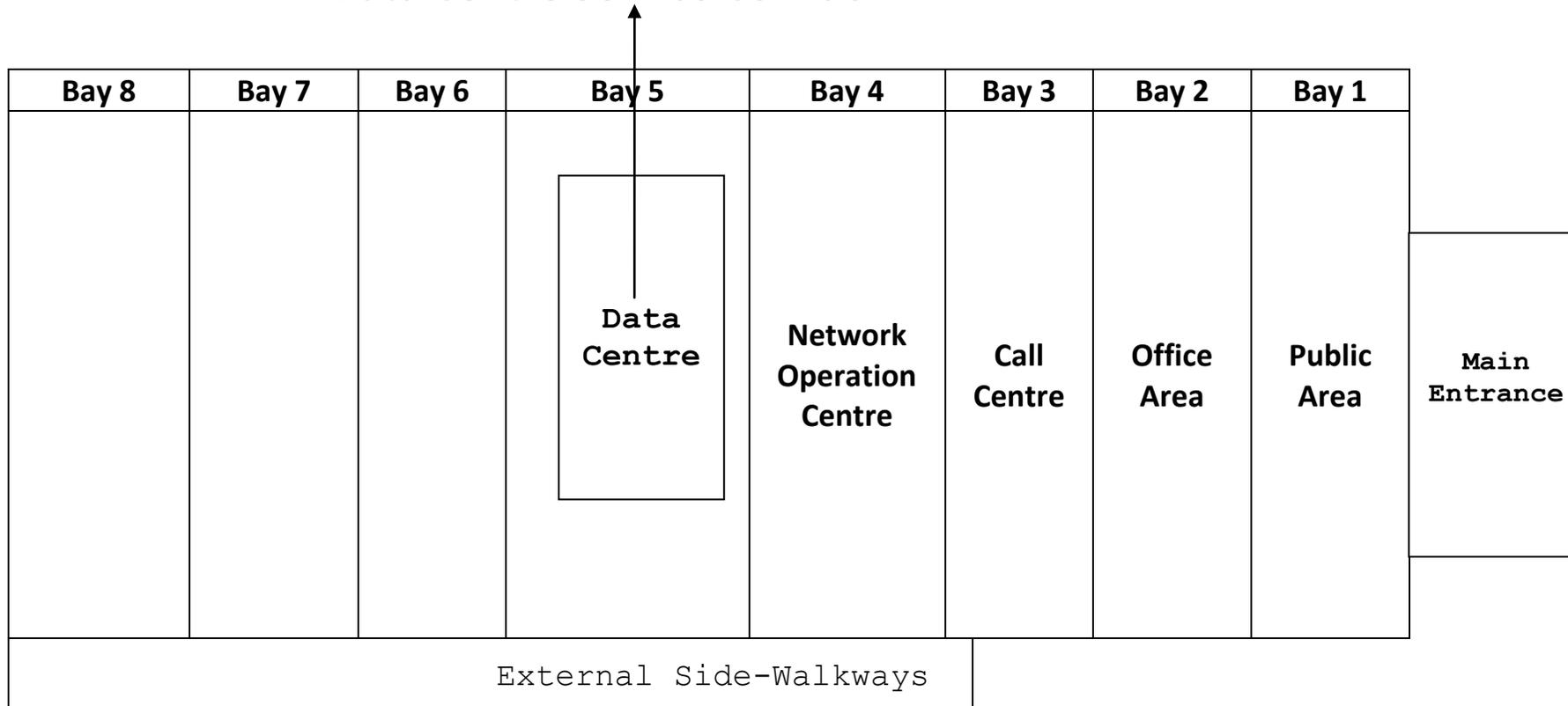
APPENDIX 1: QUOTATION FOR THE CLEANING SERVICES AT E-GOVERNMENT NATIONAL CENTRE

Item	Description	Unit	Qty	Please specify contents of the proposed item/sectotion	Price For 1 Month (BND)	Price For 1 Year (BND)	Department / References
1.	CLEANING SERVICES FOR INTERNAL AND EXTERNAL AREAS OF E-GOVERNMENT NATIONAL CENTRE BUILDING AS SPECIFIED IN THE SCOPE WORK:  Please refer attached Lampiran A and Floor Plan of the Building  Manpower provision - minimum 4 persons	Lot	1				Contact Person:  Hajah Masni  2424955
2.	Work Schedule or plan from Monday to Saturday with stated time must be submitted together with the quotation  Quotation validity : at least 6 months or more  Note: Initiation of services to begin from August 2016 until August 2017			<i>Specify</i>  <i>Specify</i>  <i>Months</i>			
				<b>TOTAL COST :</b>			
Please Also Observe The Following:  a. Any vendors that have not completed or properly filling in the form will not be entertained. b. Vendors are welcome / recommended to see the site c. Please provide product brochures d. Quotation Validity: <b>6 months or above</b>  <b>ISSUE QUOTATION : 14 June 2016</b> <b>CLOSE QUOTATION : 28 June 2016 (12.00 Noon)</b>		<i>Acknowledgement:</i>  <i>Company Ref. No.:</i> .....  I hereby certify the above quote to be correct.  Signature: .....  Designation: .....  Date : .....			<i>Company's Official Stamp:</i>		

<b>SCOPE OF WORKS</b>	
1	<p>The service should cover internal and external areas of E-Government Centre Building. Refer to the attached Floor Plan of E-Government / building, Gadong.</p> <p>Those areas include all rooms, offices, Network operation centre, Data Centre service corridor, lobby, reception area, common corridors, main-entrance, external side-walkways, car-park, driveways and others.</p>
2	<p><b>Working Duration</b></p> <ol style="list-style-type: none"> <li>Days : Monday to Thursday and Saturday.</li> <li>Time : 7.00 am to 4.30 pm</li> </ol>
3	<p><b>Data Centre Service corridor</b></p> <ol style="list-style-type: none"> <li>Weekly cleaning including floors (vacuumed), dust removal, Doors, etc.</li> </ol>
4	<p><b>Floor – Tiles</b></p> <ol style="list-style-type: none"> <li>Floor to be swept / dust mopped / wet mopped daily.</li> <li>Floor to be scrubbed when required.</li> <li>Floor to be polished Monthly.</li> </ol>
5	<p><b>Floor – Carpeted</b></p> <ol style="list-style-type: none"> <li>Carpeted floor to be vacuumed Daily (Please do it before 8.00 am or during lunch time).</li> <li>To be steamed-shampooed once in every 2 months or as when required.</li> <li>Spot cleaning whenever Required.</li> </ol>
6	<p><b>Glass Panels, Doors, Curtain and Blinds</b></p> <ol style="list-style-type: none"> <li>Daily Spot Cleaning and squeegee dry glass and monthly through wash including frames.</li> <li>Dusting of curtain and blinds when required.</li> </ol>
7	<p><b>Wall and Ceiling, Light Fitting and Air-Conditioning Grilles</b></p> <ol style="list-style-type: none"> <li>Spot cleaning/dusting and removal cob webs from ceiling and dampened wiping of air-conditioning grilles and light fitting Diffusers Monthly.</li> </ol>
8	<p><b>Office Furniture and Facilities</b></p> <ol style="list-style-type: none"> <li>Daily cleaning, wiping and dusting of tabletops, counter and shelves.</li> <li>Daily wiping out dust with dry/wet towel to all surface of furniture's and fixtures.</li> <li>Daily washing, cleaning and drying of soiled cups, mugs and dishes.</li> </ol>
9	<p><b>Litter Bins</b></p> <ol style="list-style-type: none"> <li>To be emptied and cleaned daily.</li> </ol>
10	<p><b>Toilets, Washrooms, etc</b></p> <ol style="list-style-type: none"> <li>Daily replenishment of toilet paper &amp; hand soap. Once finished, must be replenished. To be checked 4x daily. Hand shop must always be refilled.</li> <li>Daily cleaning of toilet bowls and urinals disinfectants and deodorizing agent. (Please do it before 8.00 am for morning and before 2.00 pm in the afternoon).</li> </ol>
11	<p><b>The Empty Bays (Bay 6, Bay 7 and Bay 8)</b></p> <ol style="list-style-type: none"> <li>Weekly Sweeping and cleaning.</li> </ol>
12	<p><b>Car Park and Driveway (excluding grasscutting)</b></p> <ol style="list-style-type: none"> <li>Sweeping car park and driveway surrounding the building.</li> <li>Collect rubbish and dumped to the nearest dust bin.</li> <li>Apron drain to be cleaned daily, general cleaning shall be done once a month using high pressure cleaner.</li> </ol>
13	<p><b>Service</b></p> <ol style="list-style-type: none"> <li>To produce cleaning attendance of the washrooms daily.</li> <li>To produce cleaning check list monthly.</li> <li>To produce service report monthly.</li> </ol>
14	<p><b>General</b></p> <ol style="list-style-type: none"> <li>Cleaning and maintenance is inclusive of Manpower minimum 4 persons (at least 2 male for male toilet), Chemicals, hand soaps, tissue paper. All equipment, chemical and materials to be used must be of high quality.</li> <li>Disposal of all rubbish and to be collected and deposited in Polythene bags and brought down to the bin counter for collection daily.</li> <li>Any other cleaning assignment deem fit to fulfill the objective of cleanliness.</li> </ol>

**FLOOR PLAN OF E-GOVERNMENT NATIONAL CENTRE BUILDING, GADONG**

**Data Centre Service Corridor**



**SURAT PENGESAHAN PEMBEKALAN**

Kepada :  
Pengerusi Jawatankuasa Perolehan,  
Pusat Kebangsaan E-Kerajaan,  
Jabatan Perdana Menteri,  
Spg 69-18, Jalan E-Kerajaan  
Jalan Gadong BE1110,  
Negara Brunei Darussalam.

**SEBUTHARGA BILANGAN : EGNC/PM/4.2/2016.035**

Sehubungan dengan sebutharga di atas yang Syarikat kami turut serta, Syarikat kami bersetuju dengan syarat-syarat dibawah :

1. Jika sekiranya Syarikat kami berjaya dalam sebutharga ini, Syarikat kami berjanji akan melaksanakan perkhidmatan mengikut syarat-syarat yang ditetapkan dalam Appendix 1 daripada tarikh 'Purchase Order (PO)' dikeluarkan.
2. Jika sekiranya Syarikat kami tidak dapat membuat perkhidmatan dalam tempoh 3 kali berturut-turut, Jabatan Pusat Kebangsaan E-Kerajaan berhak menamatkan kontrak ke Syarikat kami.
3. Syarikat kami bersedia menghadapkan laporan status proses perkhidmatan berkenaan atau dokumen-dokumen yang berkaitan mengenainya ke Jabatan Pusat Kebangsaan E-Kerajaan.
4. Semua tuntutan pembayaran akan dikumpulkan dan dihadapkan ke Jabatan Pusat Kebangsaan E-Kerajaan pada setiap penghujung bulan dengan menyertakan dokumen-dokumen yang berkaitan.

Tandatangan, Nama & Jawatan

Cop Syarikat & Tarikh

**TERMS AND CONDITIONS OF QUOTATION**  
**REF. NO: EGNC/PM/4.2/2016.035**

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- 1.1 The Supplier is required to quote the proposed items (goods and services) which will best meet the requirement as per given in the enclosed Request for Quotation taking into consideration the following :-
- a. **The use of correction fluid is not allowed in the Quotation**
  - b. **Any amendments made should be initialled with the supplier 's stamp**
- 1.2 All prices are to be quoted inclusive of:
- a. Duties where applicable
  - b. as "Ship To Location" indicated in the Request for Quotation.
  - c. minimum validity period of 24 weeks (6 months) from closing date of quotation.
  - d. **ex-stock or immediate** from date of issuance of indent.
- 1.3 **Quotation responses must be submitted at the Reception Counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG ' using the Quotation Forms and any forms attached hereto enclosed in one envelope per quotation and addressed to:**
- Quotation Reference : EGNC/PM/4.2/2016.035*
- 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 28<sup>th</sup> June 2016 (12.00Noon)"**
- 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
  - c. penalise and cancel any order or contract from/with the Supplier if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Supplier.
- 1.5 The Supplier will agree to supply any additional quantities, perform any work and provide any materials and services necessary to successfully complete the installation, commissioning of the required items even if such items are not mentioned or are mis-stated in the Supplier's proposed solutions.
- 1.6 The Supplier 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.
- 1.7 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 **Hajah Masni at telephone number 2424 955.**
- 1.8 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.
- 1.9 After the goods 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.
- 1.10 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**

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**VENDOR'S PARTICIPATION FORM  
FOR QUOTATION REF : EGNC/PM/4.2/2016.035**

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Tick (v) where appropriate:-

Quote

No Quote

Name : .....

Designation: .....

Date : .....

Company's chop:

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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.

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

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