

SESSION 1 (AUGUST 2024 – MAY 2025)

1. SCHEDULE A						
OFFICE HOURS						
NO.	FROM	TO	PICK UP TIME	NO. OF PASSENGER	RATE PER PASSENGER (\$)	
					45 seater	22 seater
1a.	THE CORE UBD	PULAU MUARA BESAR	6.00 AM	5-45 pax		
1b.	PULAU MUARA BESAR	THE CORE UBD	5.30 PM			
2a.	MUARA TOWN	PULAU MUARA BESAR	6.45 AM	5-15 pax		
2b.	PULAU MUARA BESAR	MUARA TOWN	5.30 PM			
3a.	ONG SUM PING CAMPUS	PULAU MUARA BESAR	6.00 AM	5-10 pax		
3b.	PULAU MUARA BESAR	ONG SUM PING CAMPUS	5.30PM			

2. SCHEDULE B						
MORNING SHIFT						
NO.	FROM	TO	PICK UP TIME	NO. OF PASSENGER	RATE PER PASSENGER (\$)	
					45 seater	22 seater
1a.	THE CORE UBD	PULAU MUARA BESAR	6.00 AM	5-45 pax		
1b.	PULAU MUARA BESAR	THE CORE UBD	8.00 PM			
2a.	MUARA TOWN	PULAU MUARA BESAR	6.45 AM	5-15 pax		
2b.	PULAU MUARA BESAR	MUARA TOWN	8.00 PM			
3a.	ONG SUM PING CAMPUS	PULAU MUARA BESAR	6.00 AM	5-10 pax		
3b.	PULAU MUARA BESAR	ONG SUM PING CAMPUS	8.00 PM			

3. SCHEDULE C						
NIGHT SHIFT						
NO.	FROM	TO	PICK UP TIME	NO. OF PASSENGER	RATE PER PASSENGER (\$)	
					22 seater	15 seater
1a.	THE CORE UBD	PULAU MUARA BESAR	6.00 PM	5-10 pax		
1b.	PULAU MUARA BESAR	THE CORE UBD	8.00 AM			
2a.	MUARA TOWN	PULAU MUARA BESAR	6.45 PM	5-10 pax		
2b.	PULAU MUARA BESAR	MUARA TOWN	8.00 AM			
3a.	ONG SUM PING CAMPUS	PULAU MUARA BESAR	6.00 PM	5-10 pax		
3b.	PULAU MUARA BESAR	ONG SUM PING CAMPUS	8.00 AM			



SESSION 2 (AUGUST 2025 – MAY 2026)

4. SCHEDULE D						
OFFICE HOURS						
NO.	FROM	TO	PICK UP TIME	NO. OF PASSENGER	RATE PER PASSENGER (\$)	
					45 seater	22 seater
1a.	THE CORE UBD	PULAU MUARA BESAR	6.00 AM	5-20		
1b.	PULAU MUARA BESAR	THE CORE UBD	5.30 PM	00%		
2a.	MUARA TOWN	PULAU MUARA BESAR	6.45 AM	5-10		
2b.	PULAU MUARA BESAR	MUARA TOWN	5.30 PM	00%		
3a.	ONG SUM PING CAMPUS	PULAU MUARA BESAR	6.00 AM	5-10		
3b.	PULAU MUARA BESAR	ONG SUM PING CAMPUS	5.31 PM	00%		

5. SCHEDULE E						
MORNING SHIFT						
NO.	FROM	TO	PICK UP TIME	NO. OF PASSENGER	RATE PER PASSENGER (\$)	
					22 seater	15 seater
1a.	THE CORE UBD	PULAU MUARA BESAR	6.00 AM	5-15		
1b.	PULAU MUARA BESAR	THE CORE UBD	8.00 PM	00%		
2a.	MUARA TOWN	PULAU MUARA BESAR	6.45 AM	1-5		
2b.	PULAU MUARA BESAR	MUARA TOWN	8.00 PM	00%		
3a.	ONG SUM PING CAMPUS	PULAU MUARA BESAR	6.00 AM	1-5		
3b.	PULAU MUARA BESAR	ONG SUM PING CAMPUS	8.00 PM	00%		

6. SCHEDULE F						
NIGHT SHIFT						
NO.	FROM	TO	PICK UP TIME	NO. OF PASSENGER	RATE PER PASSENGER (\$)	
					22 seater	15 seater
1a.	THE CORE UBD	PULAU MUARA BESAR	6.00 PM	1-5		
1b.	PULAU MUARA BESAR	THE CORE UBD	8.00 AM	00%		
2a.	MUARA TOWN	PULAU MUARA BESAR	6.45 PM	1-5		
2b.	PULAU MUARA BESAR	MUARA TOWN	8.00 AM	00%		
3a.	ONG SUM PING CAMPUS	PULAU MUARA BESAR	6.00 PM	1-5		
3b.	PULAU MUARA BESAR	ONG SUM PING CAMPUS	8.00 AM	00%		

Disclaimers:

1. Payment for bus services is solely student's responsibility.
2. The total number of students for Session 1 will decrease to between 5 – 138 (total number of students) starting January 2025 - May 2025.
3. The total number of students for Session 2 will decrease to between 5 – 63 (total number of students) starting January 2026 - May 2026.
4. Participating vendors are required to attend the Briefing Session that will be presented by the Student Affairs Division on **Monday, 13th May 2024 at 9am at One Stop Centre, Level 2, Ong Sum Ping Campus.** Vendors who failed to attend the Briefing Session and wish to participate in the quotation, are required to present together a letter of willingness for scope of work and price offered in the quotation.

IMPORTANT NOTE:

Please refer to attachment:

Appendix C - Terms and Conditions Summary For Politeknik Brunei Bus Transportation Rental Service



Perhatian:

Jika anda berminat untuk mengemukakan tawaran, anda dikehendaki membuat pembayaran sebanyak BND\$5.00 ke Bahagian Kewangan Politeknik Brunei di tingkat 12.

Anda juga dikehendaki mengisi **BORANG PENYERTAAN** dalam talian di <https://bit.ly/3Hp2RLt> dan memuatnaik resit pembayaran ke dalam borang tersebut. Borang Sebutharga (RFQ) dan dokumen yang berkaitan akan dihantar melalui emel.

Jika anda memerlukan maklumat lanjut, sila hubungi jhep@pb.edu.bn atau ditalian no. telefon +673-2234466 ext 319/215.

Terima kasih di atas penyertaan anda.

Note:

If you are interested in submitting an offer, you are required to make a payment of BND\$5.00 to Finance Division on the 12th floor, Politeknik Brunei.

You are also required to fill in the online PARTICIPATION FORM at <https://bit.ly/3Hp2RLt> and upload the payment receipt into the form. Quotation Form (RFQ) and related documents will be sent via email.

If you require further information, please do not hesitate to email jhep@pb.edu.bn or contact no +673-2234466 ext 319/215.

Thank you and looking forward to your participation.

APPENDIX C

TERMS AND CONDITIONS SUMMARY FOR POLITEKNIK BRUNEI BUS TRANSPORTATION RENTAL SERVICE

1. Service payment is to be made monthly or daily, based on the rate accepted in the quotation/tender.
2. The number of students using the bus services is not fixed and subject to change according to the number of registered students in each semester.
3. Politeknik Brunei shall not be held responsible if registered students using this service decrease over time or does not reach the amount expected by the company.
4. The company must ensure that buses are punctual upon students' pick up and drop off.
5. The period of this service shall be during the school learning sessions. However, if the service is required during the semester break, the relevant parties will be informed.
6. Politeknik Brunei will share the complete details of the students who have successfully registered for the bus service two (02) weeks before the start of each semester.
7. The company must share its designated liaison officer's complete contact information such as phone numbers and email addresses for inquiries, reports and complaints regarding the service provided.
8. The company must provide a list of the bus driver's name and bus registration number along with the phone number, according to their set pick-up points one (01) week prior to the start of each semester
9. The company must prepare a letter of agreement between the company and the student and provide one (01) copy of the agreement to Politeknik Brunei for reference.
10. The company shall be responsible to contact the students who have registered for matters arising from agreements, services and payments.
11. The company shall provide an update of the full list of students using the bus service every month via email to Politeknik Brunei.
12. The company shall prepare daily bus transport students' attendance sheets according to their chosen pick-up points and ONE copy shall be given to the Student Affairs Unit, Politeknik Brunei at the end of the month.
13. The company shall be responsible for collecting payments from students who have registered using the bus service by issuing the company's official payment receipt.

APPENDIX C

14. There are three (03) selected pickup locations or points; two (02) areas in the Brunei Muara district and one (01) area in the Tutong district. However, the company shall agree to any additional pickup location or points when such needs arise.
15. Politeknik Brunei reserves the right to utilise the bus transport service for extracurricular activities such as field trips, attending courses, workshops, school orientation (if held outside Politeknik Brunei campus) and events organized by any government and private agencies, upon agreement, between the company and Politeknik Brunei with separate payment.
16. The company shall obey all instructions given by Politeknik Brunei with regard to providing bus transport services according to the date, day, time and place given.
17. Only vehicles that have been listed (tendered) and registered with Politeknik Brunei are allowed to operate according to the instructions given.
18. The company shall inform Politeknik Brunei immediately if there are changes to bus drivers, such as resignations, terminations, replacements, etc.
19. The company shall immediately inform Politeknik Brunei if the buses are unable to operate as directed.
20. The company shall bear all costs for any damages incurred to the vehicles used without incurring any costs from Politeknik Brunei and must notify it in writing.
21. Politeknik Brunei reserves the right to amend, modify or add to the Term and Conditions for Politeknik Brunei Bus Transportation Rental Service at any time in writing and the company will be bound by such changes.